

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 076-2024

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. 009-2020.

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 2025 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 adjustment approved by Council 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 2020-005, as amended, merit increases are based on performance and are not guaranteed. Employees may receive a merit increase ranging from 0% to a maximum of 4% during their annual performance review. The merit increase is determined in accordance with performance indicators outlined in the Performance Appraisal Policy.

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. Permanent full-time employees who have attained the maximum merit increase for their position may qualify for performance-based vacation entitlement, contingent upon a successful annual performance appraisal. To be eligible for an additional 1.25 days of vacation per annual performance period, employees must meet all of the performance criteria in accordance with the Performance Appraisal Policy 2020-005, as amended. Performance-based vacation entitlement may be earned up to a maximum of 1.25 days per annual performance period, with a cumulative maximum of 10 days per employee throughout their employment with the Township. This performance-based vacation is in addition to the regular vacation entitlement outlined in Paragraph 5.

7. 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.
8. The vacation year begins January 1st to December 31st.
9. Vacation must be taken in the year earned or at the discretion of the Department Head. In the case of the Chief Administrative Officer, this is at the discretion of Council.
10. 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:

11. The Township will pay 100% of the premium costs to provide healthcare benefits for permanent full-time employees of the Township.
12. 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
 - (8) Employee Assistance Program (applicable to full-time and non-full-time employees)
13. The Township will pay 100% of the premium costs to provide the following benefits to Fire & Rescue Services personnel 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
14. OMERS Primary Pension Plan participation is in accordance with the Township's OMERS Participation By-law No. 065-2024. The Township will contribute to OMERS an amount equal to the required employee contribution.
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. Full-time employees are entitled to eight working days of sick leave and/or personal/wellness leave for each calendar year only. The allowance of up to eight working days on an annual basis is not cumulative and is not eligible to be carried forward to the following calendar year.
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 Chief Administrative Officer and the Department Head. In the case of a Department Head, any unpaid leave of absence will require approval from the Chief Administrative Officer. In the case of the Chief Administrative Officer, any unpaid leave of absence will require approval from Council.
23. That By-law No. 009-2020 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
18th DAY OF DECEMBER, 2024.**

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Township of Puslinch
Schedule A - 2025 Salary Grid

Similar Value Group	20% between Minimum and Maximum		21%
	Minimum	Maximum	
13	\$85.49	\$103.28	21%
11	\$61.94	\$74.82	21%
10	\$55.31	\$66.82	21%
9	\$49.24	\$59.49	21%
8	\$49.35	\$59.61	21%
7	\$41.58	\$50.23	21%
6	\$34.64	\$41.85	21%
5	\$31.25	\$37.75	21%
4	\$27.30	\$32.98	21%
3	\$21.04	\$25.42	21%
2	\$17.20	\$20.76	21%
1			

Notes:

- \$17.20 1. Ontario Minimum Wage effective October 1, 2024 is \$17.20 per hour.
- \$17.74 2. Fire Fighter in Training (New hire in probationary six month period) - not eligible for OMERS
- \$0.00 3. Auxiliary Fire Fighter - no rate of pay - not eligible for OMERS

The table below outlines the rates of pay for firefighters who choose to opt into OMERS and for firefighters who choose to opt out of OMERS:

Opt into OMERS	Opt Out of OMERS	
\$30.25	\$32.98	Fire Fighter Class 1 (Third year of service and passed NFPA Level 2).
\$27.23	\$29.68	Fire Fighter Class 2 (Second year of service) is 90% of Fire Fighter Class 1
\$24.20	\$26.38	Fire Fighter Class 3 (First year of service and passed NFPA Level 1) is 80% of Fire Fighter Class 1
\$22.69	\$24.74	Fire Fighter Class 4 (Successful completion of probationary six month period and performs firefighter duties) is 75% of Fire Fighter Class 1
\$33.28	\$36.28	Captain rate is 110% of Fire Fighter Class 1
\$31.76	\$34.63	Acting Captain rate is 105% of Fire Fighter Class 1

The table below outlines the minimum and maximum rates of pay for those firefighters in Band 4, 5, and 7 of the salary grid who choose to opt into OMERS and for those firefighters who choose to opt out of OMERS:

Opt into OMERS - Minimum	Opt into OMERS - Maximum	Opt Out of OMERS - Minimum	Opt Out of OMERS - Maximum	
\$38.15	\$46.08	\$41.58	\$50.23	Deputy Fire Chief
\$28.67	\$34.63	\$31.25	\$37.75	Public Fire and Life Safety Educator
\$28.67	\$34.63	\$31.25	\$37.75	Chief Fire Prevention Officer
\$25.05	\$30.25	\$27.30	\$32.98	Training Health and Safety Officer
\$25.05	\$30.25	\$27.30	\$32.98	Chief Training Officer