JOINT EMPLOYEE MEETING

Tuesday May 10th, 2016
11:30 am
Knights of Columbus Centre
WELCOME

Thank you for attending this joint employee meeting for Morris-Turnberry and North Huron Staff and Council.

Everyone introduce themselves
Facilitators- Nancy Michie and Sharon Chambers
AGENDA

1. Welcome
2. Presentation
3. Question Period
4. Lunch
5. Implementation meeting @ 1 pm
<table>
<thead>
<tr>
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<th>1st meeting</th>
<th>February 9, 2016</th>
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<tbody>
<tr>
<td></td>
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<td>Unveiled the project</td>
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<tr>
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<td>2nd meeting</td>
<td>April 5, 2016</td>
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<td>Update to the staff</td>
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<td></td>
<td>Today</td>
<td>May 10, 2016</td>
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<td>As we promised we would update the staff prior to the roll out of the project.</td>
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GROUND RULES

- Part of the meeting is a question period.

- Rules are:
  - 1 speaker at a time.
  - State your name
  - Ask your question or give your comment.

- If you prefer to ask your question after the completion of the meeting, please direct your questions to Nancy Michie or Sharon Chambers
UPDATE ON THE SHARED SERVICES PROJECT

Since our last meeting on April 5\textsuperscript{th}, 2016, we have been very busy working on the following items:

1. Individual meetings with the staff directly effected by the Merged Services.

2. Employment Contracts for the Merged Services are completed.

3. Revised the Overtime Policy for the merged services, presented April 5\textsuperscript{th}
The New Director of Public Works is in place.

Implementation Team - We have held 1 meeting and a 2nd one is planned for today.

Municipal Shared Services Agreements have been passed by council.

Working with the Joint Steering Committee - comprised of Council representatives from both Councils.

Presentations to Huron County Municipalities and to a Provincial Symposium, on the project.

In the process of hiring a new position - Administration Assistant for Public Works, Water and Building.
Municipality of Morris-Turnberry
Phase 1 Organizational Chart
2016 -2017 Proposed Shared Services: Public Works/ Building/By-law Enforcement/ Property Standards/ Administration (limited)
NORTH HURON ORGANIZATIONAL CHART - PHASE 1 - NORTH HURON RESTRUCTURING 2016 -2017

North Huron Organizational Chart – Phase 1 – North Huron Restructuring 2016 -2017 Proposed Shared Public Works/Building/By-law Enforcement With Municipality of Morris Turnberry
1. INDIVIDUAL MEETINGS WITH STAFF

- Since the last meeting, we held individual meetings with all staff effected by the merger.
- 1. Public Works
- 2. Building
- 3. Administration
2. EMPLOYMENT CONTRACTS

- All staff with any changes to their terms of employment, were given new Employment Contracts.

- 16 employment contracts were offered and have been ratified.

- There was 1 contract not signed, for the Manager of Operations position, as Gary Pipe is advancing his career at another municipality.
The Shared Service Building Department will be continuing operation as is currently in place. The MT CBO and NH CBO until September 30, 2016.

Based on the future requirements for the building dept. the committee has decided to,

in the next week advertise for a ‘CBO for the Shared Service’.

Once the CBO is in place, the department will then follow the plan for the Shared Service with 1 CBO and 1 Building Inspector.
3. REVISED OVERTIME POLICY

Shared Services (SS) Joint Overtime Policy
Effective May 1, 2016
The policy has been amended since the April 5, 2016 meeting.

Overall

- Only hours actually worked count towards any extra time or overtime. Vacation, sick days, public holidays, paid in lieu days taken, unpaid travel time etc. do not count as hours worked.
- How an employee is paid either salary or hourly, does not affect the overtime rules.
Managers
For our SS staff this includes the following:
- PW Director
- Operations Supervisor
- Manager of Operations
- CBO

- Exempt (Don’t get an overtime premium of time & half for any overtime hours worked in a week)
- All extra hours worked greater than their normal work week must be approved in advance by their manager. All managers work 40 hours per week except the CBO at 37.5.
- These extra hours will be banked as paid time off in lieu, at straight time (hour for hour), up to an accumulation of 80 hours in a calendar year and can be taken as paid time off.
- Accumulated extra hours worked greater than 80 in a calendar year, cannot be banked or paid out unless approved in extraordinary circumstances by the CAO.
- Paid time off in lieu can be taken with the approval of their manager.
- Any paid time off in lieu outstanding at December 31 each year will not be paid out but can be carried over to the next year with the approval of the CAO.
- Any paid time off in lieu outstanding at termination for any reason will not be paid out.
O/T POLICY CONT’D:

Non Managers

For our SS staff this would include the following:
- Two foremen
- Operators
- Building Inspector
- Six designated accounting & administrative staff

- Get an overtime premium of time & half for hours worked in a week greater than 44.
- All extra hours worked greater than their normal work week (40 or 37.5) must be approved in advance by their supervisor.
- Hours worked greater than a normal week up to 44 can be banked as paid time off in lieu, at straight time, up to an accumulation of 80 hours in a calendar year and taken as paid time off or paid out with the next pay as decided by the staff member.
- Hours worked greater than 44 in a week can be banked as paid time off in lieu, at time and half, up to an accumulation of 80 hours in a calendar year (in the same account as above) and taken as paid time off or paid out with the next pay as decided by the staff member.
- Accumulated extra hours and overtime hours (at time and half) greater than 80 in a calendar year, cannot be banked or paid out unless approved in extraordinary circumstances by the CAO or Administrator Clerk - Treasurer.
- Paid time off in lieu can be taken with the approval of their supervisor.
- Any paid time off in lieu outstanding at December 31 each year or at termination for any reason will be paid out.
Get an overtime premium of time and half, for any approved hours worked on a Saturday or Sunday, regardless of the hours worked in the previous week. Hours worked on a Saturday or Sunday are not counted towards the regular weekly overtime threshold of 44.

Get an overtime premium of double time, for any approved hours worked on a recognized public holiday, regardless of the hours worked in the previous week. Hours worked on a public holiday are not counted towards the regular weekly overtime threshold of 44.
1. The current policies remain in effect for all other staff until the review of the complete Personnel Policy package. (which we are hoping will be reviewed this year)
4. DIRECTOR OF PUBLIC WORKS

1. New Director of Public Works has been hired and will be stationed at the North Huron Town Hall

   *His name is ‘Jeff Molenhuis’*

   *He is a Professional Engineer*

   *He currently works at the Town of Tillsonburg in the Public Works Engineering Dept.*

He will be joining the department on Monday May 16th, 2016.
5. IMPLEMENTATION TEAM

The Implementation Team has been working over the past month.

- Public Works
- Building
- IT Logistics
6. SHARED SERVICES AGREEMENTS

The Official Agreements have been passed by both councils.

North Huron on May 2\textsuperscript{nd}
Morris-Turnberry on May 3\textsuperscript{rd}

Effective date being May 4\textsuperscript{th}
7. JOINT STEERING COMMITTEE

- The Joint Steering Committee, consisting of the 2 Heads of Councils
  Paul Gowing and Neil Vincent
- the 2 Deputy Heads of Council
  Jamie Heffer and James Campbell
- 1 member from each Council
  John Smuck and Trevor Seip
- and the CAO’s

The group has been meeting faithfully and reviewing the progress and approving next steps for ratification by the Councils.

All Employment contracts, agreements, policies, etc for the Shared Service have been presented to this committee and ratified by Council
8. PRESENTATIONS

1. The 2 Heads of Council have travelled to Minnett, ON, within the last month and made a presentation to a group of Municipal leaders on this project.

2. We have presented this project to a Huron County Municipal organization in the last few weeks.
9. NEW HIRES

1. Administration Assistant for Public Works, Water and Building - applications due May 13th

2. Chief Building Official - an ad will be posted in the next week.
The date for the Roll out of the Project is **Monday May 16th, 2016**

The transition period to have everything up and operational is July - September, 2016.
We cannot thank you - you the staff enough, for your support on this project. **Team work** is what is going to make this project work. We thank you for your cooperation.
NEXT STEPS:

1. Implementation Team - meets today May 10\textsuperscript{th}

2. Director of Public Works starts May 16\textsuperscript{th}

3. Public Works meeting will be held to review the new pay sheets, etc. Date tbd
HEADS OF COUNCIL

- Neil Vincent
- Paul Gowing
At this time we will accept questions from the staff, in regards to the project.

Copies of the presentation and the revised O/T policy are available for pickup or on the website and North Huron Intranet.
LUNCH IS BEING SERVED AT THIS TIME.

Thank You!