

## **THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

### **POLICY FOR ADMINISTRATIVE BENEFITS AND WAGE REVIEW**

#### **PURPOSE:**

To establish a policy for coverage under the Township of O'Connor's benefit package and wage review for Full-time Administrative Staff.

#### **POLICY STATEMENT:**

It is the policy of the Township of O'Connor that Full-time Administrative Staff, working a minimum of thirty-two (32) hours each week, shall be provided with employment benefits and that wages be reviewed as prescribed in the guidelines and procedures of this policy.

#### **GUIDELINES & PROCEDURES:**

##### **Wage Review**

Full-time Administrative Staff wages shall be reviewed by Council in January following the completion of the salary and wage schedule adopted by Council.

##### **Vacation**

Full-time Administrative Staff shall receive an annual vacation with pay in accordance with his/her years of employment as follows:

- Less than one year of service, an amount equal to 4% of the gross wages of the employee accumulated to date of commencement of vacation.
- One year through four years - two weeks
- Five years through nine years - three weeks
- Ten years through fourteen years - four weeks
- Fifteen years through nineteen years - five weeks
- Twenty years through twenty-four years – six weeks
- Twenty-five years through twenty-nine years – seven weeks
- Thirty years and over – eight weeks

One (1) week is equal to 5 days

##### **Paid Holidays**

The Township of O'Connor recognizes the following as paid holidays for Full-time Administrative Staff:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	National Truth & Reconciliation Day
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

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Full-time Administrative Staff will also be entitled to three (3) Floating Holidays to be taken at a time mutually agreed.

#### **Leave of Absence**

Full-time Administrative Staff shall be entitled to:

##### **Paid Bereavement Leave:**

A maximum of five (5) scheduled working days leave without loss of pay and benefits in the case of the death of a parent, wife, husband, common-law spouse or child. A maximum of three (3) scheduled working days leave without loss of pay and benefits in the case of the death of a brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent and grandchild.

##### **Paid Jury Duty or Court Witness Leave:**

A leave of absence without loss of benefits when serving as a juror or witness in any court. The Township shall pay the difference between his/her normal earnings and the payment he/she receives for jury service or court witness, excluding payment for travelling, meals, or other expenses. He/She will present proof of service and the amount of pay received. Time spent when required to serve as a court witness in any matter arising out of his/her employment shall be considered as time worked at the appropriate rate of pay.

##### **Education Leave:**

A leave of absence will be granted with pay and without loss of seniority and benefits to write examinations to up-grade his/her employment qualifications upon the approval of the Township.

##### **Sick Leave or Family Responsibility Leave:**

Full-time Administrative Staff shall be entitled to twelve (12) paid days of Sick Leave or Family Responsibility Leave per year, earned at the rate of one (1) day for every month employed and the twelve (12) days shall be credited on January 1<sup>st</sup> of each year.

##### **Sick Leave can be taken for**

- personal illness, injury or medical emergency for themselves
- and

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**Family Responsibility Leave** can be taken for

- illness, injury, medical emergency or urgent matter relating to the following family members:
  - spouse (includes both married and unmarried couples, of the same or opposite genders)
  - parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
  - spouse of the employee's child
  - brother or sister of the employee
  - relative of the employee who is dependent on the employee for care or assistance.

Generally, employees are entitled to take either leave for pre-planned (elective) surgery if it is for an illness or injury, even though it is scheduled ahead of time and not a medical “emergency”.

Employees cannot take the leave for a cosmetic surgery that isn't medically necessary or is unrelated to an illness or injury.

#### **Other Leaves:**

Leaves including the following:

- Pregnancy & Parental Leave
- Family Caregiver Leave
- Family Medical Leave
- Critical Illness Leave
- Organ Donor Leave
- Reservist Leave

Shall be as per the Ontario Employment Standards Act.

#### **Employee Benefits**

Full-time Administrative Staff shall be entitled to:

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#### **Hospital and Medical Insurance:**

The Township of O'Connor shall pay the full cost of the following plans for Full-time Administrative Staff and their dependents:

- (a) Health Care Insurance Provider Extended Health Care Plan (10-20 deductible - including drugs.)
- (b) Health Care Insurance Provider Vision Care Plan to provide a benefit of three hundred (\$300.00) dollars every two (2) years.

#### **Group Life Insurance:**

The Township of O'Connor shall pay one hundred percent (100%) of the premium for a group life insurance plan with accidental death and dismemberment which shall provide the following benefits:

- Coverage is two time (2x) annual salary to age 65.
- Convertible to individual plans non-medical evidence.
- Waiver of premium to age 65 if disabled.
- Coverage of loss of use, loss of limbs etc. (claim depends on loss).
- Dependent Life: \$5,000.00 spouse/\$2,500.00 per child.

#### **Long Term Disability:**

The Township of O'Connor shall pay one hundred percent (100%) of the premium for a long-term disability plan which shall provide the following benefits:

- Sixty-six and two-thirds percent (66.7%) of the employee's monthly earnings to a maximum of five thousand dollars (\$5,000.00) per month.
- Coverage to age 65.
- Coverage for first two (2) years in own occupation (inability to do the substantial duties of his/her job), thereafter definition changes to total disability (inability to do any gainful work due to education, training, experience).
- Rehabilitation provision: will pay during rehabilitation.
- No reduction of income due to cost-of-living pension indexing of government payments.
- Waiver of premium to age 65 when applicable.

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#### **Pension Plan:**

Once the requirements for enrolment in the Ontario Municipal Employees Retirement System (OMERS) have been met, contributions to the OMERS pension plan will be made in accordance with the provisions of the Plan. He/She will be given the opportunity to purchase eligible past service in accordance with OMERS procedures. The Township of O'Connor shall pay fifty percent (50%) of the cost of the past service purchased.

#### **Dental/Medical Plan:**

The Township of O'Connor shall provide a self-ensured Dental/Medical Plan to Full-time Administrative Staff and their dependents with the following conditions.

- The Township of O'Connor shall set up separate dental/medical accounts for Full-time Administrative Staff.
- Each January 1st the Township of O'Connor shall add two thousand dollars (\$2,000.00) credit to the balance of the account of each employee.
- Dental/medical expenses claimed through this account are eligible only if not covered through the Township's Extended Health Care Benefits provider.
- On December 31st of the second year of such credit, any balance not yet used by the employee shall be considered to have been spent.
- Full-time Administrative Staff shall be reimbursed dental expenses from the fund, either paid to the employee upon presentation of a receipt or paid directly to the dentist upon presentation of an invoice. Such reimbursement shall be 100% up to the limit of the employee's balance in their account.

#### **Policy Review**

This policy shall be reviewed by Council at a January meeting annually.

#### **Effective Date:**

This policy shall come into effect as of January 28, 2019

Amended by Resolution # 5, January 25, 2021

Amended by Resolution # 5, October 12, 2021

Amended by Resolution # 5, January 23, 2023