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## **EMPLOYEES BENEFITS POLICY**

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### **1.0 PURPOSE**

This Policy is to set salary ranges, benefits, and working conditions for all non-union employees.

The Municipality will provide group benefits to Permanent Full-time employees that are inclusive of the following:

### **2.0 APPLICATION**

The Benefits Package for all full-time permanent employees after three (3) months of continuous employment. (Or as approved by the CAO's delegated authority) is as follows:

### **3.0 GROUP INSURANCE**

- Life insurance inclusive of coverage for dependent and child
- Long-term term disability (LTD)
- Accidental death and dismemberment
- Semi-private hospital care
- Medical expenses
- Dental expenses
- Out of Country

The Municipality of Mississippi Mills is responsible for all premium costs with the exception of LTD premiums which are cost shared 50/50 with Municipal employees.

### **4.0 PENSION PLAN**

The Pension Plan for the employees of the Municipality of Mississippi Mills is the Ontario Municipal Employees Retirement System (OMERS) and will be administered in accordance with the OMERS Act and Regulation.

## **5.0 SICK DAY CREDITS**

Sick leave shall be the period of time an employee is absent from work due to personal injury or illness, exposure to contagious disease, and/or is under examination of or treatment by a physician, chiropractor, or dentist.

The following provisions shall apply to all Permanent Full-time employees' requests for sick leave:

- Each full shift or part thereof, that an employee is absent from work, shall be referred to as a "sick leave day or part thereof".
- Full-time employees will be credited with ten (10) sick day credits as of January 1 of each year.
- Unused sick leave shall be carried forward and banked from year to year to a maximum of 119 days.
- No payout for sick leave will occur at any time.
- A medical certificate is to be presented after three (3) consecutive days' absence or at the Department Head's and/or CAO's request.
- Two (2) days of sick leave will be provided to new employees on probation.
- Documented abuses in disciplinary process or termination.

Permanent Part-time employees are entitled to sick leave as provided for under the Employment Standards Act. (ESA)

## **6.0 FAMILY-RELATED RESPONSIBILITIES**

Family Responsibility leave shall be granted to Permanent Full-time Employees to accompany a dependent family member to medical or dental appointments, to appointments with school authorities or adoption agencies, for the immediate and temporary care of a sick member of the employee's family and to provide sufficient time to make alternate care arrangements where the illness is of a longer duration than expected. The supervisor must be notified of the appointment, as far in advance as possible.

The following provisions shall apply to all instances of Family Responsibility Leave (FRL)

- A medical certificate is to be presented after three (3) consecutive days' absence or at the Department Head's and/or CAO's request.
- Full-time employees will be credited with five (5) FRL day credits as of January 1 of each year
- FRL days are not cumulative from year to year
- No pay-out of family-related leave will occur at any time.

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- Documented abuses may result in the suspension of family-related leave for a year, on approval of Council.

Permanent Part-time employees are entitled to Family Related Leave as provided for under the Employment Standards Act. (ESA)

### **7.0 VACATION WITH PAY**

The vacation year shall be January 1 to December 31.

### **7.1 VACATION WITH PAY AS PER THE EMPLOYMENT STANDARDS ACT, S.O. 2000, CHAPTER 41, PART XI, is payable to every employee.**

- From the commencement of employment to the end of the ninth year of employment, the employee will receive three (3) weeks' vacation pay.
- From the beginning of the tenth year of employment to the end of the nineteenth year of employment, the employee will receive four (4) weeks' vacation pay.
- From the beginning of the twentieth year of employment to the end of the twenty-fourth year of employment, the employee will receive five (5) weeks' vacation pay.
- From the beginning of the twenty-fifth year of employment to the end of the twenty-ninth year of employment and onwards, the employee will receive one (1) extra day of vacation per year to a maximum of six (6) weeks' vacation pay.

Effective January 1, 2024

### **7.2 NON-MANAGEMENT**

- From the commencement of employment to the end of the sixth year of employment, the employee will receive three (3) weeks' vacation pay.
- From the beginning of the seventh year of employment to the end of the fourteenth year of employment, the employee will receive four (4) weeks' vacation pay.
- From the beginning of the fifteenth year of employment to the end of the twenty-fourth year of employment, the employee will receive five (5) weeks' vacation pay.
- From the beginning of the twenty-fifth year of employment to the end of the twenty-ninth year of employment, the employee will receive six (6) weeks' vacation pay.
- From the beginning of the thirtieth year of employment onwards, the employee will receive seven (7) weeks' vacation pay.

### **7.3 MANAGEMENT**

- From the commencement of employment to the end of the sixth year of employment, the manager will receive four (4) weeks' vacation pay.
- From the beginning of the seventh year of employment to the end of the fourteenth year of employment, the manager will receive five (5) weeks' of vacation pay.
- From the beginning of the fifteenth year of employment to the end of the twenty-fourth year of employment, the manager will receive six (6) weeks' of vacation pay.
- From the beginning of the twenty-fifth year of employment onwards, the manager will receive seven (7) weeks of vacation pay.

The CAO by delegated authority may recognize years of related professional experience with respect to vacation entitlements and placement on the pay schedule.

Approval is required from the appropriate Department Head on the timing of the vacation.

Five (5) days of the previous year's entitlement may be carried over with the written approval of the Department Head.

All unused vacation at year end more than five (5) unused days will be paid out at the current salary rate of the employee.

Part-time Employees will follow the same vacation schedule as permanent full-time and shall receive the equivalent % in lieu, eighteen hundred (1800) hours is equal to one (1) year of full-time service.

### **8.0 STATUTORY HOLIDAY**

Statutory holidays as per the Employment Standards Act R.S.O. 1990, Chapter E.14, Section 26.

New Year's Day  
Good Friday  
Victoria Day  
Canada Day  
Labour Day  
Thanksgiving Day  
Christmas Day  
Boxing Day  
Family Day

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Additional days are as follows: Civic Holiday, Easter Monday and Remembrance Day, Christmas Eve Day (off at noon), New Year's Eve Day (off at noon).

When a Statutory Holiday or the additional days occur on a weekend day the CAO will determine whether the employee receives the time off for the Statutory Holiday or the additional day on the previous Friday or the following Monday to that Statutory Holiday or additional day.

### 9.0 OVERTIME

The following applies to all Permanent Full-time Non-Management Employees:

- All hourly employees will be paid their hourly rate as time-in-lieu up to 4 hours worked over their regular weekly hours.
- All employees will be paid time and a half (1 1/2) as time-in-lieu, for any hours worked beyond the 4 hours worked over their regular weekly hours.
  - This provision does not apply in the situation where an employee has requested to bank their flex day to be used at a later date i.e., for Christmas closure.
- The Department Head will closely enforce maximum accumulation of 40 hours of lieu time. Carryover of time in lieu hours over the maximum hours will only be permitted under special circumstances as determined by Council.
- Time-in-lieu can be paid-out twice annually at the discretion of the Department Head.
- Accumulated time-in-lieu cannot be used to determine overtime if regular weekly hours have been attained.
- A "Call-out Flat Rate Fee" of \$25.00 will be issued to Almonte Daycare Centre employees.

Please refer to policy HR-10 Overtime Management policy and HR-11 Overtime Non-Management Policy for further information on your entitlements.

Permanent Part-time Employees are entitled to overtime in accordance with the provisions of the ESA.

### 10.0 WITNESS/JURY DUTY

Employees subpoenaed to serve as jurors or witnesses in criminal or civil courts shall be granted leave of absence for such purposes without loss of pay from the Municipality. The employee shall pay to the Treasurer of the Municipality the total amount of compensation (less any travel allowance) received for serving as juror or witness.

## **11.0 LEAVE OF ABSENCE**

### **11.1 BEREAVEMENT LEAVE**

Shall be provided for all permanent full-time employees, and part-time employees who are regularly scheduled.

For the purpose of this article, Immediate Family is defined as parent, wife, husband, common-law spouse, brother, sister, or child.

- An employee is entitled to a bereavement period of five (5) consecutive days of paid leave when a member of the employee's immediate family dies.
- An employee is entitled to a bereavement period of two (2) consecutive days of paid leave in the case of death of a niece, nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild, or fiancée.

An employee is entitled to a bereavement period of one (1) day of paid leave in the case of the death of an aunt or uncle, defined as the sister or brother of a parent.

An employee is entitled to a bereavement period of one (1) day for any other relative residing in the same household or any other relative for whom an employee is required to administer bereavement responsibilities. (A relative shall include a person related by marriage, adoption, or common law.)

Where the burial occurs at a distant destination, travel time may be granted at the sole discretion of the Department Head and /or the CAO.

Bereavement Leave must be taken at the time of the funeral.

In the event that the death occurs while on paid vacation, vacation will normally be extended by the number of days of entitlement

### **11.2 PERSONAL APPOINTMENTS**

No pay shall be deducted from an employee who takes a reasonable period of time, from their regular working day, to attend medical, dental, or work-related appointments. This will occur provided they inform their supervisor, in advance, of the reason for taking the required time off and provided that the Department Head authorizes the time off.

Employees should make every effort to schedule their appointments after working hours or, if impossible to do so, as close to the start or end of the workday as possible.

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**11.3 OTHER**

An employee shall be permitted one (1) day leave with pay for needs directly related to the birth, or to the adoption of the employee's child.

**11.4 SNOW DAY**

An employee who is unable to attend work due to inclement weather shall be permitted two (2) days off per annum without loss of pay.

**12.0 PAYSCALE**

**12.1 ACTING EMPLOYMENT**

When an employee is required, by the employer, to substantially perform the duties of a higher classification level, in an acting capacity for a period exceeding two (2) weeks, the employee shall be paid at the lowest salary increment on the pay scale for the position that the employee is performing the acting duties for. Should the lowest increment in the pay scale, for the position that the employee is performing the acting duties for, is less than what the acting employee is currently earning, then the acting employee will be paid the next increment that is closer to a 5% increase to the acting employee's current salary rate. Any salary adjustments will be retroactive to the first day that the employee began substantially performing the duties of the higher classification level.

**12.2 PAYSCALE**

The pay scale, attached hereto as Schedule "B" to this By-law, will be re-evaluated by Council on a five (5) year cycle.

**13.0 CONVENTIONS AND SEMINARS**

Municipal employees that attend conventions and seminars that have been approved by their committees or Council are entitled to the following:

Mileage allowance as per the rates established by CRA.

Meal allowance \$75.00 per day

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$40.00

Since part-time employees do not receive a daily wage when not at work they will be entitled to their hourly wage (to a maximum of eight (8) hours per day) for time worked in relation to conference attendance plus travel and meal allowances.

All other reasonable expenses shall be paid, if requested and substantiated by documentation and appropriate receipts.

**14.0 TRAVEL ALLOWANCE**

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All employees who use their personal vehicles to perform Municipal business will be entitled to mileage allowance as per the rates established by CRA on the approval of the applicable Department Head or CAO. In order for travel allowance claims to be paid by the Municipality, employees must submit them to their respective Department Head by December 31 in the year in which the mileage was accumulated.

### **15.0 BOOT/CLOTHING ALLOWANCE**

#### **15.1 SAFETY BOOTS AND GLOVES**

\$200.00 maximum per year shall be allocated for full-time staff of the

Roads and Public Works, Recreation and Building Departments and for permanent part-time staff of the Building Department for the purchase of safety boots and gloves.

#### **15.2 COVERALLS**

\$100.00 maximum per year shall be allocated for water/sewer works employees for the purchase of coveralls.

#### **15.3 CLOTHING ALLOWANCE – UNIFORMS**

Recreation employees shall receive the following:

Full-time employees – clothing up to \$150.00 annually.

Other than full-time employees – clothing up to \$75.00 annually.

Full-time employees – One (1) winter coat every three (3) years

### **16.0 PROFESSIONAL FEES**

Department Heads shall receive payment of one Professional Association-related fee per year.

At the discretion of the respective Department Head each staff person is eligible for payment of 100% of one annual professional or municipal fee for all staff requiring such membership or certification for their position.

### **17.0 MEETING ATTENDANCE**

Employees who attend meetings after hours on behalf of the Corporation shall have the option of claiming the time spent as time in lieu or being paid at the rate of \$75.00 per meeting. In order for meeting attendance claims to be allocated to a time in lieu bank or paid by the Municipality, employees must submit them on their timesheet(s) to their respective Department Head in each respective pay period in which the meeting attendance occurred.

### **18.0 WORKING REGULATIONS AND CONDITIONS**

The purpose of these regulations and conditions is to establish, maintain and develop conditions that are conducive to the promotion of orderly relations

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between the Municipality and its employees.

1. The Municipality of Mississippi Mills is an equal opportunity employer and operates in compliance with all employment legislation, including but not limited to the Employment Standards Act, Human Rights Act, Accessibility for Ontarians with Disabilities Act, and the Occupational Health and Safety Act.

Any employee who believes that their rights may have been violated should immediately report the incident to their immediate Supervisor/Manager, Human Resources, or the CAO so that the incident may be investigated.

2. The employee recognizes the right of the Municipality to hire, promote, demote, transfer, suspend, or otherwise discipline and discharge any employee as required to ensure the safe and efficient operations of the Municipality. The employee may bring their grievance to Human Resources or the CAO for consideration; they may also seek independent legal advice at their own expense if they feel it is warranted.
3. The employee recognizes the undisputed right of the Municipality to operate and manage its business in all respects and in accordance with its responsibilities. The Municipality also reserves the right to make and/or alter the rules and regulations of the condition of employment as required from time to time.
4. Any employee whose employment status is below that of a Department Head, may be discharged by their Department Head and/or CAO, and any employee whose employment status is that of a Department Head may be suspended with or without pay and may be discharged by the CAO. The CAO may be suspended with or without pay by the Mayor, subject to a hearing by Council. Only Council may discharge the CAO. In all cases when any employee is discharged, supporting documentation indicating misconduct, unwarranted absenteeism, absence without leave (not due to illness) and refusal or willful neglect to carry out the instructions of anyone having authority to give such instructions or for other reasons that are not conducive to the orderly conduct of their duties must be provided to the authoritative person/body for their consideration. In all cases of termination, the Municipality will consult with legal council to determine all associated risks.
5. All new employees shall be placed on probation for a period of six consecutive months or as otherwise determined by Council. In extenuating circumstances, it may be necessary to extend the probationary period. (e.g., extended absences or performance concerns) Extensions based on performance concerns require the development of a performance

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improvement plan. No probationary period will be extended beyond twelve (12) weeks.

6. Twice within an eight (8) hour shift, the employees shall be allowed a 15 minute "work break" or "rest period". Employees working in an emergency shall make arrangements with their supervisor to take a "work break" or "rest period".
7. The Municipality reserves the right to hire contractors anytime for regular or emergency work.
8. All job openings are to be posted in all Municipal Buildings.