



Township of

North Dundas

COUNCIL REPORT

To:	Mayor and Members of Council
From:	Angela Rutley
Date of Meeting:	October 17, 2012
Subject:	Administration Report

1) Overtime Policy

Current Policy:

Our current policy regarding overtime is attached. In summary, overtime is defined as *hours worked* in excess of 42 hours in a one week period. Overtime is paid or banked at the rate of 1 ½ times their normal rate of pay. Hours worked means hours actually at work and excludes statutory holidays, sick time and vacation days.

Applicable Law:

The Employment Standards Act section 22. (1) requires that “an employer shall pay an employee overtime pay of at least one and one-half times his or her regular rate for each hour of work in excess of 44 hours in each work week..”

What counts as work time (hours of work)? Generally, work is considered to be performed when the employee is actually working or the employee is not working but is required to stay at the workplace.

Our current policy is in compliance with the Employment Standards Act, but the Act only establishes a minimum requirement.

Issue:

Our current policy penalizes employees for statutory holidays and taking vacation. In those weeks, employees are not usually eligible for overtime pay for working additional hours. Neighbouring municipalities, including the United Counties of S.D.& G., include statutory holidays, sick days, personal days and vacation days in hours worked. Furthermore, they define overtime as time worked after 40 hours instead of our 42 hours.

Analysis:

Managers try to keep overtime to a minimum, but at times, overtime is required. This occurs most frequently in the winter for snow removal. Employees are called out for snow removal during the night and on weekends. If there was a statutory holiday in that week, or the employee took vacation, the employee is paid straight time and is not eligible for overtime until those hours are made up.

Surrounding municipalities base overtime hours on all hours in excess of 40 hours. We strive to provide competitive compensation for our employees while being responsible to our ratepayers. In this case, our policy is much more restrictive than those of other municipalities in our area resulting in a lower level of compensation for our employees.

Recommendation:

The Overtime policy should be revised as follows:

Hours Worked should include statutory holidays and vacation days. Sick days and personal days should remain excluded from time worked. These are an additional benefit that is provided by Council.

Overtime should be defined as any hours worked exceeding **40** hours in a one week period.

A draft revised policy is included for Council's review.

2) Community Development Programmer Employment Contract:

Gina Welch accepted our offer of a one year contract for the position of Community Development Programmer. She started on September 25th and has taken on her tasks with enthusiasm. A resolution has been prepared for Council to approve her employment contract.

3) Staff Reorganization:

After reviewing the current staffing structure and discussing the issue with Council, the following organizational changes have been made;

- a) The Director of Transportation position has been changed to Director of Public Works (Grade 13). This position is now responsible for water and sewer. Dan Belleau has accepted this new responsibility.
- b) The Department Secretary/Water and Sewer Billing Clerk position has been changed to Assistant Manager - Water and Sewer (Grade 6). This position will assist the Director of Public Works with water and sewer project management and issues as well as responsibility for water and sewer invoicing. Mary Lynn Plummer has accepted this new responsibility. The Recreation component of the former position has been shifted

to the Community Development Programmer. Mary Lynn is currently training Gina on these duties.

- c) The Clerk's position has been changed to Deputy CAO/Clerk (Grade 12). Jo-Anne McCaslin has accepted this additional responsibility.

The overall result of these changes is a reduction in staffing of one position and annual savings of approximately \$65,000. Duties are more clearly aligned within departments and staff members have been given the opportunity to take on additional responsibilities and advance within the Township. A Council resolution has been prepared to make the corresponding changes in the salary structure.

4) Fire Department:

On September 20th, Chad Brown and Brent Sterling, program specialists with the Fire Marshall's office, met with the North Dundas Fire Chiefs, the Fire Commissioner and I to discuss the delivery of fire protection services. The meeting went well and I provided them with copies of the appropriate by-laws respecting fire to update their files. The issue of the lack of availability of training in our area was discussed extensively. The representatives from the Fire Marshall's office pledged to assist us in securing training in North Dundas. They would also like to review our training activities to help identify training gaps and find the necessary training to address those gaps.

5) Toonies for Tummies:

Our office has initiated a Food Drive in support of the Dundas County Food Bank. From October 12th until Christmas, employees who wish to participate in casual dress Fridays will make a non-perishable food or toonie donation. These donations will be delivered to the Food Bank before Christmas. We will be challenging South Dundas municipal office to participate in this initiative.

6) Activities/Meetings:

Sept. 12-14 – attended Ontario East Municipal Conference

Sept. 17 – interviews for Community Development Programmer

Sept. 19 – meeting regarding website content

Sept. 20 – meeting with the Fire Marshall's Office

Sept. 28 – CAO's meeting at the County building

Oct. 3 – dept. head meeting regarding budget

Oct. 3 – meeting with Accurate regarding website structure

Oct. 3 – meeting with Stephen Ault on various issues

Oct. 10 – regular department head meeting

Oct. 11 – meeting regarding review process for subdivision and water and sewer applications

- Transition water and sewer duties to Mary Lynn and Dan
- Meetings regarding potential developments

- Misc. meetings with department heads
- Re-locate to new office

Prepared by: *Angela Rutley, CAO*