

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 16-513

**Being a By-Law to amend By-Law #15-493
per diem and travel allowances, Council remuneration.**

WHEREAS it is the desire of Council of the Corporation of the Township of South Algonquin to amend By-Law #15-493 in reference to per diems, travel allowances, Council remuneration and employee Personnel Policy.

NOW THEREFORE the Municipal Council for the Corporation of the Township of South Algonquin enacts as follows by adopting the following schedules as part of this By-Law #15-493

1. Schedule "A" Honourarium/per diem, Mayor and Councillor Remuneration.
2. Schedule "B" to be adopted as Personnel Policy.
3. Schedule "C" Benefit Summary.
4. Schedule "D" Wage Grid.

AND FURTHER that this By-Law, when passed, takes precedence over all previous by-laws/policies or resolutions with respect to the matters contained herein and shall come into force and effect on the day of its passing.

AND FURTHER THAT By-Law #15-493 be repealed and replaced with By-Law #16-513

READ A FIRST AND SECOND TIME this 21st day of July 2016

Jane Dumas, Mayor

Suzanne Klatt, CAO/ Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 18th day of August 2016

Jane Dumas, Mayor

Suzanne Klatt, CAO/ Clerk-Treasurer

SCHEDULE "A"

Honourarium/Per Diem, Mayor Remuneration

1. Per diem rates are established as follows:

Travel meal allowance \$125.00 per day with receipts for Council or Staff.
2. The current monthly honourarium for Mayor is \$950.00.
3. The current monthly honourarium for Councillor is \$700.00.
4. The current remuneration for Mayor, Councillors, and Fire Department Personnel attendance at Committee or other special meetings \$75.00 per meeting. Remuneration for Committee or other special meetings in excess of 4 hours \$100.00 per meeting.
5. The current travel allowance for use of private vehicles (by Council or staff) is set by resolution.
6. The current remuneration for Mayor, Councillors, and Fire Department Personnel who absent themselves from their employment to partake in educational activities such as training programs offered from time to time is \$255.00 (based on 10 hours) for a full day or fire related calls for part day.

SCHEDULE “B”

Personnel Policy

The following Leave/Benefit Package/Working Conditions are adopted for the municipality's permanent full time employees:

a) **Hours of Work:**

The CAO/Clerk-Treasurer, Deputy Treasurer, Deputy Clerk and Municipal Operations Clerk will work seven (7) hours per day, 35 hours per week, commencing at 8:30 a.m. until 4:00 p.m. with one half (1/2) hour (unpaid) time off for lunch. Lunch breaks will continue to be staggered.

The Works Superintendent and Public Works employees shall work eight (8) hours per day, 40 hours per week with one half (1/2) hour (unpaid) time off for lunch.

Summer: 7:00 a.m. to 3:30 p.m.

Winter: 6:00 a.m. to 2:30 p.m.

The Work Superintendent or Designate shall be permitted to change or alter the work schedule to accommodate weather conditions or situations that may occur from time to time.

b) **Overtime:**

The CAO/Clerk-Treasurer, and Works Superintendent, as Senior Management employees, shall be paid one hour of pay for each hour worked in excess of their normal work day.

Attendance at Council /Committee meetings, as specified and deemed necessary by Council, for each of the above named employees, shall be paid at the straight time rate for a minimum of three (3) hours or a maximum of four (4) hours.

The CAO/Clerk-Treasurer and Works Superintendent shall have the option to take their excess hours worked off as Compensatory Time Off.

The Deputy Treasurer, Deputy Clerk, Municipal Operations Clerk and Works Department employees shall be paid at the rate of one and one half (1 ½) times their rate of pay of each hour worked, when required to do so, in excess of their normal work day.

This group of employees shall be entitled to take their accumulated overtime hours off as Compensatory Time Off at the rate of one and one half (1 ½) hours off for each hour worked in excess of their normal work day. Accumulated overtime or compensatory time can be banked and taken in time in lieu to a maximum of;

Administrative Staff- 35 hours maximum

Public Works Staff-40 hours maximum

All accumulated overtime or compensatory time exceeding the maximum listed above shall be paid in the pay period in which it was earned.

All accumulated overtime or compensatory time will be paid out by December 31 of each fiscal year unless approved by Council.

c) **Annual / Vacation Leave:**

Annual vacation requests must be submitted to Department Heads by March 31st of each year for that year.

If there are conflicting requests for holidays seniority will be the deciding factor.

Each permanent full-time employee will earn vacation (annual) leave as follows:

- (i) Ten (10) working days per year within the first year, after six (6) months of full-time employment.
- (ii) Fifteen (15) working days per year upon completion of the first five (5) years of full-time employment.
- (iii) Twenty (20) working days per year upon completion of the first twelve (12) years

of full-time employment.

- (iv) Twenty-five (25) working days per year upon completion of twenty (20) years of full-time employment.

Annual leave is designed to allow employees well-earned rest and holiday period. Accordingly, annual leave shall be taken during the year in which it is earned. Only under extraordinary circumstances will annual leave be allowed to be carried over into the following year.

d) **Sick/Personal Leave:**

- Sick leave is a benefit granted to permanent full time employees, and is designed to provide income protection during periods of ill health or time off required to visit a medical practitioner or dentist. Personal leave is a benefit that would be granted to permanent full-time employees, and is designed to provide income continuation and to promote sick leave conservation. It is to allow for an employee to meet family obligations, illness of an immediate family member or the need for time to conduct personal business necessitating absence from work, or professional needs without needing a medical practitioner note. Personal Days are provided for the aforementioned reasons and may not be used for other purposes such as extra vacation time; if a long term illness situation, both the sick and personal days yearly allotment would be used as sick time. All personal days will be granted at the discretion of the CAO/Clerk Treasurer or supervisor.

Permanent full-time employees shall be credited with .50 days for each full calendar month (6 days/yr) of full-time employment for Sick Leave and .25days for each full calendar month (3 days/yr) of full time employment for Personal Leave. Permanent employees hired on or before the 15th day of the month shall receive full credit for the month. Credits shall accumulate to a maximum of sixteen (16) days with a Maximum amount of 3 personal days/yr. Employees shall not be paid for unused sick/personal leave credits when leaving the employ of the municipality. Any employee who abuses this policy may be subject to discipline.

e) **Bereavement / Compassionate Leave:**

Permanent full-time employees who would otherwise have been at work shall be allowed up to three (3) days leave with pay in the event of the death of his or her spouse, mother, father, mother-in-law, father-in-law, son, daughter, step-son, step-daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, grandchild, ward, guardian, step-mother, step-father, step-grandparent, step-grandchild or same sex spouse.

Permanent full-time employees who would otherwise have been at work shall be allowed one (1) day leave with pay in the event of the death and to attend the funeral of his or her aunt, uncle, niece or nephew or to be a pallbearer

f) **Time Sheets:**

All employees shall complete bi-weekly time sheets in the form and manner provided. Bi-weekly time sheets are to be signed either by the Mayor or the Chair of Human Resources/Administration or Department Head and submitted on the Monday morning, following the completed pay period. Time sheets are to be submitted Tuesday morning if the Monday is a holiday.

g) **Vacation Pay:**

The Township of South Algonquin pays 4% vacation pay, as per the Ministry of Labour Standards, to those employees entitled.

h) **Cost of Living Allowance:**

Cost of living allowance will be reviewed on an annual basis.

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SCHEDULE “C”

Benefit Summary

Benefits are provided to permanent full time employees as provided by agreement with the provider.

Pension

Plan is a contributory plan with a payout based on annual salary and retirement age.

Safety Footwear

Full and Permanent Part Time Employees will be entitled to a \$150.00 annual allowance for CSA approved safety boots.