

**The Corporation of the Township of Douro-Dummer**

**By-law No. 2022-45**

**Being a By-law to adopt a compensation agreement for non-management employees, a policy for progression through the salary grid and an overtime policy.**

**Whereas** a compensation agreement for non-management employees has been negotiated between the Council for the Township of Douro-Dummer and its employees;

**And whereas** a policy for progression through the salary grid has been developed;

**And whereas** a policy to deal with overtime has been developed;

**Now therefore** the Council of The Corporation of the Township of Douro-Dummer enacts as follows:

1. That the Compensation Agreement attached as Schedule "A" to this by-law is hereby adopted.
2. That the policy for progression through the salary grid, attached as Schedule "B" to this by-law is hereby adopted.
3. That the policy for dealing with overtime, attached as Schedule "C" to this by-law is hereby adopted.
4. That the salary grid be given annual increases, effective on the first pay in January of the given year, as per the annual OMERS pension inflation index.
5. That the following By-laws be hereby repealed:  
By-law Number 2021-61
6. That this By-law shall come into force and effect on the 1<sup>st</sup> day of January, 2023.

Passed in open Council this 20th day of September, 2022.

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

## **Schedule "A" to By-Law No. 2022-45**

### **Non-Management Employee Compensation Agreement Township of Douro-Dummer**

#### **1. Full-Time Employees:**

For the purposes of this Compensation Agreement the following positions include, but are not limited to:

Equipment Operator (F)\*, Truck Driver (F)\*, Receptionist/IT Coordinator, Deputy Clerk, Deputy Treasurer - AP/Payroll Clerk, Deputy Treasurer – Tax Clerk, Lead Hand - Recreation Facilities, Labourer (F)\*, Finance and Payroll Clerk, Administrative Assistant – Municipal Services, Administrative Assistant – Legislative Services, Administrative Assistant – Senior, Building Inspector, Building Administrator

\*The position of Equipment Operator, Truck Driver and Labourer can be deemed to be either a full time or part time position depending on how such is posted. All full time positions in these categories shall be designated by an (F) following the position title and all part time positions shall be designated by a (P) following the position title. This methodology could be used for any position if required.

#### **Part-Time Employees:**

Shall be governed by the Employment Standards Act, save and except for any references herein that provide for additional benefits over and above the requirements of such Act.

#### **2. Benefits:**

- a. That the Township of Douro-Dummer pay One Hundred Percent (100%) of the Manulife Dental Plan, Extended Health Plan, Vision, Life Insurance for Employees, Dependent Life, Accidental Death and Dismemberment, Employee Assistance Program (EAP), Long Term Disability and Short Term Disability premiums.

Benefits will be extended to age 70 for persons eligible for the benefit package and actively employed by the Township. This extension does not apply to short term and long term disability and the life insurance benefit will be reduced to 1 time earnings.

- b. That the Township of Douro-Dummer, having implemented the Ontario Municipal Employees Retirement System (OMERS):

- shall pay fifty percent (50%) of the monthly contribution for all eligible employees;
- shall make it compulsory for all full time employees; and
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Part-time employees have the option to participate only after meeting the required OMERS membership criteria.

- c. The benefits costing will be presented to Council annually, prior to the renewal date.

#### **3. Holidays:**

- a. The following holidays shall be allowed as paid holidays for all **full-time** municipal employees:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day - (**See \*Note**), Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, Remembrance Day (from 10:30 am to 11:30 am)

**\*Note - Canada Day** - shall be taken on July 1<sup>st</sup> or when this holiday falls on a Saturday or Sunday it be established that the holiday shall be taken on the Monday following.

- b. In addition to the above, the office will be closed from December 24<sup>th</sup> until the first business day following January 1<sup>st</sup> each year. Employees will be provided this time as additional time off without the requirement of using allotted vacation time.

Pay for work performed on these days will be at the normal rate of pay.

#### **4. Vacations:**

- a. That all full time employees be entitled to vacation as follows:  
Three (3) weeks paid vacation after one (1) full year.  
Four (4) weeks paid vacation after five (5) full years.

Five (5) weeks paid vacation after fifteen (15) full years.

Six (6) weeks paid vacation after twenty (20) full years.

Seven (7) weeks paid vacation after thirty (30) full years for employees who were employed with the Township as of January 1, 2023

Progression in the vacation schedule shall occur in the calendar year on the employee's anniversary date.

Full time employees are required to fill out a prescheduled vacation list by March 15th of each year, up to March 14<sup>th</sup> of the following year, for approval by their supervisor.

An employee retiring/terminating employment at any time shall be entitled to payment, which is prorated according to time worked in the calendar year and the vacation year.

Any new employee shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township.

- b. Full time employees, if unable to use their vacation during the current year, may carry over any unused portion to September 30<sup>th</sup> of the following year.
- c. A permanent employee who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:
  - to take their full annual vacation entitlement as of the date of notification of the retirement and;
  - will also be provided with a monetary retirement benefit equal to his/her full annual vacation entitlement as of the date of notification of the retirement. The monetary retirement benefit will be paid at the end of the six (6) months' notice.

Employees are not entitled to take this monetary benefit as vacation time in lieu of payment. The amount of vacation entitlement and monetary retirement benefit is only equal to one (1) year's vacation allotment each.

**5. Meeting Pay:**

Non-management employees, who as part of their regular duties, are required to attend after hour meetings shall not receive any additional compensation for attending these meetings, but shall receive overtime, as per Schedule 'C',

**6. Sick Leave Allowance:**

- a. Each full time employee will be given the equivalent of two (2) normal work weeks of non-cumulative sick leave allowance on January 1st of each year. Any new employee shall receive a prorated portion of this allocation upon date of hire. Such shall be based on the number of months of employment by the Township in the year of hire.
- b. Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum of five (5) day reserve time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.

The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.

The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

**c. Benefit Continuation During Disability Period:**

The Employer shall continue to pay the necessary portions\* of the benefit package after an employee leaves the active work force due to illness or accident for a period not to exceed twelve (12) months. At the end of twelve (12) months, the employee may request the Employer to continue the group benefits provided the employee reimburses the Employer for the cost of the necessary premiums. If no request is made by the employee to continue coverage through the Employer's Plan, the benefit package will be discontinued.

\*Necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium.

- d. The employer shall continue to pay, if the spouse or partner does not have benefit coverage (subject to written confirmation from the spouse or partner that benefits are not required), the necessary portions\*\* of the benefit package in the case of a death of an employee for a maximum of six (6) months from date of death.

\*\*necessary portions shall mean the complete benefit package, save and except for those portions that are eligible for a waiver of premium or are no longer necessary following the death of the employee- i.e.: life insurance.

**7. Mileage:**

- a. The employer shall pay to each employee using their personal vehicle on municipal business an amount as per the current County of Peterborough mileage rate. This shall not include driving to and from work

- b. Each employee claiming mileage shall keep a log and submit a monthly statement showing the date, purpose and destination of each mileage claim.

**8. Work Week:**

**Road Employees – 40 hours per week**

That the normal work week for the road employees shall be:

Monday through Thursday 7:00 a.m. - 4:00 p.m. (1/2 hour lunch)  
Friday 7:00 a.m. - 1 p.m. (no lunch)

Any road employee called in after normal working hours will receive a minimum of three (3) hours pay or time in lieu at a rate of time-and-a-half.

**Office Staff**

That the normal work week for the office staff shall be:

Monday through Thursday 8:30 a.m. - 4:30 p.m. (1 hour lunch)  
Friday 8:30 a.m. - 4:00 p.m. (1 hour lunch)

Extra hours worked over and above the normal work day may be banked to a maximum of two (2) weeks.

**Overtime:** The employer shall compensate overtime in accordance with the approved Overtime Policy – See Schedule “C” of this Agreement.

Work week schedules may be modified for non-management employees at the approval of their Manager and CAO.

**9. Jury Duty:**

That if any Township employee is required to be part of a jury selection and/or act on jury duty, they shall continue to receive their regular rate of pay for their regularly scheduled work day hours. Mileage will not be paid by the Township. Any allowance less mileage paid by the courts for such jury duty shall be deposited with the municipality.

**10. Unsafe Weather or Other Conditions:**

When an employee reports to work any given day and the weather or other conditions on said day make it such that work is impossible, then the employee shall return home and shall be allowed a maximum four (4) hours pay for such.

If during the day the weather or other conditions create potentially unsafe conditions, staff may leave work early. Staff will be paid for the time worked that day, plus a maximum of 4 additional hours; total pay for the day not to exceed the maximum of their regular scheduled daily pay.

The decision to return home and whether pay is to be allowed shall be at the discretion of the CAO.

**11. Compassionate Leave:**

- a. Each full time employee of the Township of Douro-Dummer shall be granted a maximum of five (5) days leave in the case of the death of a husband, wife or child, and a maximum of three (3) days leave in the case of the death of a parent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild or other instances as may be deemed appropriate by the CAO. This shall include step-parent, step-brother, step-sister and step-children. These days shall be granted with pay.

- b. Each full-time employee shall be granted a maximum of one (1) day with pay in the case of the death of an aunt, uncle, niece, nephew or other instances as may be deemed appropriate by the CAO
- c. Additional time may be granted with pay at the discretion of the CAO
- d. If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the equivalent vacation credits will be restored for the bereavement period.
- e. Each full-time employee may be granted time off with pay, with the approval of the CAO, to attend the funeral of a fellow employee.

**12. Association Memberships:**

The employer shall pay the cost of any work-related association membership fees of employees if recommended by the CAO

**13. Personal Protective Equipment:**

Each full-time employee on the road crew and the community centre, as well as the building inspector and the transfer station custodian shall be granted an annual personal protective equipment allowance in the amount of \$ 275.00, payable to each respective employee, upon submission of a receipt to substantiate.

**14. Retirement Benefits:**

This Section (Section 14) only applies to existing municipal employees being employed by the Township on or before January 1, 2012, having sixteen (16) or more years of service.

- a. The employer shall establish a reserve fund for the purpose of providing funds to carry the benefit package excluding dental for the period of ten (10) years or to the age of sixty-five (65) whichever comes first following the date of retirement. The employer shall allocate sufficient funds each year to the reserve fund for this benefit.

Any retiring employee would have the option of purchasing (at his/her expense) dental coverage during the benefit continuation period, as well as the total package after the end of the continuation period up to the age of sixty-five (65).

**NOTE:** This benefit does not apply when an employee is not retiring but rather leaves the employ of the municipality to accept a position elsewhere.

**15. Wellness Program:**

That the Township of Douro-Dummer reimburse each full time employee an amount up to a maximum of two hundred (\$200.00) annually, towards the cost of items, classes or programs associated with the improvement of one's health. A receipt and a description of item must be presented for reimbursement. Approval is at the discretion of the CAO.

**16. Medical Exams and Testing:**

Where it is a requirement of any full time staff member to hold a specific driver's license that mandates periodic medical exams and/testing and or renewal, the municipality shall reimburse said employee the full cost of said medical exam and testing (upon successful completion of testing). This does not include the renewal of a "G" license.

**17. Review of Agreement:**

This agreement shall be reviewed prior to September 1, 2026

**Dated:** September 20, 2022

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Mayor, J. Murray Jones

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Acting Clerk, Martina Chait-Hartwig

## Schedule "B" to By-law No. 2022-45

### **Municipal Policy for Salary Grid Progression For Non- Management Employees**

Progression through the salary grid shall be dependent on the individual employee advancing himself/herself through training, development, experience, and performance reviews. It shall be a combination of these items that may result in advancement through the salary grid.

#### **Requirement One:**

It has been established that each year, all employees shall participate in performance reviews relating to their position. The results of the performance review(s) will be evaluated when considering movement through the salary grid.

The municipality provides the incentive for training and development opportunities for all employees. These training and development opportunities provide the employee with the ability to advance their ability to perform their duties- thereby benefiting the municipality. Training and development can take place in a number of various ways, but the two main forms are:

1. Training and development during regular working hours, for which the employer pays the cost of the course and the employee's wages.
2. Training and development outside of regular working hours, for which the employer pays the cost of the course, but the employee receives no compensation for their time.

The benefits of the successful completion of training and development in both areas above provide a similar benefit to the municipality- a more qualified employee. But option 2 above, also shows the initiative of the employee to advance himself/herself on their own time- without compensation from the municipality- and should be recognized differently and more heavily weighted than option 1.

Training and development shall be considered in the following manner:

For successful completion of training and development during working hours: advancement through the salary grid shall be dependent on a minimum of 80 hours of successful completion of training and development.

For successful completion of training and development outside of working hours: advancement through the salary grid shall be dependent on a minimum of 60 hours of successful completion of training and development. These hours shall all be outside of the normal working day of the employee.

For successful completion of training and development as a combination of both of the above: advancement through the salary grid shall be dependent on a minimum of 75 hours of successful completion of training and development, of which a minimum of 40 hours must be outside of the normal working day.

Employees will be required to provide a course outline with the estimated hours required for completion.

Should an employee not reach the required hours in any given year they may accumulate those hours for two (2) consecutive years to be eligible for one grid movement.

50% of hours accumulated in one calendar year may be carried over and used in the following year only.

The CAO shall make the determination, upon consultation with the employee, of the appropriate classification of training and development and the number of hours to be considered.

**Requirement Two:**

Each year of employ with the municipality should provide the employee with additional experience and knowledge that should be of benefit to the municipality and shall be a second requirement for movement through the salary grid. For employees that work only part weeks or for a portion of the year, the yearly benefit towards experience shall be pro-rated based on the number of hours they work.

**Progression:**

If requirement one and two are both satisfactorily met, then the CAO may grant a salary grid increment increase.

**Other Options:**

Each year of experience for an employee, does provide additional development and training for that employee, and it should be recognized that this in fact is a benefit to the municipality and be reflected in the compensation for that employee. As such, for each 5 years of employment, the C.A.O., may grant a progression of one increment forward on the salary grid. Time away from work through unpaid leave of absence granted by the municipality, or on disability leave, shall not be considered when computing the 5 years of service, unless the leave of absence is to provide some training and development or research that would be of direct benefit to the municipality.

**Other Conditions:**

When an employee has successfully progressed through the salary grid and has reached the last step on the grid, the only advancement from that point on will be:

If the salary grid is reconfigured to allow further progression; or

If Council considers a further increase over and above the salary grid, said increase shall be part and parcel of any future reconfiguration of the salary grid.

No more than one salary grid increment shall be granted in a 12 month period.

The time frame for consideration of a future grid increment shall start at the effective date of the last grid increment for that employee.

**Schedule "C" To By-law No. 2022-45**

**Township of Douro-Dummer**

**Overtime Policy**  
**(Non-Management Staff)**

It is accepted that under certain circumstances, it is necessary for employees of the Township of Douro-Dummer to work overtime. It is also accepted that for these hours of overtime, the employee will be compensated, either in time off in lieu, or (if policy maximums have been accumulated) through direct pay, at the rate of 1.5 times their normal rate of pay for each hour of overtime worked with the exception of Sundays.

Urgent or emergency work being carried out on Sundays the employee will be compensated, either in time off in lieu, or (if policy maximums have been accumulated) through direct pay, at the rate of two (2) times their normal rate of pay for each hour of overtime worked. Work on Sundays which is not part of the regularly scheduled work will only be worked and paid at the manager's (s) or CAO's (s) discretion.

Overtime shall not commence until the normal number of hours in the applicable day and for the applicable department have been worked.

As part of the payroll records of the municipality, a record of the overtime is kept and is available for inspection by the supervisor and CAO

All overtime required shall be approved in advance by the supervisor.

Any time off in lieu shall be at the discretion of the supervisor and where possible the supervisor will try to accommodate the employee's request.

Any employee shall be allowed to accumulate a maximum number of hours that are the equivalent of two (2) normal work weeks.

When any employee reaches the maximum number of hours that can be accumulated, any overtime hours worked over and above the maximum, will be paid at the rate of 1.5 times their normal rate for each hour worked over the maximum. If the employee takes time off in lieu sufficient to reduce the accumulated hours below the maximum, then any overtime hours worked will be accumulated until the maximum is reached.

On the first pay period following November 30<sup>th</sup> in each year, all banked time will be paid out to the employee, and any overtime hours for the month of December will be paid to the employee at the rate of 1.5 time the normal hourly rate.