

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 009-2020

Being a by-law to establish the rates of remuneration to Staff of the Corporation of the Township of Puslinch and to repeal By-law No. 008-2017 and By-law No. 21-1966.

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 2020 Salary Grid shall be as set out in Schedule A attached to this By-law.
2. The salary and wages in Schedule A 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.
3. The salary and wages in Schedule A of this by-law shall be automatically adjusted annually to the Ontario Minimum Wage as per the Employment Standards Act, as amended.
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-two years of service.
6. The following is the paid annual vacation for employees other than permanent full-time employees of the Township based on the number of years of service:
 - (1) Two weeks (4%) paid vacation prior to five years of service.
 - (2) Three weeks (6%) paid vacation after five years of service.
7. The vacation year begins January 1st to December 31st.
8. Vacation must be taken in the year earned or at the discretion of Council and/or the Department Head.

9. 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:

10. The Township will pay 100% of the premium costs to provide healthcare benefits for permanent full-time employees of the Township.

11. 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

12. The Township will pay 100% of the premium costs to provide the following benefits to Fire & Rescue Services employees of the Township:

- (1) Basic Employee Life Insurance
- (2) Basic Spouse and Dependent Life Insurance
- (3) Accidental Death, Injury, Sickness & Dismemberment – On-Duty and Off-Duty
- (4) Employee Assistance Program

13. Permanent full-time employees shall join the Ontario Municipal Employees Retirement System Pension Plan (OMERS) upon hire date. The Township will contribute to OMERS an amount equal to the required employee contribution.

14. Township employees classified as other than continuous full-time (OTCFT) employees who meet the eligibility requirements have the option to enroll into OMERS when the eligibility requirements are met.

OTCFT employees are eligible if, during each of the two immediately preceding calendar years:

- o The OTCFT employee has worked at least 700 hours (including overtime) in total, with any OMERS participating employer; and/or
- o The OTCFT employee has earned, in total, including overtime and vacation pay, at least 35% of the year's maximum pensionable earnings (YMPE) with any OMERS participating employer; or
- o a combination of the above.

The Township is not able to track an OTCFT employee's earnings history from other OMERS participating employers for the purpose of determining eligibility.

The onus is on the OTCFT employee to bring such information to the Township's attention to determine enrolment eligibility.

For those OTCFT employees who elect to enroll, the Township will contribute to OMERS an amount equal to the required employee contribution.

Volunteer firefighters may not enrol in OMERS in accordance with the OMERS Employer Administration Manual.

15. 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.
16. 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.
17. 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:

18. 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.
19. 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.
20. Bereavement leave arising from the death of other family will be granted with pay up to a maximum of one normally scheduled working day.
21. 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.
22. Any other unpaid leave of absence will require approval from the CAO/Clerk and the Department Head. In the case of a Department Head, any unpaid leave of absence will require approval from the CAO/Clerk.

23. That By-law No. 008-2017 and By-law No. 21-1966 are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
22nd DAY OF JANUARY, 2020.**

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

Township of Puslinch
Schedule A - 2020 Salary Grid

	2020 SALARY GRID 4% Steps				
Similar Value Group	Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate)
	4%	4%	4%	4%	\$P.HR
13	\$62.03	\$64.51	\$67.09	\$69.78	\$72.57
11	\$49.69	\$51.68	\$53.75	\$55.90	\$58.13
9	\$40.81	\$42.44	\$44.14	\$45.90	\$47.74
8	\$39.76	\$41.35	\$43.00	\$44.72	\$46.51
7	\$34.32	\$35.69	\$37.12	\$38.60	\$40.15
6	\$30.38	\$31.60	\$32.86	\$34.18	\$35.54
5	\$27.84	\$28.95	\$30.11	\$31.32	\$32.57
4	\$25.17	\$26.18	\$27.23	\$28.32	\$29.45
3	\$18.74	\$19.49	\$20.27	\$21.09	\$21.93
2	\$14.27	\$14.84	\$15.43	\$16.05	\$16.69
1				\$14.04	\$14.60

Notes:

1. Fire Fighter Class 1 (Third year of service and passed NFPA Level 2) is \$28.32
2. Fire Fighter Class 2 (Second year of service) is 90% of Fire Fighter Class 1
3. Fire Fighter Class 3 (First year of service and passed NFPA Level 1) is 80% of Fire Fighter Class 1
4. Fire Fighter Class 4 (Successful completion of probationary six month period and performs firefighter duties) is 75% of Fire Fighter Class 1
5. Captain rate is 110% of Fire Fighter Class 1; Acting Captain rate is 105% of Fire Fighter Class 1
6. Fire Fighter in Training (New hire in probationary six month period) is \$14.60
7. Student rate is \$13.15