

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO. 008-2017

Being a by-law to establish the rates of remuneration to Staff of the Corporation of the Township of Puslinch.

**WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to pass a by-law to establish the rates of remuneration to Staff of the Township; and

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c. 25, as amended empowers Council to pass such a By-law regulating the appointment, duties and remuneration of Staff.

**NOW THEREFORE** the Corporation of the Township of Puslinch ("Township") hereby enacts as follows:

### Remuneration:

1. The 2017 Salary Grid shall be as set out in Schedule A attached to this By-law.
2. The rate of pay for other On-Call, Casual, Seasonal Staff shall be as set out in Schedule B attached to this By-law.
3. The salary and wages in Schedule A and Schedule B of this by-law shall be automatically adjusted annually by the cost of living increase approved through the budget process for staff for each year.
4. As stated in the Performance Appraisal Policy No. 2014-003, movement through the salary and wage grid is conditional upon a successful performance appraisal for the previous year.

### Vacation and Designated Holidays:

5. The following is the paid annual vacation for permanent full-time employees of the Township based on the number of years of service:
  - (1) Two weeks after one year of service.
  - (2) Three weeks after one year of service (for Department Heads only).
  - (3) Three weeks after two years of service.
  - (4) Four weeks after eight years of service.
  - (5) Five weeks after fifteen years of service.
  - (6) Six weeks after twenty-seven years of service.
6. The vacation year begins January 1<sup>st</sup> to December 31<sup>st</sup>.
7. Vacation must be taken in the year earned or at the discretion of Council and/or the Department Head.
8. Designated Holidays are:
  - (1) New Year's Day
  - (2) Family Day
  - (3) Good Friday
  - (4) Easter Monday
  - (5) Victoria Day
  - (6) Canada Day
  - (7) Civic Holiday
  - (8) Labour Day
  - (9) Thanksgiving Day

- (10) Remembrance Day
- (11) Christmas Day
- (12) Boxing Day

**Benefits:**

- 9. The Township will pay 100% of the premium costs to provide healthcare benefits for permanent full-time employees of the Township.
- 10. The Healthcare benefits provided to permanent full-time employees of the Township include the following:
  - (1) Short Term Disability
  - (2) Long Term Disability
  - (3) Group Life Insurance
  - (4) Accidental Death & Dismemberment
  - (5) Extended Health Care
  - (6) Hospital Semi-Private
  - (7) Dental, Drug, Vision Care, Out of Province Coverage
- 11. Permanent full-time employees shall join the Ontario Municipal Employees Retirement System Basic Pension Plan upon hire date. The Township will contribute to OMERS an amount equal to the required employee contribution.
- 12. The Township will continue to pay premiums for benefit coverage for a period of up to twelve months from the date of disability or at the discretion of Council to a maximum of twenty-four months. Any individuals that are on Long Term Disability at the end of this period are no longer considered to be employees of the Township and will not be eligible to participate in any benefit plans unless premiums have been waived as part of such a plan.
- 13. The Township will continue to pay premiums for benefit coverage for pregnancy and parental leave as per the Employment Standards Act, Ontario Regulation 286/01.
- 14. Employees with ten or more continuous years of service with the Township, who retire within ten years of their normal OMERS retirement age, will be able to participate in the health benefits, with the exclusion of Accidental Death and Dismemberment and Long Term Disability, provided under the healthcare benefit package at the time of retirement until the age of 65. This is only available to retirees who do not have access to current coverage elsewhere.

Included as part of the health benefits package, regardless of coverage elsewhere, is a life insurance benefit in the amount of one times the annual basic wage at the time of retirement until the age of 65, rounded to the nearest \$1,000.00.

The employer will pay 50% of the cost of the premium.

**Illness/Leave of Absence:**

- 15. Permanent full-time employees are entitled to six working days of sick leave for each calendar year only. The allowance of up to six working days on an annual basis is not cumulative.
- 16. Bereavement leave arising from the death of a spouse/companion or child will be granted with pay up to a maximum of five normally scheduled working days. Bereavement leave arising from the death in the immediate family, other than a spouse/companion or child, will be granted with pay up to maximum of three normally scheduled working days.

Immediate family other than a spouse/companion or child shall include a parent-in-law, parent, sibling, sibling-in-law, grandparent, and grandchild.

17. Bereavement leave arising from the death of other family will be granted with pay up to a maximum of one normally scheduled working day.
18. Bereavement leave as a result of performing the services of a pallbearer will be granted with pay up to a maximum of one normally scheduled working day.
19. An employee who is required to serve as a juror where a subpoena is issued will be granted a paid leave of absence. The employee shall be paid one-day's pay for the loss of each day of service provided that they report for work when not actually required for jury duty. Upon returning to work the employee will provide proof of such service.
20. Any unpaid leave of absence will require approval from the C.A.O. and the Department Head. In the case of a Department Head, any unpaid leave of absence will require approval from the C.A.O.
21. That sections 1 to 15, sections 18 to 20, and section 23 of By-law No. 013/16 are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 1<sup>st</sup> DAY OF FEBRUARY, 2017.**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk

**Schedule A - 2017 Salary Grid**

<b>Similar Value Group</b>	<b>Job Title</b>	<b>% Spread Between Bands</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5 (Job Rate)</b>
13	CAO/Clerk	32%	\$60.31	\$62.11	\$63.97	\$65.89	<b>\$67.88</b>
11	Director, Finance/Treasurer	17%	\$45.58	\$46.94	\$48.35	\$49.80	<b>\$51.30</b>
11	Director, Public Works and Parks						
9	Chief Building Official	9%	\$38.94	\$40.10	\$41.31	\$42.55	<b>\$43.83</b>
8	Fire Chief (PT)	10%	\$35.68	\$36.76	\$37.86	\$39.00	<b>\$40.17</b>
7	Deputy Fire Chief (PT)	11%	\$32.49	\$33.47	\$34.47	\$35.51	<b>\$36.57</b>
7	Deputy Treasurer						
7	Taxation and Customer Service Supervisor						
7	Deputy Clerk						
7	Development and Legislative Coordinator						
6	Building & Enforcement Inspector Officer	9%	\$29.34	\$30.21	\$31.11	\$32.05	<b>\$33.01</b>
6	Facility and Parks Foreman						
6	Public Works Foreman						
5	Customer Service Coordinator	9%	\$27.00	\$27.82	\$28.65	\$29.51	<b>\$30.39</b>
5	Public Fire and Life Safety Educator (PT)						
5	Chief Fire Prevention Officer (PT)						
5	Heavy Equipment Operator						
4	Administrative Assistant	37%	\$24.68	\$25.42	\$26.18	\$26.97	<b>\$27.77</b>
4	Equipment Operator						
4	Facility Operator						
3	Administrative Assistant to Fire Chief (PT)		\$17.97	\$18.51	\$19.06	\$19.63	<b>\$20.23</b>
3	Custodian (PT)						

**Schedule B - Other On-Call/Casual/Seasonal Staff**

<b>Position Title</b>	<b>Department</b>	<b>Hourly Wage</b>
Chief Training Officer	Fire & Rescue Services	\$27.52
Training Health and Safety Officer	Fire & Rescue Services	\$27.52
Captain	Fire & Rescue Services	\$27.52
Lieutenant, Acting Captain	Fire & Rescue Services	\$26.13
Fire Fighter Class 1 (Third year of service and passed NFPA Level 2)	Fire & Rescue Services	\$25.35
Fire Fighter Class 2 (Second year of service)	Fire & Rescue Services	\$23.36
Fire Fighter Class 3 (First year of service and passed NFPA Level 1)	Fire & Rescue Services	\$21.55
Fire Fighter Class 4 (Successful completion of probationary six month period and performs firefighter duties)	Fire & Rescue Services	\$19.92
Fire Fighter in Training (New hire in probationary six month period)	Fire & Rescue Services	\$12.92
Equipment Operator	Public Works and Parks	\$26.20
Bartenders - first 7 hours of a given shift	Recreation	\$15.74
Bartenders - after 7 hours	Recreation	\$17.91
Senior Groundskeeper	Parks	\$19.95
Intermediate Groundskeeper	Parks	\$15.08
Junior Groundskeeper	Parks	\$12.12
Student Groundskeeper	Parks	\$11.40
Facility Operator	Optimist Recreation Centre	\$12.12