

**MUNICIPALITY OF TEMAGAMI  
EMPLOYMENT POLICY & PROCEDURE MANUAL UPDATE**

February 26, 2024

<b>PRIORITY</b> <b>1-Proceed Immediately</b> <b>2-Needs more Work</b>	<b>IMPETUS FOR UPDATE</b>	<b>SECTION</b>	<b>CURRENT CONTENT</b>	<b>PROPOSED EDIT</b>
<p style="text-align: center;">1 yellow highlight</p>	<p>Call-out pay is insufficient to incentivize staff to be on-call.</p>	<p>10.7 Hours of Work &amp; Overtime – Call-Out Pay</p>	<p>“Municipality of Temagami public works employees shall receive compensation of \$35 per day for on-call shifts.”</p>	<p><u>Option 1</u> Increase the call out pay to \$50. Note: “Employees who are required to work on a call out basis (unscheduled, unexpected, or emergency) will be paid the minimum of four hours pay at 1.5 times their regular rate, for any hours above their normal bi-weekly hours.”</p> <p><u>Option 2</u> No change to current policy.</p>
<p style="text-align: center;">1 Yellow highlight</p>	<p>There are 9 statutory holidays in Ontario, as defined by the Employment Standards Act. Some provincial employers (including Ontario government) also grant, Remembrance Day and the August Civic holiday as a paid day off.</p>	<p>13.2 Statutory Holidays – Paid Holidays</p>	<p><b>Remembrance Day</b> is listed on the current HR P&amp;P manual as a paid holiday. However, Temagami employees only receive the holiday when it falls on a weekday. When Remembrance Day falls on a weekend, no other day is given in lieu.</p>	<p><u>Option 1</u> Provide municipal staff with an additional paid holiday for Remembrance Day, regardless which day of the week it falls.</p> <p><u>Option 2</u> No change to current policy.</p>
<p style="text-align: center;">1 yellow highlight</p>	<p>There are 9 statutory holidays in Ontario, as defined by the Employment Standards Act. Federal and Ontario government employees also receive National Day for Truth and Reconciliation Day off.</p>	<p>13.2 Statutory Holidays – Paid Holidays</p>	<p><b>National Day for Truth and Reconciliation</b> is not listed in the current HR P&amp;P manual as a paid holiday.</p>	<p><u>Option 1</u> Provide municipal staff with an additional paid holiday for National Day for Truth and Reconciliation, regardless which day of the week it falls.</p> <p><u>Option 2</u> Provide municipal staff with a paid holiday only when it falls on a weekday, to allow at employees to attend ceremonies.</p>

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1	Clarification required i.e. employees receive one <b>OR</b> the other not <b>AND</b>	13.4 Statutory Holidays – Alternate Holidays	“In the event that a full-time Employee is required to work on a statutory holiday, they will receive an alternate day off with pay at the Employee’s regular rate at a time mutually agreed upon with the Department Supervisor <b>OR</b> they will be paid at the premium rate for hours worked in accordance with their respective agreement.”	No change required other than inserting rate of pay to clarify “premium rate” i.e. “...paid at the premium rate (1.5 regular rate) for hours worked...”
1	Only under extreme circumstances should the employer have to call an employee in to work during their vacation. Compensation should reflect this highly unusual and discouraged situation.	14.6 Vacation Leave – Statutory Holidays During Vacation	“In the event that an Employee is called into work on a statutory holiday or during their scheduled vacation time, another day off will be given in lieu.”	<u>Option 1</u> The employee should be paid a premium rate (1.5 regular rate) for hours worked during their approved and scheduled vacation. <u>Option 2</u> No change to current policy.
1 yellow highlight	Cost of safety equipment increases.	15.2 Safety Footwear (and Clothing) Allowance	The Employer will provide a Safety Footwear Allowance up to a maximum of \$150.00 for employees who require safety footwear in the course of their duties.”	<u>Option 1</u> Increase allowance for safety footwear to \$200. <u>Option 2</u> No change to current policy.
1 Yellow highlight	It is not clear how the clothing allowance relates to the dress code in section 3.	15.2 Safety Footwear and Clothing Allowance – Uniforms and Other Clothing	What is the existing policy, cannot find it?	<u>Option 1</u> Provide all permanent full-time employees with a \$100 clothing reimbursement allowance. <u>Option 2</u> No change to current policy #? <u>Option 3</u> Remove clothing reimbursement allowance entirely.
1 Yellow highlight	Staff are requesting additional sick time compensation.	16.3 Sick Days and Medication Appointments – General Provisions	“Permanent full-time employees shall receive up to six (6) days of paid sick leave in each calendar year for personal or family illness.”  “Sick leave is not cumulative from year to year”	<u>Option 1</u> Increase maximum number of paid sick days to ten (10). <u>Option 2</u> No change to current policy

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1	There appears to be an absence of the current policy requiring medical note from a Physician.	9.8 Sick Leave (in previous manual)	“After three (3) days, or sooner at the discretion of the CAO or supervisor, the Employee may be required to provide a doctor’s note indicating their reason for absence.”	<u>Option 1</u> Remove this requirement. <u>Option 2</u> No change to current policy but needs to be added to draft policy
1	There appears to be an absence of the current policy requiring supervisor’s pre-approval for planned medical appointments.	9.8 Sick Leave (in previous manual)	“Sick leave may be used for medical appointments with prior approval from the Employee’s Supervisor”	<u>Option 1</u> Remove this requirement. <u>Option 2</u> No change to current policy but needs to be added to draft policy
1 yellow highlight	Staff are requesting additional bereavement time compensation.	17.4 Bereavement Leave – Time Away	Immediate Family “In the event of the death of a member of the employee’s immediate family, the employee shall be entitled to a leave of absence with pay for a period of four (4) working days....Immediate family shall mean” spouse, son, daughter, mother, father, mother-in-law, father-in-law, brother sister, grandparent and grandchild”	<u>Option 1</u> Increase maximum number of paid bereavement days to five (5). <u>Option 2</u> No change to current policy
1 yellow highlight	Staff are requesting a broader definition of ‘family’ and that the same bereavement time away apply to sibling-in-law and children-in-law as those that apply to immediate family.	17.4 Bereavement Leave – Time Away	Brother-in-Law, Sister-In-Law, Son-in-Law, Daughter-in-Law “In the event of the death of a brother-in-law, sister-In-law, son-in-law, or daughter-in-law the employee shall be entitled to a leave of absence with pay for a period of two (2) working days which shall be taken immediately prior to, during or following the day of the funeral.”	<u>Option 1</u> Apply the same bereavement time away to sibling-in-law and children-in-law as that of immediate family. <u>Option 2</u> No change to current policy

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<p>1 yellow highlight</p>	<p>Staff are requesting a broader definition of 'family' and that the same bereavement time away apply to aunt, uncle, niece or nephew of either the employee or the employee's spouse as those that apply to immediate family.</p>	<p>17.4 Bereavement Leave – Time Away</p>	<p>Reference to aunt, uncle, niece or nephew is not made in current policy.</p>	<p><u>Option 1</u> Apply the same bereavement time away to aunt, uncle, niece or nephew as that of immediate family. <u>Option 2</u> Apply a different bereavement time away to aunt, uncle, niece or nephew than that of immediate family e.g. two (2) days.</p>
<p>1</p>	<p>Pro-rating reimbursement should be reconsidered as there could be significant expenses for which the municipality would be out of pocket.</p>	<p>39.8 Training and Development Policy – Guidelines for Reimbursement”</p>	<p>“If an Employee is sent off to a training course that relates to their specific area of work, the Municipality will pay for this course upfront.....If an Employee chooses to leave their employment with the Municipality within 24 months of completing their training, the Employee will have to reimburse the Municipality, pro-rated, the registration costs.”</p>	<p><u>Option 1</u> Remove reference to “pro-rated” meaning the employee would have to repay the municipality for the full cost of training. <u>Option 2</u> No change to current policy. However, employees requiring training, paid for by the municipality, would have to sign a contract upon hiring to repay the municipality if they leave within 24 months.</p>
<p>1 yellow highlight</p>	<p>Staff are requesting an increase to the daily meal rates.</p>	<p>40.4 – Travel Expense, Meals and Lodging – Meal Allowance</p>	<p>“Meals will be reimbursed at the daily rate of \$15.00 breakfast, \$20.00 lunch, and \$40.00 supper (\$75 per day).”</p>	<p><u>Option 1</u> Increase meal allowance daily rate to \$20.00 breakfast, \$25.00 lunch, and \$50.00 supper (\$95 per day). <u>Option 2</u> No change to current policy</p>
<p>1</p>	<p>It has been suggested that staff receive a per diem for meal expenses to eliminate the need for receipts and remove the need to determine “reasonability” by the CAO .</p>	<p>40.4 – Travel Expense, Meals and Lodging – Meal Allowance</p>	<p>“There will also be flexibility in this category, with receipts, should the T/A (CAO) be of the opinion that it is a business expense that is justifiable. For planned travel, the daily rate allowance may be obtained as an advance; for other meals, employees are to pay for the meals and then submit the claim afterwards. Alcoholic beverages and gratuities are not a reimbursable expense.”</p>	<p><u>Option 1</u> Provide staff with a maximum meal per diem, relative to which meals are required for pre-approved business-related travel. This would eliminate the need for staff to submit meal receipts. <u>Option 2</u> No change to current policy</p>

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2	Councils' input to CAO performance is unclear.	6.5 Performance Review - Timelines	"Members of Council shall review the performance of the T/A (CAO) annually."	Clarify which committee completes appraisal to enable Councils' input prior to review with CAO.
2	Overtime and banked time is expensive for the municipality, in the short and long term. Staff should be able to balance their workload within a reasonable period of time to prevent burnout and encourage work-life balance.	10.4 Hours of Work & Overtime	"The (CAO) and Department Supervisors are expected to work the necessary overtime to fulfill their responsibilities. All Employees are encouraged to take time off during the same bi-weekly pay period to balance off hours to equal a regular biweekly period, however, the Municipality understands that this is not always possible. In times where this is not possible than overtime will be paid or banked at a rate of 1.5 times the normal rate."	<u>Option 1</u> Rather than paying overtime or allowing the CAO and Supervisors to "bank time" extend the period they must take their earned time from a 2-week period to e.g. 2 months. <u>Option 2</u> No change to current policy.
2	Some Councillors and staff have concerns that the exit interview is not private or confidential. This could dissuade employees who have terminated their employment with the municipality from either completing an exit interview or not being fully forthcoming or truthful when the interview is conducted.	33.4 – Exit Interview Policy	There are several issues in previous and draft policy that need to be discussed by Council particularly related to: <ul style="list-style-type: none"> <li>i) Confidentiality and privacy e.g. " EXIT INTERVIEW a) The TREASURER/ADMINISTRATOR and HR Manager will conduct an exit interview with the Employee.", and</li> <li>ii) Council role and responsibility in reviewing information gathered through the exit process.</li> </ul>	There are several issues requiring discussion with this policy. Recommend having a separate discussion specifically focused on this policy.