THE CORPORATION OF THE TOWNSHIP OF LAURENTIAN VALLEY
BY-LAW NUMBER 04-12-235

BEING A BY-LAW FOR REGULATING THE CONDITIONS OF EMPLOYMENT OF OFFICERS AND STAFF OF THE MUNICIPALITY, AND TO REPEAL BY-LAW NUMBER 03-12-196

WHEREAS the Municipal Act 2001, S.O. 2001, c. 25, Section 5, states that the powers of a Municipality shall be exercised by its Council and shall be exercised by by-law;

AND WHEREAS the Municipal Act 2001, S.O. 2001, c. 25, Section 276, 278, 281 and 282 provide authority for a Municipal Council to pass by-laws regulation the benefits of Officers and Servants;

AND WHEREAS the Municipal Council of the Township of Laurentian Valley deems it advisable to employ all municipal officers and staff under and subject to the provisions of a by-law;

NOW THEREFORE, the Municipal Council of the Township of Laurentian Valley enacts as follows:

DEFINITIONS

The word "Officer" shall apply to and include; Chief Administrative Officer/Clerk and Deputy Chief Administrative Officer/Treasurer.

The words "administrative staff" shall apply to and include Administrative Assistant and Office Manager.

The words "regular part-time" shall apply to and include Secretary/Receptionist.

The words "other staff" shall mean and include all other employees appointed to a full-time permanent position not listed above.

The words "temporary worker" shall mean and include all employees hired on a part-time, casual or temporary basis, for a phase of work for which there is no permanent establishment provided.

All employees hired to fill a full time permanent, regular part-time officer or other staff position shall serve a six month probationary period at the conclusion of which, providing their services are satisfactory, shall be deemed an employee as defined in 1, 2, 3, and 4 above.

Temporary workers and employees serving a six month probationary period are not entitled to any fringe benefits other than that which is mandatory under statute.

ARTICLE 1 - PUBLIC HOLIDAYS

(a) The following days shall be observed by the Township as public holidays for all Township Staff. The requirements of the Employment Standard Act shall be met in order to qualify for payment of the specific Public Holidays listed.

| New Years | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| Civic Holiday |

(b) Plus any other day proclaimed hereafter by the Federal or Provincial Government shall be recognized as an additional holiday.
(c) In addition to the holidays listed above, each officer regular part-time and other staff employee shall be allowed one (1) additional holiday to be known as a Floating Holiday. The date and time for taking the Floating holiday shall be mutually agreed upon by the Employer and employee. A floating Holiday cannot be carried from one calendar year to the next.

ARTICLE 11 - COMPASSIONATE LEAVE

(a) Death in family - Three days absence may be allowed probationary, officers, regular part-time, administrative and other staff, without loss of wages or penalty upon the death of employees father, mother, brother, sister, wife, husband, son, daughter, grandparents, grandchildren or foster children common-law spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or any blood relative living as part of the employee's household. No leave with pay shall be granted for this purpose after day of funeral unless under special circumstances when further leave may be arranged with their immediate supervisor. Upon the death of any other person, time off may be allowed without pay. All compassionate leave shall be authorized at the discretion of the Chief Administrative Officer/Clerk or their designate.

(b) Employees allowed compassionate leave shall be paid at their normal regular daily wage.

(c) Payment of wages for compassionate leave applies only to those days the employee is scheduled to work.

(d) Flowers or a donation will be sent on behalf of the Township in the case of death of the following persons related to the employee: father, mother, brother, sister, wife, husband, son or daughter. This policy also applies for Members of Council.

ARTICLE 111 - INSURANCE AND HEALTH BENEFITS

(a) Shall apply to officers, administrative staff, regular part-time and other staff only.

(b) An Extended Health Care Plan including Vision Care to a maximum of $250.00 every 24 months (no deductible on prescribed drugs shall be provided.) The Employer shall pay 100% of the premiums.

(c) A Dental Plan equivalent to Blue Cross Dental Plan No. 9 shall be provided. The Employer shall pay 100% of the premiums.

(d) Semi-Private Hospital Coverage shall be provided. The Employer shall pay 100% of the premiums.

(e) Life insurance coverage of $50,000.00 death, plus an additional $50,000.00 accidental death or dismemberment shall be provided. The Employer shall pay 100% of the premiums.

(f) Participation in the benefit plans listed in Article 111 (b) through (e) is compulsory for all employees working 20 hours per week except for employees with a spouse exemption. Employees working less than 20 hours per week do not qualify to participate.

(g) A Long Term Disability Plan shall be provided. The Employer shall pay 100% of the premiums.

(h) Participation in the benefit plan listed in Article 111 (g) is compulsory for all employees working 20 hours per week. Employees working less than 20 hours per week do not qualify to participate.

ARTICLE IV - OTHER ALLOWANCE

Boot & Clothing Allowance

Full time employees of who are required to wear safety boots in the performance of their duties, shall be paid an allowance of $125.00 per annum towards the purchase of boots. The above employees shall be paid an allowance of $200.00 per annum towards the purchase of uniforms.
ARTICLE V - RETIREMENT

(a) The retiring age of all Township employees shall be sixty-five (65).

(b) An employee may elect to work to the end of the month in which he/she reaches the age of 65.

(c) Employees are required to provide two months notice of his/her intention to request an extension of employment. Extensions may be considered by Council on a discretionary basis, provided -

1) The employee is physically and mentally capable of continuing duties.

2) The employee shall produce a certificate from a medical practitioner stating he/she is medically fit to continue their employment.

(d) If an employee continues to work on a full time basis after age 65, contributions to the OMERS pension cease and the pension becomes payable.

(e) Contributions to the Canada Pension shall cease at age 65 if benefits are collected.

(f) Life Insurance, Long Term Disability, Extended Health Care, Dental Plan and Semi-Private Hospital Coverage are discontinued.

ARTICLE V1 - HOURS OF WORK

(a) Regular part-time staff hours of work shall be arranged to expedite corporation business, with start and finish times determined by the Supervisor or designate to meet the needs of the operation.

(b) Other Staff, normal hours of work shall generally consist of 40 hours per week. The start and finish time shall be determined by their supervisor or designate to meet the needs of the operation.

(c) The Administrative Staff shall work a minimum of 36 hours per week. The working schedule shall be arranged to expedite Corporation business.

(d) The Chief Administrative Officer/Clerk and Deputy Chief Administrative Officer/Treasurer hours of work shall be arranged to expedite corporation business.

Overtime

(a) All authorized work performed by other staff beyond the normal weekly hours shall be considered as over-time and shall be paid at the rate of time and one-half or upon mutual agreement with their supervisor, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked.

(b) Overtime must be authorized by the employee's Supervisor or designate.

(c) Overtime shall not accumulate on a time-off-in-lieu basis beyond 10 working days at any given time. Time-off-in-lieu cannot be carried from one calendar year to the next.

(d) Other Staff employees who are called in prior to their normal starting time will be required to go home after a total of eight hours has been worked, unless after eight hours of work the supervisor assigns additional work.

(e) All other employees will be paid overtime as per the Employment Standards Act.

(f) Hours worked beyond 40 hours in a week shall not be considered for OMERS contributions, or as qualifying hours for Insurance and Health Benefits.
ARTICLE VII - SICK LEAVE

(a) Short Term sick leave (up to 16 weeks) shall be provided by the Employer to Officers, administrative staff, regular part-time and other staff.

(b) A supervisor may ask for a doctors certificate for the third (and any subsequent) sick days during a calendar year.

(c) For every month that an employee is not off on sick leave the employee shall receive 1/10 of a weeks wages added to the second last pay of a calendar year.

(d) Payment of wages for sick leave applies only to those days the employee is scheduled to work, and will be the regular daily wage of the employee at the time sick leave is taken.

ARTICLE VIII - ANNUAL VACATION

(a) Upon severance of employment between vacation periods or for employment of less than one year, vacation as is mandatory under statute.

(b) Your date of employment becomes your anniversary date.

(c) All vacation is to be taken in agreement with employee's supervisor. All employees will be entitled to two weeks vacation consecutively; consecutive vacation periods of more than two weeks may be obtained with expressed permission of the employee's supervisor. Length of service will be given consideration in choice of vacation periods.

(d) All “banked” vacation days must be used prior to December 31\(^{st}\), 2003. Employees may request payment “in lieu” of “banked” vacation days anytime (with two weeks notice prior to the pay period in which the “in lieu” payments is required) between the passing of By-Law 02-02-122 and December 31\(^{st}\), 2003. Payment “in lieu” of vacation days will not be available for vacation days earned after December 31\(^{st}\), 2001.

(e) Effective December 31\(^{st}\), 2001, an employee may carry forward 50% of their current year entitlement to the following year. The maximum vacation days an employee would be entitled to at any given time is 50% of the previous years entitlement plus the current years entitlement. Employees may request Council’s permission to carry forward more than 50% of the current year entitlement. Council’s decision is final.

(f) The following schedule shall be used to calculate vacation:

1. Ten (10) working days of paid vacation per year accumulated at the rate of .83 days per month during the first 24 months of employment.
2. Five (5) working days of paid vacation be credited on the first day of the 24th month of employment.
3. Fifteen (15) working days of paid vacation per year accumulated at the rate of 1.25 days per month beginning with the 24th month of employment.
4. Five (5) working days of paid vacation be credited on the first day of the 120th month of employment.
5. Twenty (20) working days of paid vacation per year accumulated at the rate of 1.67 days per month beginning with the 120th month of employment.
6. Five working days of paid vacation be credited on the first day of the 240th month of employment.
7. Twenty five (25) working days of paid vacation per year accumulated at the rate of 2.08 days per month beginning with the 240th month of employment.

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<thead>
<tr>
<th>Regular Part-time Staff</th>
<th>Days</th>
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<tbody>
<tr>
<td>over 1 year. - less than 2 yrs.</td>
<td>normal work days in a wk x 2 paid days</td>
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<tr>
<td>over 2 years-less than 10 yrs.</td>
<td>normal work days in 1 wk x 3 paid days</td>
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<tr>
<td>over 10 yrs</td>
<td>normal work days in 1 wk x 4 paid days</td>
</tr>
<tr>
<td>over 20 yrs</td>
<td>normal work days in 1 wk x 5 paid days</td>
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ARTICLE IX - PAYROLL

(a) Pay cheques shall normally be issued on a bi-weekly basis to all employees every second Wednesday. Although the designated pay day shall be Wednesday, bi-weekly pay cheques may be distributed on Tuesday bi-weekly, if preparation time so permits. Employees shall be paid up to and including the Friday of the previous week.

(b) Time sheets are to be completed bi-weekly and authorized by the Department head or Designate.

(c) Pay sheets are supplied to each department head or Designate by the Chief Administrative Officer/Clerk.

ARTICLE X - PENSION PLAN

(a) All Officers, administrative staff and other staff shall join the Ontario Municipal Employees Retirement System. It is also mandatory to participate in the Canada Pension Plan.

(b) Enrollment is mandatory from the first day of full time employment and premiums are shared by the employee and the employer.

(c) Employee contributions are made through payroll deduction.

(d) Documentation is completed at the time of hire and submitted to the Chief Administrative Officer/Clerk.

ARTICLE XI - ACCIDENTS/INJURY POLICY

1. All employees shall comply with the regulations of the Occupational Health & Safety Act.

ENFORCEMENT AND GENERAL

(a) All amendments shall be presented to Council in the form of a replacement by-law.

(b) This by-law shall not be interpreted to violate any statute or regulations of the Province of Ontario.

(c) Council may establish/appoint a committee annually to determine if additions, deletions or changes are necessary to this by-law and if changes are recommended they shall be presented to the Council as a whole in the form prescribed in (a) under this section.

(d) By-Law Number 03-12-196 is hereby repealed.

(e) All employees will be supplied with a copy of this By-Law.

(f) This By-Law shall come into force and take effect on December 21, 2004.

Read a FIRST and SECOND time this 21st day of December, 2004.

REEVE

CHIEF ADMINISTRATIVE OFFICER/CLERK

Read a THIRD time and FINALLY passed this 21st day of December, 2004.

REEVE

CHIEF ADMINISTRATIVE OFFICER/CLERK