WHEREAS, Section 224 of the Municipal Act, 2001 as amended, states “It is the role of Council to (b) to develop and evaluate the policies and programs of the municipality”.

AND WHEREAS, Section 8 of the Municipality Act, 2001 states – Powers of a Natural Person “A municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act”.

AND WHEREAS, the Council of the Municipality of Morris-Turnberry deems it necessary to amend the Personnel Regulation Policy;

THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF MORRIS-TURNBERRY hereby enacts as follows:

1) That the Personnel Policy Regulations for the Municipality of Morris-Turnberry are hereby amended and adopted, namely Section 15, Section 23 and Section 30, as attached hereto as Schedule ‘A’ to this By-law:

2) That the Mayor and Clerk are hereby empowered to sign and execute all documents necessary to empower this by-law;

3) That this by-law comes into force on the 1st day of January, 2018; and hereby rescinds, repeals and supercedes Sections 15, 23 and 30 of By-law No. 100-2017, and hereby cited as the amended Personnel Policy for the Municipality of Morris-Turnberry.

Read a First, Second, Third and Final time this 17th day of July, 2018.
Section 15 - Overtime Pay and Allowances

Approved By: Morris Turnberry Council
Date: 
Last Review Date: June, 2018
Effective Date: January 1, 2018

On-Call Pay/Pager Pay

The changes to the ‘On Call Pay’ Section are to be effective January 1, 2019

4. On-Call Pay Pager-Pay

Three Hour Rule:
Section 21.3 (1) If an employee who regularly works more than three hours a day is required to present himself or herself for work but works less than three hours, despite being available to work longer, the employer shall pay the employee wages for three hours, equal to the greater of the following:
1. the sum of,
   i. the amount the employee earned for the time worked, and
   ii. wages equal to the employee’s regular rate of the remainder of the time.

2. Wages equal to the employee’s regular rate for three hours of work.

   1. Road employees do not get compensation for carrying the On Call telephone pager while at work
   2. Road employees receive $40.00 per day ($1.67/hour) for Saturday, Sunday and Stat Holidays when they carry the pager.
   2019:
   2. Person carrying the On Call Telephone will be paid for 3(three) hours wages at Step 5 of for the Rural Road Operator position rate of pay per day for Saturday, Sunday and Stat Holidays.
   3. Road employees receive $27.00 per week night ($1.67/hour approx.) when they carry the On Call Telephone pager.

The employee designated to be responsible for the On Call Telephone pager will be subject to the following guidelines:

Minimum Conditions:
1. The employee must have the On Call Telephone pager available to receive messages at all times;
2. Must stay within 30 minutes of the Municipality;
3. The employee must respond to the call page within ½ hour of the transmission of the call;
4. In the event of an emergency that can not be handled by the employee, the department head must be contacted immediately;
5. All routine on call page activities must be reported to the department head at the beginning of the next scheduled work day;
6. If the employee trades a On Call pager time with another employee, the department head must be contacted for approval;

7. Any call received for a Belgrave water issue, must be passed on immediately to Veolia Water Canada;

8. On Call Pager Pay will be paid only to employees who are available to receive calls and who respond to calls within the ½ hour time limit;

9. Must not consume any intoxicating substances.

5. Compensation for Attending an employee meeting:
   If an employee is asked to attend an employee meeting at a time that is not within their regular work hours, the employee will be paid for (1) one hour at their regular pay rate, if in attendance. If the meeting exceeds the one hour, the employee will be paid at their regular rate of pay for (1) one hour for each hour or part of an hour thereafter.
   There will be no mileage compensation for attendance at the meeting.
PERSONAL DAYS/PERSONAL EMERGENCY LEAVE

Purpose:

The Municipality of Morris-Turnberry recognizes that there may be times when employees need to be absent from work in order to attend to essential personal commitments. It is our intention to create the flexibility to meet these needs.

Policy:

Personal Day

1. The Municipality of Morris-Turnberry offers all full-time staff three (3) paid personal days and seven (7) unpaid personal days per year when necessary to attend to essential personal matters.

2. If you plan to use your personal day, provide your manager with as much advance notice as possible, unless there are extenuating circumstances. While we will do our best to honour your requests, taking a personal day is at your Supervisor’s discretion.

3. Please reserve your personal days for legitimate personal absences.

4. You may not carry forward unused personal days.

5. If you abuse your personal day, the privilege may be revoked and you may be subject to discipline, up to and including termination.

Personal Emergency Leave

1. Please refer to the Employment Standards Act, 2001 for reference to your entitlement to Personal Emergency Leave.

2. If you require assistance interpreting the Personal Emergency Leave section of the Employment Standards Act, please contact the Administrator.
PREGNANCY, PARENTAL AND ADOPTION LEAVE

Purpose:

To establish that the Municipality of Morris-Turnberry shall follow the Employment Standards Act provision for Pregnancy Leave and Parental Leave.

Policy:

Pregnancy Leave and Parental Leave are available to all employees who have at least 13 weeks of service with the Municipality of Morris-Turnberry.

Pregnancy/Maternity Leave

The following provisions of the Employment Standards Act 2000 apply:

1. Concerning Pregnancy Leave:
   a) Employees who are pregnant and who have been employed by Morris Turnberry for at least thirteen (13) weeks prior to the expected date of birth are entitled to take a pregnancy leave without pay and without loss of service/seniority or benefits. The pregnancy leave is for a sixty one (61) seventeen (17) week period commencing on the date requested by the mother to commence leave, or the date of birth (whichever is first). The earliest a pregnancy leave can begin is usually 17 weeks before the baby’s due date. The latest a pregnancy leave can begin is usually the baby’s due date. However, if the baby is born earlier than the due date, the leave must be no later than the date the baby is born. Within these restrictions an employee can start her pregnancy leave anytime she chooses.
   b) Employees taking pregnancy leave must provide at least two weeks written notice to the employer advising the date that the leave will begin. The date chosen for commencing leave must be no more than sixty one (61) seventeen (17) weeks prior to the expected date of birth, as confirmed by a physician.
Section 23 - Pregnancy, Parental and Adoption Leave

Approved By: Morris Turnberry Council

Date: January 1, 2018

Last Review Date: June, 2018

Page: 2 of 3

In the event of complications with the pregnancy or because of a birth, still birth or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two weeks of work, provide written notice to the employer of the date the pregnancy leave will begin or has begun. The employee provides the employer with a certificate from her physician stating the expected birth date of the child; and

d) The pregnancy leave of an employee ends sixty one (61) seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee provides the employer with at least four weeks written notice of the return to work date.

Pregnancy leave due to stillbirth and/or miscarriage will receive 12 weeks of leave.

Paternity Leave

1. Concerning parental leave (including adoptive leave):

   a) If an employee has been in the employ of the Municipality of Morris-Turnberry for at least 13 weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits, for up to 63 weeks thirty-seven (37) weeks following the birth of the child, or the coming of the child into the employee’s custody, care and control for the first time. The term parent includes a person with whom the child is placed for adoption and a person who is in a relationship for some permanence with the parent for the child and who intends to treat the child as his or her own;

   b) Employees who wish to take a parental leave shall commence such leave no more than 52 weeks after the day the child was born or comes into the employee’s custody, care and control for the first time;

   c) Employees who have taken a pregnancy leave and who also desire to take a parental leave, shall commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the parent for the first time;

   d) Adoptive parents may commence parental leave when the child comes into the custody and control of the parent.
Section 23 - Pregnancy, Parental and Adoption Leave

Approved By: Morris Turnberry Council

Last Review Date: June, 2018

Effective Date: January 1, 2018

Page: 3 of 3

e) The employee gives the employer at least two weeks written notice of the date before the leave is to begin. In the event that any employee who is the parent stops working, because the child comes into custody, care and control of a parent for the first time sooner than expected, the employee, within two weeks of stopping work provides the employer with written notice of the date and parental leave began. The parental leave begins on the date that the employee stopped working; and

f) Parental leave ends 63 weeks 35 weeks after it began, if the employee also took pregnancy leave, and 61 weeks 37 weeks after it began, otherwise; or on an earlier day if the employee gives the employer at least four weeks written notice of that day.

General Provisions

1. The following are general provisions applicable to pregnancy and parental leave;

a) An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the employer at least two (2) weeks written notice;

b) An employee who has given notice to end leave may change the notice to an earlier date upon giving the employer at least four weeks written notice before the earlier date;

c) Employees are entitled, during pregnancy and parental leave, to continue participation in the benefits plans that they participated in prior to taking the leave. The employer continues to make the employers’ contribution unless the employee gives the employer written notice that the employee does not wish for them to continue during the leave.

d) While on pregnancy and parental leave, employees continue to accumulate service for the purpose of determining salary increment and vacation entitlement.

e) Employees are reinstated following return from pregnancy or parental leave in the position that the employee held prior to commencing leave, if it still exists, or a comparable position at the rate equal to the wages most recently paid by the employer.
CRITICALLY ILL LEAVE - COMPASSIONATE CARE LEAVE

**Purpose:**

To provide the Municipality of Morris-Turnberry’s policy on Compassionate Care Leave for the care of critically seriously ill family members.

**Policy:**

1. We will grant you Compassionate Care Leave in accordance with the Employment Standards Act (Family Medical Leave: Critical Illness Leave).

2. Compassionate Care Leave is unpaid, job-protected leave for a child up to 37 weeks and for an adult up to 17 weeks to eight (8) weeks in a 52-week period. Although the leave is unpaid, you may be eligible for compassionate care benefits under the Employment Insurance program.

3. You must inform Morris Turnberry as soon as possible that you will be taking a Compassionate Care Leave.

4. You may take the leave to provide care and support to a family member who has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. This medical condition and risk of death must be confirmed in a certificate issued by a medical doctor.

5. The specified family members for whom a Critically Ill Leave Compassionate Care Leave may be taken are:

   - Spouse,
   - Parent, Step-parent or Foster parent of employee or of employee’s spouse,
   - Child, step-child or foster child of employee or employee’s spouse,
   - A child who is under legal guardianship of the employee or the employee’s spouse
   - Sibling or step-sibling or sibling in law,
   - Grandparent or step-grandparent of employee or employee’s spouse,
   - Grandchild or step-grandchild of employee or of employee’s spouse,
Section 23 — CRITICALLY ILL LEAVE Compassionate Care Leave

Approved By: Morris Turnberry Council
Date: [Blank]

Last Review Date: June, 2018 Effective Date: January 1, 2018

Page: 2 of 2

- Son in law or daughter in law or employee or of employee’s spouse,
- Nephew or niece of employee or of employee’s spouse
- An uncle or aunt of the employee or the employee’s spouse
- A nephew or niece of the employee or the employee’s spouse
- Spouse of employee’s grandchild, uncle, aunt, nephew or niece
- Any person who considers the employee to be like a family member, provided the prescribed conditions, if any, are met,
- Any individual prescribed as a family member for the purposes of this section

6. Critically Ill Compassionate Care Leave can last up to 37 weeks of leave for a child and 17 weeks of leave for an adult eight weeks within a specified 26-week period. The eight weeks do not have to be taken consecutively but you may only take a leave in periods of entire weeks.

7. If a medical doctor issues a certificate stating that one of your family members has a serious medical condition and there is a significant risk of death occurring within the period of 26 weeks, you may take the leave within that 26-week period.

8. The earliest you may start the leave is the first day of the week in which the 26-week period identified on the medical certificate begins.

9. The latest day you may remain on leave is the earlier of:
   - the latest day of the week in which the family member dies OR
   - the latest day of the week in which the 52-week period expires OR
   - the latest day of the 37 weeks for a child or the 17 weeks for an adult eight-weeks of Compassionate Care Leave OR
   - as approved by the Department Head.
1. Crime related Child Death leave and Child Disappearance leave:
An employee who has been employed by an employer for at least six consecutive months is entitled to a leave of absence without pay of up to 104 weeks if a child of the employee dies.

2. Domestic or Sexual Violence:
An employee who has been employed for at least 13 consecutive weeks is entitled to a leave of absence if the employee or a child of the employee experiences domestic or sexual violence, or the threat of domestic or sexual violence, and the leave of absence is taken for any of the following purposes:
   1. To seek medical attention for the employee or the child of the employee in respect of a physical or psychological injury or disability caused by the domestic or sexual violence.
   2. To obtain services from a victim services organization for the employee or the child of the employee.
   3. To obtain psychological or other professional counselling for the employee or the child of the employee.
   4. To relocate temporarily or permanently.
   5. To seek legal or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic or sexual violence.

An employee is entitled to take, in each calendar year,
   a) up to 10 days of leave under this section; and
   b) up to 15 weeks of leave under this section.

If an employee takes a leave under this section, the employee is entitled to take the first five such days as paid days of leave in each calendar year and the balance of his or her entitlement under this section as unpaid leave.
3. Family Medical leave:
An employee is entitled to a leave of absence without pay of up to 28 weeks to provide care or support to an individual, if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or such shorter period.

This applies to the following individuals:

1. The employee's spouse,
2. A parent, step-parent, foster parent of the employee or the employee's spouse,
3. A child, step-child or foster child of the employee or the employee's spouse,
4. A child who is under legal guardianship of the employee or the employee's spouse,
5. A brother, step-brother, sister or step-sister of the employee,
6. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse,
8. A son-in-law, or daughter-in-law of the employee or the employee's spouse
9. An uncle or aunt of the employee or the employee's spouse,
10. A nephew or niece of the employee or the employee's spouse,
11. The spouse of the employee's grandchild, uncle, aunt, nephew or niece,
12. A person who considers the employee to be like a family member, provided the prescribed conditions, if any, are met,
13. Any individual prescribed as a family member for the purposes of this section.

4. Family Caregiver Leave:
An employee is entitled to a leave of absence without pay to provide care or support to an individual, if a qualified health practitioner issues a certificate stating that they individual has a serious medical condition.

An employee is entitled to take up to Eight weeks of leave.
2. **Resignation OR Retirement:**
   After 10 years of service the Municipality of Morris-Turnberry will provide a gift of $50.00 per year of service.

3. **Council Members:**
   The Municipality of Morris-Turnberry will provide a gift of $50.00 per year of service for any Council member who will no longer be serving the Municipality.

4. **Presentation:**
   Awards and gifts will be presented in December of the applicable year.

5. **Sickness:**
   If a Member of Council or Employee is hospitalized for 3 days they will receive flowers or fruit basket up to the value of $125.00.

6. **Death of Family Member:**
   Flowers will be sent to recognize a death of an immediate family member of Members of Council and Employees, namely: Current Spouse (married or common-law), child, parent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, up to a value of $125.00.
   
   *If the funeral is local, flowers will be sent to the funeral Home.*
   *If the Funeral is out of Town, flowers will be sent to the Council Member or Employees home, at the CAO's discretion.*

7. **Birth of a Baby:**
   If a Member of Council or Employee has a new baby, a gift will be sent in the amount of $50.00.

8. **Death of Former Member of Council**
   A sympathy card will be mailed to the family of any former member of Council of the Municipality of Morris-Turnberry, and also the former Townships of Turnberry and Morris, at the time of death of the former council member.