



Purpose

The aim of this Policy is to set out the terms and conditions of employment with detailed information for all employees which shall be established by By-laws of the Corporation on Relative Acts in the Ontario Statutes. The terms and conditions of this Policy shall apply to all permanent full-time, seasonal, student and part-time employees accepting employment with the Corporation.

Employee Definitions

Full Time Employees – A full time employee is an employee who works full time in a permanent position and works the regular number of work hours per week, as defined in individual job description.

Permanent Part Time Employees – A permanent part time employee is an employee who works on a year round basis. The employee works the regular number of hours per week in the position for which they were hired year round e.g. library, arena, etc.

Note: In order for a permanent part time employee to qualify for extended health benefits, the employee must work a minimum of 25 hours each week year round.

Seasonal Employees – Are non-permanent employee, is an employee who is hired for specific purposes during specific seasons of the year. The employee works the required number of hours as defined in the job description or additional hours as assigned and approved by the Department Manager and Supervisors for a designated time period only (Not guaranteed year round employment)

Temporary Contracted Employees – A contract position that is hired at the discretion and justification of the individual Department Head and the CAO for a specific purpose and for a period of time greater than 3 months and up to 18 months in duration, with an identified end date. Staff may source applicants for temporary contract positions from resumes on file or if necessary advertising in the local newspapers and/or on the Township's website. The employee works the required number of hours as defined in the contract and/or job description as well as additional hours as assigned and approved by the Department Manager and Supervisors for a designated time period only. (Not guaranteed employment beyond the contract period).

Casual Employees - A temporary position that is hired at the discretion and justification of the individual Department Head and the CAO, to fill a leave of absence, vacation voids, short term projects, specific tasks, etc. The rationale is to complete the same work in a more timely and effective manner while at the same time financially reducing the hourly cost and/or overtime. A casual position term of employment must not exceed 3 months in length. Since a job description will not exist for casual positions, a letter must be provided to the employee and a copy placed on file confirming the type of work, the length of the employment and the rate of pay. The rate of pay will be based on the type of job and at the discretion of the Department Head and CAO in Band 15 and will not exceed Step #3 unless

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approved by Council.

Student Employees – A non-permanent employee is an employee who is registered in school, hired to work during school vacation periods or after school hours or for cooperative work terms. Student employees work the required number of hours requested by Supervisor for a designated time period only (not guaranteed year round employment). When a student employee is called in to work on a paid holiday that falls on a scheduled day off, the student is paid for hours worked at time and one-half regular rate of pay.

1) Probationary Period

New employees shall be required to serve a probationary period as per Policy #8 Hiring Policy.

2) Rate of Pay

The starting rate of an employee shall be according to the pay band for that position/pay equity job classification and the Pay Administration Policy of the Municipality.

3) Pay Period & Dates

There shall be 26 pay periods (bi-weekly) in each and every year. The regular bi-weekly pay period starts on a Saturday and ends on the 2nd Friday. Time sheets are to be handed in to payroll by 9:00 a.m. on Monday for pay day on Thursday. Necessary deductions shall be made from pay cheques to cover employee's share of benefits established by By-law of the Corporation.

4) Reporting Absence

The employee is personally responsible for reporting absence directly to their Department Head each time they are absent from duty. An employee that is planning on being absent from work for any reason must complete an "Employee Absence Form" prior to planned leave and following returning to work for unplanned leave. A copy of the "Employee Absence Form" is included in this policy as Schedule 'C'. An employee that fails to report for duty and does not report the absence, shall be shown on the attendance report as "FAILED TO REPORT" and their supervisor will discuss the situation with the employee and document the incident for the employees personnel file.

Inclement Weather Policy

Employees may use their own judgement when attempting to get to work in inclement weather; however, they will be paid for the day only if the office is closed. The Roads department management is to contact the CAO by 7:00 a.m. to determine if the office is to be closed. All employees will be contacted by their supervisor.

6) Conflict Management

An employee shall feel free to discuss a grievance with his/her supervisor. The employee shall present the concern on an interview basis within ten (10)



working days, or as soon as possible of becoming aware of the problem. If dissatisfaction results, the Supervisor shall refer the matter to the CAO or Department Head who will attempt to resolve the matter within fifteen (15) working days. If a conflict still exists, the CAO and/or Department Head will refer the matter to the General Government/Personnel Committee for a report and decision to Council. It is required that all concerns and respective responses be in writing and if resolved, be signed off as approved by all parties.

7) Leave of Absence

The Corporation may grant leave of absence for legitimate personal reasons. Such employees shall not be paid and shall not accumulate credited service time while on leave. Any absence from work without approval from the Supervisor is considered absence without leave which shall result in forfeiture of pay, Performance Improvement Plan counselling meeting(s) and if further action is required, refer to the steps outlined in the progressive discipline policy.

8) Pregnancy & Parental Leaves

An employee requesting pregnancy leave has the right to take unpaid time off of up to 17 weeks. If an employee requests parental leave they have the right to take leave of up to 35 or 37 weeks of unpaid time off. If takes a pregnancy leave of 17 weeks and as well a parental leave of 35 weeks concurrently for a total of 52 weeks of unpaid leave. The Township of Southgate policy as it relates to pregnancy and parental leave will follow all the requirements of the legislation as detailed in the Province of Ontario's, Ministry of Labour, Employment Standards Act (ESA). It may be necessary, to refer to the ESA information for details on pregnancy and parental leave eligibility issues and detailed criteria as it relates to miscarriages, stillborns, etc.

During any pregnancy and/or parental leave, the employee has the rights to:

- Return to the same job the employee had before the leave began or a comparable position if the employee's old job no longer exists;
- Be free from any penalty if an employee took, plans to take, is eligible for or becomes eligible to take pregnancy or parental leave;
- Earn credit for length of employment and service while on leave;
- Continue to accrue seniority while on leave; and
- Continue to participate in Southgate's benefit plan for:
 - pension plans;
 - life insurance plans;
 - accidental death plans;
 - extended health plans; and
 - dental plans.

Note: Employees must continue to pay their share of premiums for the benefits listed and as well for any other benefits made available to others on leave employees. The municipality will pay its share of the premiums for any of these



plans that were available before the leave unless advised by the employee in writing that he or she does not wish to continue to pay the employees share of the premiums.

9) Compassionate Leave

Permanent full time, seasonal and part-time employees are entitled to paid time off for bereavement as follows:

3 paid days: Immediate family: parents, parents-in-law, spouse, child, brother, sister, grandchild, son in law, daughter in law, grandparents

1 paid day: Brother in law, sister in law, aunt or uncle of the employee only

Paid days do not include statutory holidays or weekends. Additional days will be allowed without pay and only with approval by supervisor. If necessary, additional days will be granted from unused vacation time or from sick days.

Days may not be split, if less than a full day is taken, it will be counted a full day.

10) Paid Medical Time and Leave

A total of ten (10) paid days for illness or emergency leave per calendar year will be allowed for full time employees. Part time and Seasonal employees will be granted five (5) days per calendar year.

Use of Sick Days:

- i. Employees may use these days for personal illness, personal medical appointments during working hours; or
- ii. Emergency Leave, as defined in the provisions of the Employment Standards Act, 2000 (ESA) must be an urgent matter; or
- iii. Time off work with pay will be allowed for employees to obtain a medical certificate and/or renewal of drivers licenses which are required as part of the employees job description.

Emergency Leave is defined as follows

- i. A personal illness, injury or medical emergency
- ii. The death, illness, injury or medical emergency of an individual (see list below)
- iii. An urgent matter that concerns an individual described in ESA Subsection (2) 2000, c.41 s.50 (1). An urgent matter is described as unplanned or out of the employee's control and involve the possibility of serious negative consequences, including emotional harm, if it is not attended to.

Emergency Leave applies with respect to the following individuals:

- i. The employee's spouse or same-sex partner
- ii. A parent, step-parent or foster parent of the employee, the employee's spouse or the employee's same sex partner



- iii. A child, step-child or foster child of the employee, the employee's spouse or the employee's same-sex partner
- iv. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse or same-sex partner
- v. The spouse or same-sex partner of a child of the employee
- vi. The employee's brother or sister
- vii. A relative of the employee who is dependent on the employee for care or assistance. ESA 2000, c.41, s 50 (2)

If an employee is absent from work due to illness or emergency leave, they shall upon their return to work, fill out an Employee Absence Report with a brief explanation, time off recorded and signed by the employee.

If an employee is required to be absent from work due to attending a non-emergency scheduled doctor's appointment (Dentist, Doctor, Out-patient treatment or therapy, etc.), they shall well in advance prior to the appointment fill out an Employee Absence Report with a brief explanation of the type and the town location of the appointment without disclosing personal information, time off duration required and sign the form. Employees should provide at minimum one week of notice or more to prevent conflicts with other leave or vacation requests. These types of requests will be accepted by management whenever possible, however increased notice should be provided to management to prevent workplace scheduling conflicts and/or service delivery interruptions.

Jury Duty Leave

Employees will receive regular pay when summoned for jury duty or if subpoenaed to attend court. Any remuneration provided for jury fees other than mileage reimbursement is to be returned to the employer except if duty is required on a Statutory Holiday or after the regular hours of the employee

Leaves of Absence without Pay

A leave of absence without pay must be requested in writing stating reason and length of time the employee will be off work. Such a leave of absence must be approved by management and council.

Family Caregiver Leave

Family Caregiver Leave is for employees whose relative is dependent on the employee for care and/or assistance and where a qualified medical practitioner has issued a certification stating that the family member has a serious medical condition. This leave entitles employees up to eight weeks of unpaid leave per calendar year to provide care or support to specified family members. Specified family members are those listed in Emergency Leave Section #10 with one addition. "Any individual prescribed as a family member for the purpose of this section." Employees are not required to take these eight weeks in complete weeks and there is no minimum period of service required before employees become entitled to take this leave. Employees must notify their intent to take the leave and employers are entitled to



request copies of medical evidence.

Critically Ill Child Care Leave

This leave is available to employees whose child is critically ill and when a qualified medical practitioner has issued a certification stating that the child is critically ill and requires the care or support of one or more parents. The certification also sets out the period in which the care or support is required. This unpaid leave entitles employees up to 37 weeks of leave to provide care or support to a child. Employees are not required to take these 37 weeks in complete weeks. In order to be eligible, the employee must have been employed by his or her employer for a minimum of six consecutive months. Employees must notify their employer in writing as well as prepare a written plan that sets out the weeks in which the leave will be taken. The employer is entitled to request copies of medical certificate.

Crime-Related Child Death or Disappearance Leave

This unpaid leave is available to employees who experience a disappearance or death of a child as a result of a crime. The employee is entitled to up to 104 weeks of absence in the case of a child’s death, commencing the week of the child’s death, if it is the probable result of crime. The employee is entitled to up to 52 weeks of absence in the case of a disappearance of the child due to a probable crime, commencing the week the child is missing. Employees are generally required to take the leave in a single period, subject to limited exceptions. Employees must notify their employer in writing as well as prepare a written plan that sets out when they intend to take the leave.

11) Pension

All continuous full-time employees are required to join the Ontario Municipal Pension Plan (OMERS) as a condition of employment; which commences on the first day of employment. The Ontario Municipal Employee's Retirement System is the Pension Plan of the Corporation by agreement whereby the employer matches the amount paid into the plan by the employee. Non-fulltime (NFT) (previously known as Other than continuous full-time employees (OTCFT), employees have the option of joining OMERS and will be provided information at the commencement of their employment.

12) Paid Public Holidays

- a) The Township of Southgate recognizes the following *public* holidays. Each employee who qualifies shall be paid at the regular daily rate for each of the following public holidays.

New Year's Day	Good Friday	Easter Monday	Victoria Day
Canada Day	Civic Holiday	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day	

Note: Family Day is not included as a statutory or public holiday with pay in Southgate, because the Township already meets the legislation requirements. The Township provides 11 paid holidays to the employees when only 10 are



required in Ontario.

- b) When a holiday mentioned above falls on a Saturday or Sunday, the holiday will be taken on the following workday(s), with the exception of Remembrance Day, which may be used as a floater day, or as deemed by their supervisor. If Works Department staff are required on the following Monday, another day off will be arranged with authorization of the Department Head.

13) Paid Vacation

- Up to and including 1 year of service, 4% of current year's earnings;
 - After 1 full year of service, 2 weeks paid vacation plus 4% vacation pay on overtime earnings;
 - After 5 full years of service, 3 weeks paid vacation plus 6% vacation pay on overtime earnings;
 - After 10 full years of service, 4 weeks paid vacation plus 6% vacation pay on overtime earnings; or
 - After 15 full years of service, 5 weeks paid vacation plus 6% vacation pay on overtime earnings.
- a) Vacation will be taken in the current year of January 1 to December 31. Although all employees are encouraged to take their vacation in the current year, they will be allowed to carry over 5 days of vacation time at the previous year's hourly rate to the following year in exceptional circumstances. **Any vacation carried forward must be used by June 30 of the following year and will not be paid out if unused. To ensure you don't lose your vacation, work with your manager well in advance (at least 3 months) to schedule your vacation time.**
- b) No more than three weeks of vacation to be taken at one time in each department (administration and works).
- c) Time of vacation to be approved by supervisor.
- d) When a statutory holiday falls on a day of an employee's scheduled vacation, the employee shall be entitled to an additional day of vacation provided that the necessary arrangements have been made with the Supervisor prior to commencement of the vacation period.

Vacation pay will be paid to part time and seasonal employees ONLY on each regular bi-weekly pay or they may choose to accrue their vacation pay to be paid out at a time requested by the employee, or at the end of the calendar year if not requested earlier. Full time employees are not given vacation pay on each cheque but will receive their normal pay when vacation is taken and their vacation pay on overtime earnings as listed above at year end. The number of weeks paid vacation allowed is based on the service schedule above.

All seasonal employees after 10 calendar years of employment will receive vacation pay at the rate of 6%. Previous service from the former



municipalities will be recognized.

Employees who move from permanent part time status to full time status will be eligible to use previously accumulated hours of service to establish their seniority for vacation pay purposes.

14) Working Hours & Compensation

a) **CAO:** 40 hours per week as outlined in employment_contract.

b) **Administration:**

- 35 hours per week
- Banking of time will be calculated at 1½ times regular hourly rate for any hours worked over 35 per week.
- This section applies to all administrative positions such as the Clerk and this position's direct reports, the Treasurer and this position's direct reports and all other office administration staff working in the municipal office. The only exception is where terms are specifically spelled out in other documents, such as a job description or an employment contract which will supersede this policy.

c) **Building Department & By-Law Enforcement**

- Chief Building Official – 40 hours per week
- Building Inspector & By-Law Enforcement Officer – 40 hours per week
- Banking of time at overtime rate of pay at 1½ times regular hourly rate for any hours worked over 40 per week

d) **Planning & Economic Development Department**

- Planner – 35 hours per week as outlined in employment contract.
- Economic Development Officer – 35 hours per week or as outlined in employment contract.

e) **Transportation & Public Safety and Environmental Services Departments**

Full-time Department Management, Lead Hands & Operator Labourers:

- 40 hours per week
- Banking of time or overtime rate of pay at 1½ times regular hourly rate for any "worked time" hours over 40 per week on weekdays.
- Hours worked on weekends (Saturday & Sundays) at time and one half rate of pay.
- This section of this policy applies to management positions in these departments, unless where specifically spelled out in other documents, such as a job description or an employment contract which will supersede this policy.

Seasonal Operator Labourers:

- Seasonal employees (winter) work November 15 to March 31. They may be called in on a day to day basis prior to or after above dates,

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based on seasonal needs at the request of the departments management.

- Banking of time or overtime rate of pay at 1½ times regular hourly rate for any hours “worked time” over 40 hours per week (Saturday to Friday work week).

Casual Employees:

- Casual Operator Labourers are on call as needed by the TAPS department without guarantee of any hours on a weekly basis.

f) Recreation Department

- Facilities Manager – 40 hours per week
- Facilities Operator - 40 hours per week
- Facilities Operator Seasonal –hours per week vary
- All positions in this department work hours as assigned as outlined in job descriptions and as scheduled by the Facilities Manager. Depending on the season, Facilities-Recreation staff work regular business days (Monday to Friday), after hours and weekends as assigned.
- All positions in this department may bank time or are eligible for overtime at rate of 1 ½ times regular hourly rate for any hours worked over 40 per week.

g) Fire Department

- Fire Chief - 40 hours per week or as outlined in employment contract.
- Deputy Fire Chief: as outlined in employment contract.
- Fire Prevention Officer – 35 hours per week or as outlined in employment contract.
- All other fire department staff are volunteer positions.

H) Student Employees

- Regular hours as directed by Supervisor.
- Overtime rate of pay @ 1½ times regular hourly rate for any hours worked over 44 hours per week.

Rate of Pay for Working Statutory Holidays

Permanent full time, permanent part time and seasonal employees will be paid at 2 times the regular hourly rate of pay for the hours worked on public holidays as approved in Section #12 of this policy. Public holidays for student employees will be at 1½ times the regular hourly rate for hours worked as approved in section #12 of this policy.

15) a) Overtime

All overtime worked must be pre-approved by supervisor and be recorded on each time sheet. Overtime hours worked in excess of the employee’s regular working hours will be paid out at time and one half the regular hourly rate.

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Approved overtime does not include time for extended training days, conferences or travelling.

Salaried and Administrative employees shall take time off in lieu of overtime where applicable. All other employees may use lieu time rather than being paid out for overtime. (See Lieu Time section below)

b) Lieu Time or Banked Time:

An employee may be compensated for overtime worked by receiving one and one-half hours of paid time off for each excess hour worked instead of overtime pay if,

- (i) The employee and the employer agree to do so; and
- (ii) The paid time off is taken within three months of the work week in which the overtime was earned.

All banked time (earned or taken) must be recorded on each time sheet and must reflect the balance of lieu time hours owing to the employee.

- Administration employees may accumulate up to a maximum of 35 hours of banked time
- All other departments may accumulate up to a maximum of 40 hours of banked time

Employees may use lieu time with approval and at the discretion of their supervisor. Employees may be requested by their supervisor to consume banked time at times of the year when the department's municipal work schedules are slower and less demanding.

c) Where the Employees Employment Ends or Terminates:

If the employment of an employee ends before the lieu time is taken, the employer shall pay to the employee the accumulated banked time on the final pay (up to a maximum of 35 hours for administration or 40 hours for other departments).

Should an employee resign from employment without providing the Township of Southgate with the required notice as stipulated in their employment offer, the Township of Southgate may deduct sufficient funds from the employee's regular or overtime earnings, banked time, or vacation pay from the employee's final pay. The amount deducted will be calculated by multiplying the normal regular earnings of the employee per day by the number of days for which required notice was not provided. This detailed information of resigning without providing proper notice and the method by which withholdings will be calculated, will be clearly defined in all offers of employment to employees.

d) Special Functions Attended on Behalf of Southgate:

[Outside the realm of normal activities e.g. Parades, Home & Garden Shows and other public relations events etc.]



Employees requested by Council or management to attend or work at special functions on behalf of the Township will receive mileage and time paid or time off in-lieu of the hours worked.

e) Worked Time

When calculating overtime or banked time on a weekly basis; sick time, statutory holidays and vacation time cannot be used as worked time to reach the 35, 40, or 44 thresholds for pay purposes.

16) Retirement

As mandatory retirement was abolished by the Provincial Government on December 12, 2006, employees over the age of 65 may choose to continue employment with the Township of Southgate. There are exceptions to the law if the employer can show that certain employment requirements or qualifications are necessary to perform, or are logically related to, the essential duties and responsibilities of the job. Employees over the age of 65 continue to be covered under the WSIB Act.

Separation Gifts

a) Employees, Council Members & Volunteer Firefighters Years of Service Payment

Employees, Council Members and volunteer Fire Fighters will receive a monetary pay-out for years of service, or for full time, permanent part time and seasonal employees, with the municipality in the amount of \$200.00 for each year of service (up to a maximum of 25 yrs.) for all staff with a minimum of five (5) years of service with the Township of Southgate starting Jan 1, 2000. The first year for which a gift may be paid out is 2000. Pay-out for the last year of service will be prorated on a monthly basis from January 1 to the last day of the month in which the employee or elected official terminates employment with Southgate. Separation gift does not apply if an employee is dismissed. Employees and Council Members that also act as volunteer Fire Fighters in the same 12 month period qualify for one year of service for each position since the volunteer firefighter position is separate from their Township position.

b) Employees and Council Members Township Separation Gift

Employees and Council Members will receive separation gifts to be paid from the general fund and that the gift value increase based on number of years of service (pre & post amalgamation) upon retirement as follows:

5 years of service -	\$125
6 years to 15 years of service -	\$250
Over 16 years of service -	\$450

c) Employees and Council Members Social Fund Gift

Employees and Council Members, upon retirement, which includes not returning to council, or a leave of employment, will receive a gift valued at



\$100 to be financed from the Social Fund of which employees and Council contribute if the employee or Council member contributed towards the fund.

d) Retirement Party for Staff or Council Member

The Township will pay for retirement party expenses up to a maximum of \$250 for individuals having served with the municipality (pre & post amalgamation) for 20 years or more, if the employee or Council Member wishes a retirement party.

17) Job Abandonment

An employee of the Township of Southgate failing to report for a scheduled work shift without providing adequate notice and appropriate justification to his/her manager/supervisor will be considered a breach of the employee's employment conditions.

Failure on the part of the employee to communicate with management to provide adequate notice and appropriate justification for missing 3 consecutive assigned work shifts would be considered as job abandonment and may lead to termination of employment with the Township of Southgate. For the purpose of this policy the words "adequate notice" is defined as and will be considered direct verbal communications from an employee to a supervisor or manager of the department, at least 2 hours prior to the start of the work shift.

18) Group Benefit Plan

All full time and permanent part time employees (as defined on Page 1) will be provided with an Extended Health and Group Insurance Benefit Plan as outlined in Section 1 & 2 of Schedule A attached. Group benefits will terminate for employees at age 65.

Every employee is responsible for submitting receipts for dental and other applicable in-house healthcare spending account items to the Payroll Department for reimbursement.

19) (a) In Memoriam Donations (sent on behalf of the Municipality)

A charitable donation or flowers will be sent to the families upon the death of the following:

- Past member of Council who served one full term, and their spouse
- Present members of Council, and their spouse or child
- All employees, and their spouse or child

(b) Get Well Gifts

Flowers will be sent to all members of Council and all employees after three or more days of hospitalization.

20) Performance Appraisals

Please refer to Policy #17 – Performance Review Policy.



21) Health & Safety

One in three members of staff in each department is required to hold a certificate for CPR or St. John's First Aid; however, any employee wishing to obtain certification in one or both of the above courses will be reimbursed the cost of the course by the Municipality.

22) Drugs & Alcohol

The use of or being under the influence of alcohol or illegal drugs in the workplace or on Township property will be subject to disciplinary action. The CAO will review any such incident with Department Head and document same based on Human Resources advice.

In light of new cannabis legalization, Township employees that are required to operate heavy equipment and motor vehicles as part of their job duties, should make themselves aware of driver licence regulations/requirements of different operator licence classes that could affect and/or restrict them from any recreational cannabis use. Should the legislation affect your employment duties and your cannabis use is for medical reasons the employee shall inform Southgate management as soon as possible for how this may affect your current abilities to perform your employment duties and future accommodations for affected work duties.

23) Municipal Vehicles and Mileage Compensation for Business Use of Employee Vehicles

See Southgate Policy #22 Vehicle Use and Safety Policy

24) Work Boot / Clothing Reimbursement

- All Works and Environmental Services department employees (full time & seasonal) receive a boot/clothing reimbursement of \$260/year payable on the submission of receipt(s).
- Arena/Recreation employees (full and part time) - receive a boot/clothing reimbursement of \$260/year payable on the submission of receipt(s).
- CBO, Fulltime Building Inspector & Fulltime By-Law Enforcement Officer- receive a boot reimbursement of \$200/year for work use payable on the submission of receipt(s).
- Fire Chief & Fire Prevention Officer – receive a boot reimbursement of \$260/two-years for work use payable on the submission of receipt(s).
- Permanent Part Time Transfer Station Attendants - receive a boot/clothing reimbursement of \$130/year payable on the submission of receipt(s).
- The criteria for the work boot / clothing allowance is that it may be used for safety boots (with green patch), rubber boots (with green patch), work coveralls and work gloves only for work use.
- The criteria for the work boot only allowance is that it may be used for the purchase of safety boots (with green patch) or rubber boots (with

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- green patch) for work use.
- To be eligible, employees must have completed their probationary period before being eligible for reimbursement of the work boots/clothing allowance.

25) Safety Issues

Safety clothing for each works employee to be purchased through the Health & Safety budget and replaced as needed.

CREATED: January 1, 2000

REVISED: February, 2003 & December 1, 2004
April 13, 2005 approved by Council Resolution #185-05
August 28/08, October 1/08, May 12/09 & September 15/10, January 19/11,
November 21, 2012
June 18, 2014
Oct 22/2014 by Council Resolution #500-14
Jan 21, 2015 by Council Resolution #50-15
June 17, 2015 – DRAFT REVISIONS
Jan 25, 2016 - by Council Resolution #104-16
Dec 21, 2016 – by Council Resolution #943-16
Dec 6, 2017 – 2018 COLA applied
August 1, 2018 – by Council Resolution #2018-481
December 19, 2018 – HCSA COL Adj (Council Resolution #2018-627)
May 1, 2019 – by By-law 2019-073
May 18, 2022 – by By-Law 2022-073
December 21, 2022 – by By-Law 2022-179

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SCHEDULE B

Employee Absence Report



Section 1: Extended Health Benefits include:

- prescription drugs
- vision services
- miscellaneous paramedical services as outlined in the booklet
- out of country travel insurance
- employee life insurance and long term disability (LTD)
- accidental death & dismemberment AD&D) as outlined in the booklet

The above benefits apply to all Full Time and Permanent Part-time employees **who work a minimum of 25 hours/per week year-round.**

New hires are eligible for extended health benefits through benefit insurers following the completion of 3 months of active, consecutive employment, unless alternate employment arrangements have been negotiated.

Section 2: Short Term Disability:

Short term disability coverage for all full time and permanent part-time employees of the Township of Southgate shall be covered in-house. Applicable employees are eligible for short term disability coverage following the completion of 3 months of active, continuous employment, unless alternate employment arrangements have been negotiated.

To qualify for STD payments, an employee must:

- a. On the third day of an illness or first day of an injury where the employee will be off for more time, they must report to the employee's supervisor or Department Head in writing that they will be requiring additional time off; and
- b. Provide a completed medical certificate. The certificate must be completed by a duly recognized medical practitioner for physical or illness conditions and by a Mental Health Professional for mental health conditions. The completed medical certificate must set out the nature of the illness/injury/condition, prognosis for recovery, and anticipated safe return to work date. Failure to produce the required medical certificate within five (5) working days of the date of disability may result in uncertified days of absence being charged as leave without pay and could impact WSIB and/or Long-Term Disability employee benefits through our Benefits Service Provider. Any cost associated with obtaining the certificate is to be paid by the Township of Southgate.

The approval of benefits may be completed in-house at the Township of Southgate or by an appointed adjudicator chosen by the Township of Southgate.

Section 3: In-House Health Care Spending Account (HCSA):

Eligible claims will be reimbursed for the employee, the employee's spouse or common law spouse and dependent children (defined as those being unmarried, aged 21 or under, or eligible children up to age 25 if attending a full-time educational institution.) This is the same eligibility criteria used for the Sun Life benefits.

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SCHEDULE B

Employee Absence Report



Note: If an existing employee is promoted from a seasonal position where they have earned at least 3 months service, to a full time position they will not have to wait an additional 3 months to continue this benefit.

Full Time Employees:

Following 3 months of continuous active employment, full time employees are eligible for the in-house health care spending account. This benefit is per employee per calendar year which shall include reimbursement for:

- Dental claims
- Cost of eye exams
- Out of pocket expense for the cost of a medical exam for any driver licensing required in the employee's job description
- Laser eye surgery
- Orthotics
- Hearing tests
- The excess amount paid by an employee for prescription eyewear with proof that the employee had concurrently claimed the eligible portion from the Sun Life plan.
- Out of pocket expenses up to a maximum of \$200 per person for each chiropractic services, massage therapy and physiotherapy will also be reimbursed.
- The excess amount paid by an employee for prescription drugs with proof that the prescription was written by a qualified medical practitioner and employee had concurrently claimed the eligible portion from the Sun Life plan (excluding deductible charged by Sun Life).
- The excess amount paid by an employee for mental health supports by a psychotherapist, Masters of Social Work or Family Therapist with proof that the employee had concurrently claimed the eligible portion from the Sun Life plan.

All claims submitted must include original invoices with proof of payment.

Permanent Part-Time or Seasonal Employees:

Following 3 months of continuous active employment, permanent part time and seasonal employees are eligible for the in-house health care spending account. This benefit is per employee per calendar year. Criteria for eligible dependents and eligible items are the same as itemized above for full time employees. Casual employees and student employees are not eligible for this benefit.

HCSA Rate - Annual Adjustments

In conjunction with Policy #16, Pay Administration Policy, if Council approves an increase, each year on January 1, the HCSA benefit will be adjusted by the annual Statistics Canada Ontario Consumer Price Index (CPI) from October (COLA), rounded to the nearest \$1. The increase is automatic each year, if Council approves a COLA increase.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



	Full Time Employees	Permanent Part-Time or Seasonal Employees
2017 (As per Resolution 943-16, December 6, 2016)	\$1,200	\$600
2018 (1.3% COLA)	\$1,216	\$608
2019 (2.5% COLA)	\$1,246	\$623
2020 (1.7% COLA)	\$1,267	\$634
2021 (0.7% COLA)	\$1,276	\$638
2022 (3.0% COLA)	\$1,314	\$657
2023 (4.0% COLA)	\$1,367	\$683

Section 4: Retirement Benefits:

Employees aged 55 or older who choose to take early retirement may continue to participate in the extended health care benefit plan (at the former employee's expense) under the following conditions:

- The individual was part of the employer paid benefit plan through outside insurers immediately prior to early retirement
- The individual must have a minimum of 5 years of service with the Township of Southgate and not be eligible for any other similar program
- The Township of Southgate will notify the individual of the premium costs on an annual basis and the individual must reimburse the Township of Southgate by the first business day of each and every month for the total cost of these benefits
- The individual will provide 30 days written notice to the Township if they wish to discontinue this plan
- Should the individual be in default of payment of a monthly premium, the Township of Southgate will send one reminder notice. If premium is not paid within 5 business days thereafter, the Township has the right to discontinue this arrangement immediately

This post-retirement benefit option will terminate when the former employee turns 65 years of age.

Extended Health Care benefits include prescription drugs, vision care, out-of-province medical coverage (if requested) and other health and medical items as listed on the Outline of Benefits from the insure.

Section 5: Employee and Family Assistance Program

All employees and Council members have access to the Township's confidential Employee and Family Assistance Program (EFAP) at no cost to the employee.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



Employee Name: _____

Department: _____

Date(s) of Absence: _____

Reason for Absence:

Vacation Day

of Outstanding Vacation Days:

_____ Days Year: _____

Emergency Leave

Bereavement Leave

Personal Day (unpaid)

Jury leave or Court duty

Time off in lieu overtime

WSIB related absence

If Sick or Emergency Leave:

Sick Day

Time used this year: _____

New Sick Day(s) used: _____

Emergency Leave Information:

Dentist Appointment

Doctors Appointment

Hospital Treatment

Appointment Location (Town):

Start of Leave Time: _____

Return to Work Time: _____

Employee's Signature: _____

Date: _____

Approved by: _____

Date: _____