

THE CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP

BY-LAW NO. 2015-

A BY-LAW FOR THE SETTING OF REMUNERATION AND BENEFITS FOR COUNCIL, MUNICIPAL OFFICERS AND ALL TOWNSHIP EMPLOYEES AND TO ESTABLISH AND REGULATE THE APPOINTMENT, RESPONSIBILITIES, WORKING PROVISIONS, BENEFITS AND OTHER REMUNERATION OF MUNICIPAL EMPLOYEES.

AND IT IS HEREBY ENACTED THAT Council and all Township Employees shall be paid as follows:

COUNCIL/COMMUNITY EMERGENCY MEASURES COORDINATOR

Mayor	-	\$500.00 Honorarium per month
	-	\$200.00 Evening Meeting or ½ Day Meeting
	-	\$400.00 Day Meeting
Councillors	-	\$400.00 Honorarium per month
	-	\$150.00 Evening Meeting or ½ Day Meeting
	-	\$300.00 Day Meeting
CEMC/Alternate	-	\$150.00 Evening or ½ Day Meeting
	-	\$300.00 Day Meeting

REMUNERATION to a Member of Council for attendance at a ‘Social Event’ shall be at the discretion of Council.
TRAVEL EXPENSES while on Township Business will be paid from the Member of Council’s qualifying address at \$.50 per kilometer.

MEETING RATE FOR CONFERENCES –	Mayor	\$400.00 per day
	Councillors	\$300.00 per day

TOWNSHIP EMPLOYEES

Salary/Hourly Range see Schedule ‘A’
 Salary/Hourly Rates see Schedule ‘B’ & ‘C’ – not disclosed to the public under “The Freedom of Information and Protection of Privacy Act”.

TRAVEL EXPENSES while on Township Business - \$.50/km

HOURLY RANGE

Part Time – Administration/Public Works	\$11.00	-	\$15.00
Fence Viewers (plus mileage @ \$.50)	\$11.00	-	\$15.00
Weed Inspector (plus mileage @ \$.50)	\$11.00	-	\$15.00
Livestock Valuer (Minimum \$35.00, plus mileage @ \$.50)	\$11.00	-	\$15.00
Dog Catcher (Minimum 2 hour call out plus mileage)	\$11.00	-	\$15.00
By-Law Enforcement Officer	\$22.00	-	\$30.00
Students	-		As Per Ontario Wage Regulation

<u>FIRE DEPARTMENT</u>	-	Meeting	-	\$ 20.60 (per meeting)
		Practice	-	\$ 25.75 (per practice)
		Fighting Fires	-	\$ 20.60 (per hour)
Yearly Honorarium	-	Fire Chief	-	\$ 2,550.00
	-	Deputy Fire Chief	-	\$ 1,150.00
	-	Secretary	-	\$ 450.00
	-	Captain	-	\$ 400.00
	-	Fire Fighters	-	\$ 300.00
	-	Fire Prevention/Fire Fighter	-	\$ 700.00

CONVENTION EXPENSES:

-	MEALS: Breakfast	-	\$15.00
	Lunch	-	\$20.00
	Supper	-	\$40.00
	Daily Meal Total	=	\$75.00
	Allowable Gratuity	-	15% of Daily Meal Total
	(Allowance for meals not applicable if provided with Registration)		
-	Receipts must be submitted for other related expenses.		

North Algona Wilberforce Township pays for delegate expenditures only. Convention attendance will be at the discretion of Council.

DEFINITIONS AND RESPONSIBILITIES

1. CLERK TREASURER: As per Job Description.
2. DEPUTY CLERK TREASURER: As per Job Description.
3. PUBLIC WORKS DIRECTOR: As per Job Description.
4. LEAD HAND/GRADER/EQUIPMENT OPERATOR: As per Job Description.
5. SALARY RATED EMPLOYEES: Clerk Treasurer, Deputy Clerk Treasurer, Public Works Director, Lead Hand.
6. STAFF/HOURLY EMPLOYEES: Shall mean all other permanent, full or part-time employees whose pay is rated on an hourly basis.

ARTICLE I

HOURS OF WORK:

1. Extra hours in excess of regular working hours specified may be compensated during slack periods by time and one half off.
2. Full Time Employees working on a paid holiday will be entitled to either:
 - (a) Holiday pay plus time and one half for all hours worked on the holiday, or
 - (b) Regular pay for hours worked on the holiday and substitute holiday day with holiday pay.
3. All employees hired to fill a permanent position shall serve not more than a six months probationary period, at the conclusion of which, provided their services are deemed to be satisfactory, shall be classified as a permanent employee.
4. Temporary or probationary employees are not entitled to any benefits other than that which is mandatory under statute.
5. Any employee who has worked a minimum of 1040 hours in one year and who has been transferred to a permanent position is not required to serve a probationary period.
6. Clerk Treasurer or Deputy Clerk Treasurer and Public Works Director, shall be paid at the rate time plus one half (in lieu) per meeting attended.
7. CEMC Committee Members shall be paid at 50% of the rate of Council for Meetings attended.
8. Staff required as resource people at Meetings, shall be paid their hourly rate, minimum \$25.00, plus mileage.
9. Public Works Staff called in for emergency purposes shall be paid for travel time from the time of the call in to a maximum of ½ hour.

ARTICLE II

1. Holidays: The following days will be allowed as "paid" holidays:

NEW YEARS DAY	CIVIC HOLIDAY
FAMILY DAY	LABOUR DAY
GOOD FRIDAY	THANKSGIVING DAY
EASTER MONDAY	CHRISTMAS DAY
VICTORIA DAY	BOXING DAY
CANADA DAY	1 FLOATING HOLIDAY
2. Employees on a leave of absence during a paid holiday shall have their entitlement calculated in accordance with the Employment Standards Act.
3. Time off (with pay) to attend Remembrance Day Service may be granted (10:00 A.M. – 12:30 P.M.) on November 11th, on the approval of the Supervisor.

ARTICLE III

1. Vacation: During a "Leave of Absence" vacation entitlements will not accrue.
2. Full time Staff shall be entitled to overtime for hours in excess of forty (40) hours per week. Overtime shall be earned at the rate of one and one half-hours for each hour of overtime worked. Compensating time off may be taken with the approval of the employee's supervisor. Up to forty (40) hours for Staff of compensating overtime may be banked. Overtime in excess of banked time will be paid out on the next regular pay cheque.
3. The date of employment will be the anniversary date for calculating vacation entitlements based on the following schedule:
 - (a) Less than five years of service, 2 weeks vacation
 - (b) Five years through nine years of service, 3 weeks vacation
 - (c) Ten years through fourteen years of service, 4 weeks vacation

- (d) Fifteen years through nineteen years of service, 5 weeks vacation
- (e) Twenty years and more of service, 6 weeks vacation

ARTICLE III CONT'D

3. An employee reaching their next level of vacation entitlement by reaching their anniversary date part way through the year will receive the additional vacation credits on a prorated basis from their anniversary date until Dec.31.
4. Vacation/Leave of Absence for the Clerk Treasurer or the Public Works Director, in excess of three (3) consecutive days, shall be taken at a time approved by Council. Vacation/Leave of Absence for other employees are to be taken in agreement with the employee's supervisor.
5. All employees shall be entitled to take two weeks of vacation consecutively. A maximum of one year's entitlement of vacation may be carried from one year to the next year upon the employee's request with the approval of Council, or to be paid out by December 31st of the current year.
6. Jury Duty
 - (a) A full-time or scheduled part-time employee required to serve as a juror or as a witness of the Employer, shall receive his/her normal earnings with all benefits for time spent on such duty.
 - (b) As soon as the employee receives payment from the Court for services as a juror, such payment must be submitted without delay to the Payroll Office.
 - (c) An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness because of employment with the Township shall have his/her vacation leave entitlement restored for the period of time required to attend Court,

ARTICLE IV

1. North Algona Wilberforce Township will pay 100% of the R.O.M.A. Insurance Program Benefit Package, as designed for North Algona Wilberforce Township for all permanent employees.
2. Sick Leave – 8 days per year. Eight (8) days unused shall be paid at 100% by December 31. If one (1) or more sick days are used, the balance shall be paid at 50% by December 31.

ARTICLE V

1. Compassionate Leave – Death in family
 - (a) Three days of absence without loss of pay may be allowed to a probationary or permanent employee upon death of a father, mother, brother, sister, wife, husband, son, daughter, spouse's parents, grandparents or anyone living as part of the employee's household. Death of any other person affiliated with the employee, time off may be allowed without pay.
 - (b) One day of absence per year, without loss of pay may be allowed to attend a funeral to be a pallbearer.
 - (c) All compassionate leave requests shall be documented on the employee's file.
Others may be allowed at the discretion of Council
2. Benefits – Permanent Full Time Employees
 - (a) As per R.O.M.A. Group Insurance Program Benefits.
 - (b) Matching Funds R.R.S.P. to a maximum of 5% for salaried and hourly rated employees.
 - (c) Prescription Vision for family of \$1,000.00 and \$500.00 for single. This will be once every two calendar years for full time employees and Council. Receipts are required.
 - (d) Safety boots/coveralls allowance of \$175.00 per calendar year for all full time Public Works Employees. Receipts are required.
 - (e) Employees when working longer than their normal hours of work, are entitled to be supplied with a meal after four hours of work. Receipts are required.
 - (f) Township will pay for tuition and textbook fees when an employee takes a pre-approved, job-related course, once proof of successful completion of the course is submitted.
3. Benefits – Permanent Part Time Employees
 - (a) Permanent part time Township employees will receive a safety boots/coveralls allowance of \$175.00 every two calendar years and a prescription vision allowance of \$1000.00 for family and \$500.00 for single every two calendar years.

ARTICLE VI

1. Acting Pay
 - (a) In the absence of the Public Works Director the Lead Hand will assume the duties.
 - (b) In the absence of the Clerk Treasurer the Deputy Clerk Treasurer will assume the duties.

- (c) Acting pay while assuming the Public Works Director or Clerk Treasurer duties will be paid commencing on the 4th consecutive calendar day of absence providing that day is a normal working day or on the next normal working day.
- (d) In the absence of the Public Works Director and the Lead Hand the appointed person in charge will receive Lead Hand pay rate commencing on the 4th consecutive calendar day of absence and Public Works Director rate on the 8th consecutive calendar day of absence providing that day is a normal working day or on the next normal working day.
- (e) In the absence of the Clerk Treasurer and the Deputy Clerk Treasurer the appointed person in charge will receive Deputy Clerk Treasurer pay rate commencing on the 4th consecutive calendar day of absence and Clerk Treasurer rate on the 8th consecutive day of absence providing that day is a normal working day or on the next normal working day.

ARTICLE VI CONT'D

1. Acting Pay

- (f) Normal Working Day: Monday to Friday inclusive with the exception of statutory holidays. Acting Pay will remain in effect if the break in service is three (3) consecutive normal working days or less.

ARTICLE VII

1. Termination or Retirement

- (a) Council reserves the prerogative and right to dismiss an employee either with cause or without cause.
- (b) Notice or pay in lieu of notice shall be given upon dismissal of an employee as required by the Employment Standards Act.
- (c) Upon severance of employment an employee shall be paid out any accumulated vacation, overtime or other credits as required by the Employment Standards Act.
- (d) Upon the death of an employee, in addition to any pay, vacation, overtime or credits earned, and amount equal to two weeks pay may be paid to the deceased employee's heirs.
- (e) A dismissed employee has the right to appeal the dismissal to Council. The dismissed employee can ask Council to hear his/her appeal and Council may hear the appeal at its next regular meeting. Council will not hear the appeal of an employee who was dismissed prior to satisfactorily completing his/her probationary period.

ARTICLE VIII

1. Administration

- (a) All amendments to this By-Law shall be presented in the form of a replacement By-Law.
- (b) The Mayor with the assistance of the Clerk Treasurer shall be responsible for the administration of this By-Law and responsible to inform Council if any part is not followed.
- (c) This By-Law shall not be interpreted to contradict or to violate any Statute or Regulation of the Province of Ontario.

ARTICLE IX

This By-Law comes into effect on passing and shall remain in effect until rescinded by a replacement By-Law enacted by the Council.

READ A FIRST AND SECOND TIME THIS 15th DAY OF JUNE 2015

MAYOR

CLERK TREASURER

READ A THIRD TIME AND PASSED THIS 15th DAY OF JUNE 2015

MAYOR

CLERK TREASURER