



Corporation of the Municipality of Temagami

Memo No.
2024-M-156

Memorandum to Council

Subject:	Human Resource Manual & Policies
Agenda Date:	October 10 th , 2024
Attachments:	Councillor Comments Table Employment Policy and Procedure

RECOMMENDATION

WHEREAS it is Council and staff's desire to completed the draft Human Resource Manual/Policy;

AND WHEREAS Council directed staff to bring forward the final recommendations to discuss and vote on before sending the policy to legal for review;

NOW THEREFORE BE IT RESOLVED THAT Council approve the following changes to the draft Human Resource Policy;

- On call pay, be set at a rate of \$50.00 per day, rather than \$35.00 per day;
- National Day for Truth and Reconciliation be included in the Policy and treated the same as Remembrance Day;
- Sick days be increased from 6 days to 7 days;
- Bereavement Days be increase to 5 days for immediate family spouse (shall mean either common law or legally married), child of either the employee or spouse, a parent of either the employee or spouse, brother of either the employee or spouse, sister of either the employee or spouse. 3 days for nephew or niece of either the employee or spouse, grandparent of either the employee or spouse, grandchild of either the employee or spouse, uncle or aunt of either the employee or spouse, son-in-law or daughter-in-law. 1 day for extended family;
- Safety footwear be increased from \$150.00 to \$200.00 per year; and
- Add the job handover policy

AND FURTHER THAT Council direct staff to make these changes, send the draft document to our legal team on retainer for review, and bring back a by-law to entrench the policy.

OVERVIEW OF PROPOSED UPDATES

This report aims to provide an overview of the proposed updates to the Human Resource Policy and Procedure Manual. The updates seek to address concerns raised by Council and staff while ensuring the policies align with current best practices, legislative requirements, and operational needs. Each policy update is presented for the Council's consideration.

Staff believe this report adequately addresses the comments outlined in the attached Council comments summary. Once the resolution is reviewed, amended if necessary, and approved, staff will forward it to our legal counsel for review. Following this, the updated policies will be presented to the Council for entrenchment by by-law.

1. On-Call Pay for Public Works Employees:

The current policy provides \$35.00 per day for weekend on calls. We are currently not using the on call for weekends, as we have a new agreement with OCWA to cover weekend on calls for water and sewer emergencies. However, we would still like to have this increased to \$50.00 per pay, should on call return.

2. Non-Statutory Holidays – National Day for Truth and Reconciliation and Remembrance Day

The current policy included Remembrance Day, however National Day for Truth and Reconciliation was passed each year via resolution of Council. The original request was to add these as holidays no matter what day they fell on. This was reverted back to the original policy and yearly resolutions, where if it falls during the week, staff will be given a paid day off so that they have the ability to attend any ceremonies or events.

3. Sick Days

The current policy allows for 6 paid sick days that can be used for illness and medical appointments. Staff originally were asking for 10 days using the COVID mandatory time away from work as the rational.

However, this was changed to 7 days, based on some of the comments originally provided by Council.

4. Bereavement Leave for Immediate Family

The Current Policy allows for 4 days of paid bereavement leave for a spouse, son, daughter, mother, father, mother-in-law, father-in-law, brother, sister, grandparent and grandchild. It also allows for 2 days of paid bereavement leave for brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

The original proposed request was 5 days for spouse (shall mean either common law or legally married), child of either the employee or spouse, a parent of either the employee or spouse, brother of either the employee or spouse, sister of either the employee or spouse, nephew or niece of either the employee or spouse, grandparent of either the employee or spouse, grandchild of either the employee or spouse, uncle or aunt of either the employee or spouse, son-in-law or daughter-in-law. It also included 1 day for extended family.

The last proposal was requesting 5 days for immediate family spouse (shall mean either common law or legally married), child of either the employee or spouse, a parent of either the employee or spouse, brother of either the employee or spouse, sister of either the employee or spouse. 3 days for nephew or niece of either the employee or spouse, grandparent of either the employee or spouse, grandchild of either the employee or spouse, uncle or aunt of either the employee or spouse, son-in-law or daughter-in-law. 1 day for extended family.

5. Safety Footwear Allowance

The current policy is capped at \$150.00 per year and has been for a number of years. Staff are recommending that this increase to \$200.00.

6. Clothing Allowance

The current policy does not include a clothing allowance for office employees. The original request had included a clothing allowance for staff. This has since been removed after reviewing some of the Councillor feedback received.

7. Travel Expense Meals and Lodging – Meal Allowance

The current policy meal allowance rates are \$15 for breakfast, \$20 for lunch, and \$40 for supper, totaling \$75 per day. Initially staff proposed a change of \$95 per day (\$20 for breakfast, \$25 for lunch, and \$50 for supper). However, this has since be reverted back based on Councillor comments received.

8. Exit Interviews

Currently our policy states that the exit interview can be conducted by someone other than the employee's immediate supervisor and is used as a tool to improve employment practices, if required. The new policy is recommending that the interview can be conducted by the immediate supervisor, the person responsible for Human Resources or the CAO/Treasurer. Exit interviews remain confidential to a certain extent. The employee is reminded at the beginning of the interview that information may be shared to improve employment practices.

9. Banking Time and Overtime

The current policy states that overtime is calculated weekly and may be banked at 1.5 times the overtime hours to be used at a later date. It also allows for a maximum yearly bank equivalent to the employees regular bi-weekly hours and is not able to be replenished once that threshold is met. Any hours above the biweekly threshold shall be paid out at 1.5 times the employees' regular rate. The new policy is recommending that OT be Calculated bi-weekly rather than weekly, and staff be encouraged to balance off their time within a 2 week pay period. The new policy is recommending that overtime time banks are able to be replenished to a maximum of the employee's bi-weekly hours.

The only salaried position that the Municipality currently has is the CAO / Treasurer who received a lieu time bank as negotiated in their contract for meetings and extra time required. No overtime paid or banked.

10. Working during holidays

If a staff member is required to work during a statutory or municipal holiday, they will receive statutory pay for the day and will receive a premium rate for any hours worked. This is included in the current and new policy.

If an employee has vacation time booked that falls on a statutory holiday their vacation day will not be used and will remain in their time bank to be used at a later date.

Respectfully Submitted by

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Reviewed and Approved by

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