

The Township of Cavan Monaghan

By-law No. 2015-65

Being a by-law to adopt a personnel policy and to establish regulations thereunder

Whereas it is desirable that the Council of the Township of Cavan Monaghan should establish and adopt certain policies and regulations with respect to the employment of personnel of the Township;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1.0 Introduction

Employees of the Township of Cavan Monaghan shall be governed by the policies and regulations set forth below, except to the extent that the particular terms or conditions of employment are otherwise covered by any provision in the Collective Agreement with Local 1306-2 or a written contract of employment or a direction of Council.

Any matter not covered by the by-law, shall be submitted by the Chief Administrative Officer to Council.

Changes in policies or regulations may be made from time to time at the discretion and recommendation of the Chief Administrative Officer. Following presentation to and approval by Council, employees will be notified at least two months in advance, where possible, of the effective date of such changes.

These policies shall be reviewed from time to time. At the time of review, suggestions and recommendations of employees regarding working conditions, procedures or any other relevant matters will be invited and taken into consideration.

As the provisions within this policy provides an employee with a greater right or benefit than a minimum employment standard under the Employment Standards Act (Ontario) then that provision applies to the employee instead of the employment standard. However, any amendments to the ESA that provide a greater right or benefit will be supported by the municipality and any changes thereto.

Additional detailed policies may be drafted to support this By-law.

2.0 Purpose

The purpose of this by-law is to establish and maintain relations between the

Township and its employees, to strive to create a healthy, safe and co-operative work environment, to provide opportunities for personal growth and to maximize the contribution of each employee to the Township.

3.0 General Conduct of Municipal Employees

Employees of the Township of Cavan Monaghan are expected to:

- 3.1 Perform all their duties and responsibilities in an efficient and professional manner.
- 3.2 Observe and comply with all policies and regulations established by the Township.
- 3.3 Treat members of the public with courtesy and respect at all times.
- 3.4 Use his/her position with the Corporation solely for the gain and service of the Corporation and not to secure advantage, benefit, favour, or service for self, relatives, friends or associates.
- 3.5 To devote themselves to services of the Corporation in exchange for the compensation an employee is paid which is intended to remunerate him/her for such service; an employee will not solicit or accept any gift, present, favour or any form of entertainment, the acceptance of which would place an employee or Corporation under any obligation or compromise the Corporation.
- 3.6 Where an employee engages in any supplemental employment or business, to do so in a manner which will not interfere or be reasonably perceived to interfere with the performance of his/her duties as a Corporation employee or in which an advantage would be derived from his/her employment with the Corporation. At no time shall an employee conduct or further their supplemental employment or business affairs during normal working hours.
- 3.7 To honour the need for confidentiality in accordance with the Corporation's policies and procedures and will not disclose confidential information gained by reason of his/her position, nor permit any person access to confidential information except as required by law or directed/permitted by the Township.

4.0 Administration of Personnel Policies and Procedures

- 4.1 The Chief Administrative Officer or designate shall administer these personnel policies, regulations and report to Council when necessary and/or required.

4.2 Ensure annual performance reviews are completed for all Staff.

5.0 Definitions of Terms

The term “Permanent Employee” applies to either a full-time or part-time employee who has satisfactorily completed the probationary period and who are considered as part of the permanent establishment of the Township; this term does not apply to or include Contract Employees, Seasonal/Temporary/Student Employees, Volunteers or Probationary Employees.

The term “Full-time Employee” means any employee who is engaged for an indefinite period of time to work a scheduled thirty-five (35) or forty (40) hour workweek and who has successfully completed the probationary period.

The term “Seasonal/Temporary/Student Employee” means any employee who is engaged to regularly work for a defined period of time thirty-five (35) hours per week on a seasonal/temporary basis.

The term “Part-time Employee” means any employee who is engaged for an indefinite period of time to regularly work less than or equal to thirty-five (35) hours per week and who has successfully completed the probationary period.

An employee shall be considered a “Probationary Employee” until he or she has completed six continuous months of employment with the Township. During this probationary period the Township may terminate employment at any time, without cause, upon giving two weeks’ notice or such payment as is required by Employment Standards Act. Upon completion of the probationary period the employee’s service shall date back to his or her last date of hire as a permanent employee with the Township.

The term “Contract Employee” means an employee who is hired for a specific term and task normally not to exceed one year but subject to renewal.

A “Director” is a staff member who reports directly to the Chief Administrative Officer or designate, who holds operational responsibility for a municipal function or service and includes but is not limited to a Department Head. The following are Department Heads; Clerk, Director of Planning, Director of Public Works, Director of Finance/Treasurer, Parks & Facilities Manager, Fire Chief, and Chief Building Official/By-law Enforcement Officer.

6.0 Employment Practices

6.1 Recruitment

6.1.1. Policy

The Township promotes equal opportunity in the workplace. Hiring and

employment practices are intended to comply with the provisions of the Ontario Human Rights Code.

Council shall approve the appointment of all Directors upon the recommendation of the Chief Administrative Officer.

The Chief Administrative Officer shall approve the appointment of all other staff, in consultation with the appropriate Department Head or Director.

Employment vacancies shall be posted internally and externally, at the same time, in a manner deemed appropriate to the position. Applications for such vacancies shall be reviewed by the Chief Administrative Officer and/or Department Head.

The selection of candidates will be based on the qualifications, experience and skills of the applicant as identified in the appropriate application or resume. The years of service and employment record of internal candidates will also be considered.

Assessments will be based on objective criteria and standards that do not impose any unreasonable barriers to the hiring of any group protected by the Ontario Human Rights Code.

The successful candidate will be offered the position in writing outlining the compensation package provided for the position and including a copy of this by-law and the relevant position description.

6.1.2 Job Description

Up to date job descriptions will be maintained for each position. Every employee shall be entitled to a copy of his/her job description. Job descriptions shall be reviewed and revised, as considered appropriate for employment by the Chief Administrative Officer.

6.1.3 Moving Expenses

The Township may consider an allowance for certain moving expenses for Staff who must relocate in order to accept a position. The maximum allowance will be \$2,000.00.

This shall be determined on an individual basis by Council. Receipts will be required in all circumstances.

6.1.4 Hiring and Employment of Relatives

No supervisor shall be related to an employee. "Related employee" is defined as the employee's spouse/life partner, parents, grandparents,

children, grandchildren, brothers and sisters, and first cousin of the employee and/or spouse/life partner of the employee. The preceding also includes any adopted related family member.

Supervisors shall treat all applicants and employees equally and impartially and shall not provide any preferential treatment to any related applicant or employee.

No employee, manager or member of Council shall be involved in the performance review or appraisal of a related employee or in the consideration to promote, demote, discipline, remunerate or grant benefit to a related employee.

6.1.5 Police Criminal Record/Vulnerable Sector Screening

Any employee working directly with children and/or a vulnerable sector of individuals shall be required to provide a criminal record check prior to commencement of employment. As per the discretion of the Chief Administrative Officer, in conjunction with the employment requirements, a vulnerable sector screening check may also be required.

7.0 Performance Evaluation

The performance of all employees shall be formally evaluated annually in November and submitted to the Chief Administrative Officer by November 30th of each year. Evaluations, which shall be communicated to each employee in writing, shall be undertaken by the employee's Director and reviewed by the Chief Administrative Officer or designate. Directors are evaluated by the Chief Administrative Officer. The Head of Council shall have the responsibility of ensuring that Council evaluates the Chief Administrative Officer.

8.0 Lay-offs, Suspensions, Dismissals and Resignations

8.1 Lay-offs

Notice of lay-off will be given according to the provisions of the Employment Standards Act of Ontario for non-union employees.

8.2 Suspensions

In cases of serious misconduct, insubordination or neglect of duty, immediate suspension may be instituted by the employee's Director. Circumstances leading to suspension will be reviewed by the Chief Administrative Officer to determine remedial or further disciplinary action.

8.3 Dismissal

It is the goal of the Township to minimize the possibility of dismissal

through regular supervision and, where necessary, progressive discipline. In cases of continuing unsatisfactory performance the employee will be interviewed, advised of his/her termination and receive written confirmation of termination from the Chief Administrative Officer or Department Head.

The dismissal of Directors shall be confirmed by Council resolution on the recommendation of the Chief Administrative Officer.

The dismissal of the Chief Administrative Officer shall be confirmed by Council resolution.

8.4 Resignations

8.4.1 Permanent employees who intend to resign from service must give their Director and the Chief Administrative Officer written notice of resignation.

8.4.2 Notwithstanding paragraph (1) above, Department Heads or Directors who intend to resign from service must give Chief Administrative Officer (4) weeks written notice of resignation.

8.4.3 The Chief Administrative Officer who intends to resign from service must give Council (4) weeks written notice of resignation.

9.0 Terms of Employment and Working Conditions

9.1 Personnel Records

All personnel records shall be maintained and in the possession of the Chief Administrative Officer.

Access to these confidential personnel records shall be limited to the employee and to the Chief Administrative Officer and to those other personnel who, from time to time, may have involvement with personnel administration.

9.2 Hours of Work

Normal office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday with a one-hour unpaid lunch period. Flex schedules are permitted between the hours of 7:00 a.m. to 5:00 p.m. for office staff and will be determined by the Director. The Chief Administrative Officer has the authority to deny a flex schedule option if a department does not remain open and accessible to the public during normal office hours.

In lieu of any overtime, Directors shall receive one additional week of paid vacation per year, prorated in the first year of employment.

Designates are employees who are responsible, in the absence of a Director, to meet the goals and objectives of the municipality. Designates responsibilities are identified in the job description and shall receive up to one week of paid lieu time per year, prorated in the first year of employment, provided a minimum of 35 hours overtime is worked. Lieu time is accumulated for hours worked in excess of regular hours, must be approved by the Department Head and recorded on the employee's bi-weekly timesheet.

The Full-time Fire Department employees are a part of the emergency response personnel and respond to emergencies that arise outside regular office hours. Therefore additional compensation, through banked straight time for emergency hours worked, will be allocated and submitted on the bi-weekly timesheet. This emergency banked time must be taken within 30 days of allocation. All submitted hours, as related to the emergency, must be approved by the Chief Administrative Officer.

The Chief Administrative Officer may for non-managerial employees, at his/her discretion, authorize limited time-off in lieu of overtime or enter into averaging agreements with employees in accordance with the provisions of the Employment Standards Act. Lieu time and authorized limited time-off shall not be carried over from one year to the next and will be paid out on the last pay period in November of each year.

9.3 Medical, Legal and Other Appointments

It is recognized that appointments cannot always be scheduled outside business hours. However, it is expected that employees will make every effort to schedule such appointments at the beginning or the end of the working day. Time off for such appointments must be made up by extra time worked. Where possible, the approval of the Director must be obtained 48 hours prior to the day of the appointment and will be granted where workload permits.

9.4 Information Technology

Use of these systems (computers, pagers, two-way radios, cellar/smart phones) is a privilege, not a right, which carries significant Corporate and personal responsibility. Employees may be provided full internet access to assist in their employment duties. This access is for municipal purposes only and is subject to regular monitoring. Any information accessed/obtained is the sole property of the Township and shall not be used without consent of the Chief Administrative Officer.

Abuse of the system for non-municipal purposes or personal gain, can result in the privilege being removed and may be grounds for discipline up

to and including termination.

9.4.1 Computer files and E-mail

All computer hardware and software is the property of the Township. As such, no programs may be added or deleted without the express permission of the Director. The Township also reserves the right, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, to have the contents of municipal computers or software reviewed by an authorized individual(s) at any time.

Any e-mails sent or received using the e-mail privilege given to employees by the Township are the property of the Township and may be monitored in the same manner as employee internet privilege. Confidential information shall not be copied, distributed and/or forwarded; any violation of this policy will constitute grounds for termination.

All websites and internet browsing communications must be in keeping with the public interest and in furtherance of Township business. Any websites and internet browsing done in bad taste is a violation of this policy and will constitute grounds for termination with cause.

9.4.2 Cell phone or Smartphone

All municipal cell phone and/or smartphone hardware and technology are the property of the Township. A cell phone/smartphone is provided to Directors and to staff with specific requirements identified within their job descriptions, as per Chief Administrative Officer approval.

The monthly recurring charges for voice and data service are paid by the Township. Any additional fees and charges above the monthly voice and data package which are non-business related are the sole responsibility of the individual. Payment is accepted in Finance upon receipt of invoice prior to the due date. Payroll deductions will be processed on any outstanding payments past due.

Hardware upgrade availability is subject to the terms and conditions on the Township corporate agreement. Damage to the hardware, not included within the warranty protection plan, is the sole responsibility of the individual.

9.4.3 Social Media

Township devices are not to be used for personal social media use. Social media may include (although is not limited to; Facebook, Blogs, Twitter, YouTube, Yammer, MySpace, Flickr, Wikipedia). The Township does not support and discourages personnel comments/expression and/or

confidential material, defamation of a person's character or organization being posted on any social media sources with regards to the Township of Cavan Monaghan. Social media platforms are public as if you were making the same comment to the media or at a public form. Violation of this policy will constitute grounds for termination with cause.

9.4.4 Intellectual Property

The Employee acknowledges and agrees that all right, title and interest in and to any designs, ideas, programs, works, advances, improvements, enhancements, creations or discoveries along with their research and preparatory materials, information and data bases made or conceived by the Employee at any time during his employment with the Township, and relating to his duties or to the business and affairs of the Township and its affiliates, shall belong exclusively to the Township. In connection with the foregoing, the Employee agrees to execute any assignments and/or acknowledgments as may be requested by the Chief Administrative Officer or Township Council.

The Employee agrees that all records, files, drawings, tapes, disks, documents, tools, equipment and any other Township property and the like relating to the above business, work, investigations or developments of the Township and prepared, used or possessed by the Employee or under the Employee's control during the term of the Employee's employment shall be and remain the sole and exclusive property of the Township or its nominees. It is understood that the employee shall have no claim, title or interest in the above works and shall have no claim for compensation or payment unless specifically agreed upon in writing by the Township.

In the event that the Employee ceases, for any reason, to be employed by the Employer, the Employee agrees forthwith upon his termination to return to the Employer every copy of all such records, files, drawings, tapes, disks, documents, keys and all said tools and equipment in the possession or under the control of the Employee at that time.

10.0 Annual Vacation

10.1 Permanent Full-time Employees - Vacation

Employees shall receive an annual vacation with pay during the vacation year (January 1 to December 31) based on their credited service in accordance with the following schedule:

One year or more	two weeks with pay
Three years or more	three weeks with pay
Five years or more	four weeks with pay
Fifteen years or more	five weeks with pay

Twenty years or more	six weeks with pay
Thirty years or more	seven weeks with pay

Progression in the schedule shall occur in the calendar year in which the employee's anniversary date falls.

Negotiation of vacation upon hire may be approved by Chief Administrative Officer.

Annual vacation in the first calendar year of employment may be pro-rated on the basis of the employee's length of service.

Fifty percent of any employees' annual vacation may be carried over into the following year, but vacation cannot be accumulated in subsequent years. The Employer may direct an employee to utilize their vacation prior to the end of the calendar year.

The by-law grants vacation time and vacation pay in excess of the minimum Employee Standards Act. However the additional Township vacation benefit as listed above, is granted with the understanding that only 50% of total vacation credits are eligible to be carried forward into the next year. Any excess vacation time remaining at year end, which does not meet the 50% carry forward criteria above, will become null and void. The vacation benefit is non-transferable and is non-cumulative.

Pay for each week of vacation shall be calculated on the basis of the employee's straight time weekly earnings current at the time the vacation is taken.

An Employee whose employment has terminated shall be paid for unused vacation time for the previous year plus any vacation pay for the current year pro-rated according to time worked in the calendar year.

Employees shall submit their vacation requests for full week vacations by February 1st of each year to their Director for approval, and the Director submit their requests to the Chief Administrative Officer for approval. A copy of any approved vacation requests must be provided to reception. If the employees in conflict hold positions of equal status, the number of years of employment with the Township shall be the deciding factor. Vacation scheduling shall ensure that each department is open to the public for normal office hours. It is the Directors responsibility and obligation to ensure that the Department is staffed appropriately.

It may not always be possible for employees to take full vacation entitlement at one time due to critical business situations that need to be addressed in a timely manner. Vacation scheduling will depend upon being able to maintain the Township's programs and services.

While on vacation, or if an employee's scheduled vacation is interrupted due to accident or a serious illness, the time period of illness as verified by a doctor's certificate, shall be considered sick leave. In such an event, the employee may re-schedule their vacation at a time mutually agreeable to the employee and their supervisor.

Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave. The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

10.2 Part-time Employees - Vacation

All Part-time/Contract/Seasonal/Temporary/Student employees shall receive vacation with pay in accordance with the Employment Standards Act of Ontario.

10.3 Statutory and Other Public Holidays

10.3.1 Permanent Full-time and Contract employees

All permanent full-time and contract employees shall be entitled to the following holidays with pay in accordance with time worked pursuant to the Employment Standards Act.

1. New Year's Day
2. Good Friday
3. Easter Monday
4. Victoria Day
5. Canada Day
6. Civic Day
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day
10. Christmas Day
11. Boxing Day

As statutory holiday provisions are granted in excess of the nine public holidays under the Employment Standards Act, therefore the Township office will remain open on the Family Day holiday which is not observed as a statutory holiday.

All permanent and contract full-time employees receive additional days off between Christmas Day and New Year's Day, with pay under the Christmas Shutdown period. These additional days do not reduce allocation from vacation and/or sick time.

When a statutory holiday falls on a Saturday the preceding Friday shall be deemed the holiday closure or if the holiday falls on a Sunday the following Monday shall be deemed the holiday closure for the purpose of this by-law.

10.3.2 Part-time/Seasonal/Temporary/Student

All part-time/seasonal/temporary/student employees shall be entitled to time off work and be paid public holiday pay as per the Employment Standards Act.

10.4 Sick Leave, Bereavement Leave and Compassionate Leave

Leaves under this section are intended to include an employee's emergency leave entitlement under the Employment Standards Act.

10.4.1 Sick Leave

Sick leave shall mean the period of time an employee is permitted to be absent from work with full pay by virtue of sickness or injury for which compensation is not payable under Workplace Safety and Insurance Act.

Sick leave entitlement of up to ten (10) days is available to each full-time employee as of January 1st of each calendar year. In the first year of employment, sick leave shall be pro-rated to the date of hire.

Sick leave is non-cumulative and cannot be carried over into the following year. There will be no cash value for sick leave on termination of employment.

An employee may be required to produce a certificate from a qualified medical practitioner certifying that such employee is unable to carry out his/her duties due to illness. Failure to produce required documentation will result in loss of pay for the period in question.

Employees may use up to three (3) days sick leave as personal leave in any one calendar year. Personal days are to be used in the event of a family illness or for any personal/family appointments but will not be used to augment vacation days.

If an employee is approved for Weekly Income Insurance Benefits (short-term disability) and does not have sufficient days on credit to cover the necessary qualifying period, the Employer may continue to pay the employee until the Weekly Income Insurance Program qualifying period expires.

Any other unique emergency situations will be considered on an individual

basis by the Chief Administrative Officer in consultation with Council.

A "Return to Work Authorization Form", from the employee's treating Physician, is required prior to actively returning to work.

10.5 Bereavement Leave

Employees shall be permitted time off with pay in the event that a death in their family requires them to be absent from work.

The following provisions shall apply:

10.5.1 Five (5) working days will be permitted on the death of a spouse/life partner, son or daughter.

10.5.2 Three (3) working days will be permitted on the death of a mother, father, sister, brother, grandparents or grandchildren.

10.5.3 One (1) working day will be permitted on the death of a current brother-in-law or sister-in-law (brother-in-law or sister-in-law shall mean the employee's brother's or sister's spouse/life partner and the employee's spouse/life partner's brother or sister), current mother-in-law or father-in-law for the day of the funeral, if attending.

10.5.4 Upon a written request, the Chief Administrative Officer may grant leave of absence without pay to any employee upon special or compassionate grounds.

10.6 Leave of Absence

10.6.1 Pregnancy and Parental Leave/Adoption

Pregnancy and Parental/Adoption leave shall be granted according to the Employment Standards Act. The Township shall continue to pay the corporation's portion of employee benefits during this period.

10.6.2 Jury Duty and Witness Leave

If an employee is called to Jury Duty or required to serve as a witness, the Township shall pay the employee's regular wage. Any fee(s) related to the employee's appearance shall be paid to the Township

11.0 Use of Township Owned Vehicles

11.1 Municipal Identification

All Township vehicles will bear municipal identification markings.

11.2 Authorized Drivers

Vehicles may be driven by employees of the Township only. All drivers must possess an appropriate and valid driver's license for the vehicle being driven. Drivers must advise their Department Head or Director if their driver's license ceases to be valid or if medical conditions impair or prevent driving. Drivers must operate vehicles in accordance with the Motor Vehicle Act, Workers' Compensation Regulations and Township policies.

11.3 Passengers

Only passengers for the purpose of municipal business are permitted to travel or accompany an employee in a Township vehicle.

11.4 Use and Boundaries

The use of a Township vehicle shall be strictly limited to the performance of duties associated with the operations of the Township. The Township vehicle is not for personal use.

11.5 Vehicle use at Conferences/Seminars/Training

The use of a Township vehicle may extend to Conferences, Seminars and/or Training but will not exceed a 48 hour absence from the geographical boundaries of the Township and must be approved by the Chief Administrative Officer.

11.6 Regular Maintenance

It is the Directors responsibility to ensure the vehicle is maintained by staff in a clean, tidy and satisfactory mechanical condition at all times.

11.7 Prohibited Use

Operation of any Township owned vehicle is expressly prohibited where the person in care and control of the vehicle has used any substance that may legally impair the operator or may have an effect on the safe operation of the vehicle. The idling of any Township owned vehicle is prohibited. Violation of these clauses will result in immediate and severe disciplinary action.

11.8 Unattended Vehicles

When not in operation, employees are to ensure that Township vehicles left unattended are locked and parked securely at all times.

11.9 Vehicles Driven to an Employee's Home

At the discretion of the Chief Administrative Officer, vehicles may be driven to and from the employees' residence and workplace if a specific work situation dictates such a convenience. A vehicle so used must at all times be securely parked and locked.

11.10 Tickets/Infractions

Parking tickets, traffic violations and assessments related thereto shall be the responsibility of the driver involved.

11.11 Accidents/Incidents

All accidents/incidents involving Township owned vehicles must be reported immediately to the employee's Director. An incident/accident report shall be promptly submitted to the Chief Administrative Officer with a copy to the Director of Finance.

12.0 Compensation and Benefits

12.1 Compensation

12.1.1 Policy

The Township will endeavor to pay competitive salaries and also endeavor to ensure that the administration of the compensation packages is equitable. Compensation packages will be reviewed on an annual basis.

This involves a position rating system applied to each position based on the job description and the development of salary ranges. Salaries shall be reviewed regularly by Council as part of the budget review process and any adjustment or increase to the overall grid shall become effective on the date determined by Council.

12.1.2 Pay Periods

Staff shall be paid on a bi-weekly basis.

12.1.3 Grid Movement

In addition to any overall grid increases based on the Consumer Price Index (CPI), staff, upon satisfactory performance review, may be moved on the salary grid by the Chief Administrative Officer in conjunction with the recommendation of the Director and substantial performance evaluation.

12.1.4 Cost of Living Increases

The Cost of Living increases shall be completed annually in accordance with the Consumer Price Index (CPI) without Council approval.

12.1.5 Severance and Termination Pay

Severance and termination pay shall comply with the provisions of The Employment Standards Act.

12.2 Benefits

12.2.1 OMERS

Every person who becomes an employee of the Township on a continuous full-time basis shall, as a condition of his/her employment become a member of OMERS, or if he/she is already a member, resume his/her contributions to the system as of his/her date of employment. The Employer and Employee shall make contributions in accordance with the provisions of the Plan.

The Township shall also offer membership in OMERS to employees who have worked at least seven hundred (700) hours during the two preceding consecutive years.

12.2.2 Group Insurance

The Township will pay 100% of the premiums for the prevailing Group Insurance program on behalf of all full-time employees who meet the eligibility requirements of the Plan. Benefits shall be as set out in the prevailing Insurance Plan but include:

Life insurance equivalent to the employee's annual salary rounded to the next \$1,000 level and then doubled but subject to the established maximum.

Accidental death and dismemberment insurance at two (2) times annual salary subject to the established maximum.

The first ten (10) workdays of absence from employment due to extended illness or injury may be covered by the Township's sick leave policies pending approval of short-term disability.

Members receive 75% of their income to the stipulated maximum on a weekly basis from the 15th day of disability due to an accident or sickness to a maximum of seventeen (17) weeks. Following this period, long-term disability benefits may then come into effect if approved by the insurer. Long-term disability insurance covers 75% of income until the employee is

able to return to work or age 65.

12.2.3 Health Care Benefits

The Township pays 100% of the cost of participation in the prevailing Health Care Benefits Program for continuous full-time employees. This includes dental, extended health care, travel and vision care programs.

Council members are provided full 100% benefits, same as full-time employees, while on Council with no retirement benefits.

12.2.4 Post Retirement Benefits (Employee)

A retiree of The Corporation of the Township of Cavan Monaghan is defined as; a full-time, non-collective agreement employee, who has ended their employment with the Township upon notice of retirement, is at least 55 years of age, and has a minimum of 20 years of service with the Township of Cavan Monaghan.

The following post-retirement benefits options are available to those retirees who meet the specified criteria.

- i) Employee's hired prior to February 17, 2010 have the option to enrol in one (1) of two post-retirement benefit options, upon retirement;

Option A: retiree with a minimum of 20 years of service and are at least 55 years of age; shall be entitled to or shall have the option to continue with 100% extended health care and dental coverage to age 65 only, after age sixty-five (65) and until age seventy (70), the Township offers a capped self-administered program for dental and vision care being \$ 500.00 per year for dental benefits and \$300.00 every two (2) years for prescription eyewear.

Option B: retiree with a minimum of 25 years of service and are at least 55 years of age; shall be entitled to or shall have the option to continue paid coverage of full benefits for life (subject to lifetime liability maximum).

- ii) Employee's hired on or after February 17, 2010 have access to one (1) post-retirement benefit package, upon retirement;

A retiree with a minimum of 20 years of service and are at least 55 years of age; shall be entitled to or shall have the option to continue with 100% extended health care and dental coverage to age 65 only, after age sixty-five (65) and until age seventy (70), the Township offers a capped self-administered program for dental and vision care being \$ 500.00 per year for dental benefits and \$300.00 every two (2) years for prescription eyewear.

13.0 Working Expenses

13.1 Mileage Allowance

The Township pays a per kilometre allowance to employees who use their own vehicles on Township business. The rate corresponds to the current rate adopted by the County of Peterborough. Parking expenses will be reimbursed by the Township upon presentation of a Township expense report approved by the Chief Administrative Officer or Director.

An employee who will be incurring reimbursable expenses on Township business may receive an advance on these expenses, subject to the Chief Administrative Officer's approval.

14.0 Training and Development

14.1 Policy

The Township is committed to ongoing training and development for all employees and for all members of Council. This commitment is based on the belief that training and development are positive both in terms of personal growth and satisfaction and for the Township in terms of providing more skilled and qualified personnel.

14.2 Conferences, Seminars and Meetings

The cost of employees' participation in conferences, seminars and meetings will be given consideration annually as part of the budget review process by Council. The Township intends that employees will be selected to take part in training and other development opportunities on a rotating basis, subject to the availability of funds, courses, the interest of individuals and the Township's requirement for certain skills.

14.3 Education Subsidy (requested by the employee)

A course outline including full cost must be submitted to the Chief Administrative Officer for approval of both the course selection and budget approval. Approval will be considered for an employee who has successfully completed their probationary period. Upon approval of the course selection and budget, the Township will pay for the course at the time of registration; however upon completion of the course, if the employee fails to receive a passing grade, the employee will reimburse the Township for the full cost of the education subsidy course and materials.

In the event that an employee commences a course and then withdraws,

the employee shall be responsible for full reimbursement of the education subsidy course and materials to the Township. If part of the fee is refundable then the employee will be responsible for paying the difference.

If the employee leaves the employment of the Township prior to completion of the course, the employee will reimburse the Township for the full cost of the education subsidy course and materials.

If the employee voluntarily separates from the Township's employment within six months of course completion, the employee will be required to repay 50% of the original education subsidy. If the employee voluntarily separates from the Township's employment after six months and prior to a year of course completion, the employee will be required to repay 25% of the original education subsidy. The education subsidy repayment will automatically be deducted from the employee's final pay.

14.4 Training/Education (requested by the employer)

Any training/education requested by the employer, as per the approval of the Chief Administrative Officer, shall be paid 100% by the municipality at no additional expense to the employee.

15.0 By-law(s) Repealed

Any and all Personnel Policy By-laws including By-law No. 2014-52 enacted by the Township of Cavan Monaghan are hereby repealed in their entirety.

16.0 Effective Date

This By-law will come into effect on the 19th day of October, 2015.

Read a first, second and third time and passed this 19th day of October, 2015.

Scott McFadden
Mayor

Elana Arthurs
Clerk