



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, November 6, 2025 @ 7:00 PM

Location: Uxbridge Public Library

1. Call to order - Dave

- First Nations Land Acknowledgement

2. Announcements and Guest speakers

- Round table

3. Disclosure of Pecuniary Interest and General Nature thereof.

4. Approval of Agenda

5. Approval of October Minutes

6. Committees:

6.1 Governance and HR Committee

- New Policies aligning with the Township of Uxbridge HR Policies.
 1. Personal Emergency Leave Policy
 2. Leave of Absence Policy
 3. Pregnancy and Parental Leave Policy
 4. Short Term Disability Policy
 5. Long Term Disability Policy
 6. Vacation Policy
 7. Employee Type Policy
 8. Public & Designated Holidays Policy
 9. Hours of Work, Overtime & Lieu Time Policy
 10. Standby and Call-In Policy

6.2 Finance

- September accounts
- 2026 & 2027 Draft Operating and Capital budgets
 - To be presented to Council during a public Finance Committee Budget Meeting on Nov 18 for consideration.
 -

6.3 Community Committee

- Retaining wall (Children's Garden) has been repaired
 - Request to send an official "Thank You" to the Horticultural Society for the beautiful gardens this summer



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- Compton Room door
 - has been replaced
- Counting Week completed for the province
 - using the new barcode model as learned at OLA Super Conference.

7. New Business

- ...

8. Ongoing Business / Action item

9. Correspondence

10. IN CAMERA

- Personal matters about an identifiable individual, including Municipal and Local Board employees - Item 1

11. Date of the Next Board Meeting?

12. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, October 2nd, 2025 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Gord Shreeve, Christine McKenzie, Cathy Peters, Sheldon Wolfson, Dwight Clements, Zed Pickering, Amanda Ferraro, Corrinne Morrison

Regrets: Tobi Lee, Kate Devine

Guests: Marlene Riddle, Janet Betts, Leslie Nagle

1. Dave called the meeting to Order at 7:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- Congratulations on the ribbon cutting ceremony.
- Nipigon Library sends their hello. It was a very welcoming space and a wonderful community hub.
- News item on 1010 AM on expanding roles of Libraries was grossly uninformed. Not aware of what libraries do. Not just about books. Libraries are evolving with the times.
- CBC had the Toronto Chief Librarian on, and the message was very positive.

3. Disclosure of Pecuniary interest and the General Nature thereof.

- ✓ *Zed disclosure that he works for the Ability Centre.*

4. Approval of Agenda

- ✓ *Approved, moved by Sheldon, seconded by Cathy; carried.*

5. Approval of June Minutes

- ✓ *Approved, moved by Christine, seconded by Zed; carried.*

6. Committees:

6.1 Governance and HR Committee

- Accessible Spaces Facility Audit Report with recommendations for how the library could improve their spaces.
- EASE Grant will use the Audit report to support the Ease grant. Project totals up to \$43,732.



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, October 2nd, 2025 @ 7:00 PM

Location: Uxbridge Public Library

6.2 Finance

- June, July, August accounts
- ✓ Approved, moved by Agnes, seconded by Gord; carried.
- Elexicon reimbursement has been received.
- 2026 & 2027 Draft Operating and Capital budgets

6.3 Community Committee

- Summer program recap 1,800 books read and reported on. Record year!
- Door counter stats and new graphs. Requesting feedback from the Library Board as to preferred format so that this can be a recurring report. Sheldon requested a year over year report for circulation.
- New signage (Fiction, Non-Fiction, Elevator and Washrooms)

7. New Business

- Community Guide – a return. It is mostly on-line
- Durham/York Collab - September 9th on-line event with Michelle Good (Five Little Indians, Truth Telling)

8. Ongoing Business / Action item

9. Correspondence

10. Date of the Next Board Meeting: November 6th.

11. Adjournment 8:05 pm

- ✓ Approved, moved by Agnes, seconded by Christine; carried.



REPORT

TO: Library Board

FROM: Amanda Ferraro, Library CEO and Linda Compton, Payroll Administrator & Accounting Analyst

DATE: November 6 , 2025

REPORT: LB 01-25

FILE NO. Human Resources

SUBJECT: Human Resources Policies

BACKGROUND:

A comprehensive review of the Township of Uxbridge's / Uxbridge Public Library existing Human Resources and Payroll policies was undertaken to ensure alignment with current Township standards, language, and operational requirements. This review also aimed to identify and address any gaps within the existing policy framework.

It is important that all Uxbridge Public Library HR Policies are in line with the Township of Uxbridge Policies. The review was conducted in consideration of the both entities to ensure consistency and alignment between the two.

Where appropriate, policies were updated to include procedures for all employees—both full-time and part-time, which streamlines administrative processes and eliminating the need for separate policies based on employment status.

Below is a summary of the new policies and policies that were updated, along with a brief explanation of the changes.

DISCUSSION:

Employment Type Policy

This is a new policy. This policy outlines various employment categories for employees in the Township of Uxbridge including Permanent, Temporary, and Volunteer Firefighter.

Pregnancy & Parental Leave Policy

This is a new policy. While there is a Pregnancy and Parental Leave for Members of Council in place (May 2019), there is not a policy for Township Employees. The policy outlines the procedures for employees that wish to take Pregnancy or Parental Leave. It ensures compliance with the statutory requirements outlined in the ESA, concerning entitlements, benefits, and job protections for eligible employees during pregnancy and parental leave.

Short-Term Disability Policy

This is a new policy. The Short-Term Disability policy aims to provide full time permanent employees with financial support during temporary non-work-related disability, enabling them to focus on health and recovery. It ensures adherence to Ontario's Employment Standards Act, 2000, (ESA") and related legislation governing employee disability benefits. This policy is intended to establish and communicate the terms and conditions related to the Short-Term Disability Policy for employees to follow in the event of an employee's absence from work due to a non-occupational event.

Long-Term Disability Policy

This is a new policy. This policy is intended to provide information regarding the Long-Term Disability benefit plan to those employees who, because of a qualifying disability, remain unable to work after they cease to be eligible for benefits under the Short-Term Disability Plan.

Standby Status and Call In Policy

This is a new policy. The purpose of the Standby Status and Call-In policy is to ensure operational continuity by maintaining essential services and responding promptly to emergencies or critical situations outside regular working hours. It aims to clarify expectations by providing clear guidelines for employees on standby, ensuring they understand their responsibilities and the conditions of standby status. The policy ensures fair compensation for employees on standby and those called in to work outside their regular hours, in accordance with the Ontario Employment Standards Act, 2000 ("ESA") (as amended), and company policy.

Personal Emergency Leave Policy

The Township currently has a Sick/Medical Leave Policy (March 2020), Family Leave Policy (March 2020), Part-time Personal Leave Policy (2020) in place. These policies

have been combined into the Personal Emergency Leave Policy. This policy outlines the procedures for full time and part time employees' absences in regard to sickness, family responsibility or bereavement.

As the recent collective agreement made a change to combine the sick and family leave days into one bank, instead of two. The policy changes the bank to 10 days to be used towards sickness or family responsibility leave.

Public and Designated Holidays Policy:

The Township currently has a Designated Holidays Policy (March 2020) in place. This policy has been updated to Public and Designated Holidays Policy. This policy makes the designation between Public Holidays mandated by the ESA and Designated Holidays, and the procedures for to be used for full time and part time employees.

Public Holiday: Public Holidays, also known as statutory holidays, consist of a variety of cultural, nationalistic, and religious holidays that are legislated by the Ontario provincial government as a holiday.

Designated Holiday: Designated Holidays are days designated by the Township as a holiday. These days are holidays not recognized by the Ontario provincial government as a Public Holiday.

This policy has also been updated to include procedures for the Holiday Closure: Section 5.8. Upon yearly approval from the Mayor and the CAO, a Holiday Closure may occur between Christmas and New Year's Day. If a Holiday Closure is approved, all Unionized, Management and Regular Full Time Employees will be gifted up to twenty-eight (28) hours to top up their regular full-time hours, thirty-five (35) or forty (40) hours per week. The addition of gifted hours shall not result in a total of regular hours higher than the employee's regular weekly hours.

Leave of Absence Policy

The Township currently has a Family Caregiver Leave Policy (March 2020) and Part-Time Personal Leave Policy (March 2020) in place. This policy has been updated and expanded to the Leave of Absence Policy which include all authorized leaves of absence in compliance with the Ontario Employment Standards Act, 2000 (ESA) and other applicable legislation. The updated Leave of Absence policy is designed to outline the guidelines, procedures, and entitlements and ensures that all employees are aware of their rights and responsibilities when requesting and managing leaves of absence.

This policy has been updated to include the procedures for any Township employees who are seeking election to a Municipality Council within a Municipal Election.

Vacation Policy

The Township currently has a Vacation Policy (July 2013) in place. This policy has been updated with current vacation entitlements, legislation and procedures for all employees full-time and part-time.

The purpose of the updated Vacation Policy is to promote employee well-being by encouraging employees to take regular breaks from work to rest and recharge, thereby contributing to their overall health and job satisfaction. It aims to ensure legal compliance with the statutory requirements of the Ontario Employment Standards Act, 2000 ("ESA"), regarding vacation entitlements, ensuring all employees receive their entitled leave. It maintains fairness and transparency by providing clear guidelines and procedures for the accrual, scheduling, and use of vacation leave, ensuring all employees are treated equitably.

Hours of Work, Overtime and Lieu Time Policy

The Township currently has an Hours of Work Policy (June 2010) in place. This policy has been updated and expanded into the Hours of Work, Overtime and Lieu Time Policy to include overtime and lieu time procedures. This policy has been updated with current legislation and procedures for all employees full time and part-time.

The above policies are attached to this report for your review. These policies have been reviewed by the Township's Employment Lawyer and Department Heads. Regarding the attached policies - if there is any conflict between the terms of the policy and any statutory requirement or collective agreement requirement, the statutory or collective agreement requirement will prevail over the offending provision, but the rest of the policy will remain in force. Similarly, if any provision is found to be unenforceable, that provision will be removed, but the rest of the policy will remain in full force and effect.

RECOMMENDATION:

1. THAT Report LB-01/25 be received for information; and
2. THAT it is recommended that Board retire the March 2020 Designated Holidays Policy, Sick/Medical Leave Policy, Part-time Personal Leave Policy, Family Leave Policy and Family Caregiver Leave Policy.
3. THAT it is recommended that Board retire the June 2010 Hours of Work Policy.
4. THAT it is recommended that Board approve the August 2025 Employment Type Policy, Pregnancy & Parental Leave Policy, Short-Term Disability Policy, Long-Term Disability Policy, Standby Status and Call In Policy, Personal Emergency Leave Policy, Public and Designated Holidays Policy,

Leave of Absence Policy, Vacation Policy and Hours of Work, Overtime
and Lieu Time Policy.

Respectfully Submitted by:

Amanda Ferraro, Library CEO and Linda Compton, PLP
Payroll Administrator & Accounting Analyst



Township of Uxbridge

Personal Emergency Leave Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Town of Uxbridge recognizes the importance of supporting its employees during personal emergencies that may necessitate time away from work, either due to illness, injury, medical emergency, or urgent issue, either personally or for an immediate family member.

2. PURPOSE

- 2.1. The purpose of the Personal Emergency Leave policy is to provide employees with the flexibility to address personal emergencies such as illness, injury, or urgent family responsibilities without fear of repercussions, thereby supporting their overall well-being. It ensures compliance with the statutory requirements of the Ontario *Employment Standards Act, 2000* (the “**ESA**”), concerning personal emergency leave entitlements and protections for employees. This policy is to establish processes for employees to follow in the event of an employee’s absences from work for sickness, family responsibility, or bereavement.

3. DEFINITIONS

- 3.1. Unionized: Employees covered under the Collective Agreement.
- 3.2. Permanent Full-time: An employee who is regularly scheduled to work a full work week consisting of thirty-five (35) or forty (40) hours, in accordance with the classification schedule applying to the position.
- 3.3. Permanent Part-time: An employee who is regularly scheduled to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 3.4. Temporary Full-time: An employee who is hired for a specific period of time to work a full work week consisting of either thirty-five (35) or forty (40) hours.
- 3.5. Temporary Part-time: An employee who is hired for a specific period of time to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 3.6. Sick Leave: is defined as the time that employees can take off of work for personal illness, injury, or a medical emergency or quarantine through exposure to contagious disease. It does not matter whether the illness, injury or medical

emergency was caused by the employee or by external factors beyond their control.

- 3.7. Family Responsibility Leave: is defined as an absence from work and performance of regular duties because of illness, injury or medical emergency or an urgent matter that concerns an employee or immediate family members. Under this policy, that may also include doctor, dentist or medical appointments.
- 3.8. Bereavement Leave: is defined as time off granted to an employee in the event of the death of a family member.
- 3.9. Jury Duty Leave: is defined as time off granted to an employee in the event they are required to serve as a juror or witness in any court.
- 3.10. Immediate family members: Spouse (married or unmarried, of any gender), child, stepchild, foster child, parents, stepparent, foster parent, father-in-law, mother-in-law, spouse of the employee's child, sister, brother, grandparent, step-grandparent, grandchild, step-grandchild of the employee or a relative of the employee who is dependent on the employee for care or assistance.

4. RESPONSIBILITIES

- 4.1. If an employee requires a personal emergency leave day, they shall provide their immediate supervisor with as much notice as possible. This notice may be provided in writing via e-mail or by phone call, either by the employee or by a member of their family/household.
- 4.2. Management reserves the right to send an employee home when they come into work sick, if they feel an employee is putting other employees or visitors' health and safety at risk.

5. PROCEDURES – Unionized, Management and Permanent Full Time Employees

- 5.1. Unionized, Management and Permanent Full Time Employees are entitled to ten (10) paid sick or family responsibility leave days in each calendar year. In the Employee's first calendar year of employment, these days will be prorated based on start date. These days can be used for personal illness, injury, a medical emergency, doctor, dentist, or medical appointments for self or immediate family members, or for sickness at home or in a medical facility of an immediate family member.
- 5.2. Unionized, Management and Permanent Full Time Employees who have completed their probationary period are eligible for Short Term Disability. Short Term Disability will go into effect the day a doctor's note is written advising that the employee will be off sick for more than five (5) days. While receiving short-

term disability benefits, employees retain their paid sick days. Refer to the Short-Term Disability Benefit Policy for more information.

5.3. Unionized, Management and Permanent Full Time Employees are entitled to paid Bereavement leave upon the death of a family member.

5.3.1. The Township will provide five (5) days of paid leave, upon the death of a spouse (married or unmarried, of any gender), child, stepchild, foster child, parents, or stepparent.

5.3.2. The Township will provide three (3) days of paid leave, upon the death of a father-in-law, mother-in-law, sister, brother, stepsister, stepbrother, grandchild, step-grandchild of the employee.

5.3.3. The Township will provide two (2) days of paid leave, upon the death of a grandparent, step-grandparent, spouse of the employee's child, sister-in-law, brother-in-law of the employee.

5.3.4. The Township will provide one (1) day of paid leave, upon the death of an aunt, uncle, niece, or nephew of the employee.

5.3.5. The Township will provide one (1) unpaid day in the event that the employee is a pallbearer at a funeral and the employee is not otherwise entitled to leave available pursuant to this policy.

5.3.6. An additional two (2) unpaid days for traveling time without pay may be granted to an employee at the sole discretion of the Director to permit the employee to attend the funeral of a family member, when that funeral is to be held more than six (6) hours travel from the employee's residence.

5.4. The Township will provide paid leave for employees that are required to serve as a juror or witness in court. The employee must reimburse the Township for any compensation they receive for service, excluding mileage and travel expenses. An official receipt from the court showing the period of service and compensation paid must be provided to the employees' manager.

5.5. With approval from the CAO and/or Department Head, the Township may grant up to two (2) days of paid leave per calendar year in the event of a serious fire or flood affecting an employee's household.

5.6. With approval from the CAO and/or Department Head, the Township may grant one (1) day of paid leave, for an employee to attend a formal hearing to become a Canadian citizen.

- 5.7. With approval from the CAO and/or Department Head, the Township may grant up to two (2) days of paid leave, per calendar year, for illness of spouse or children where no one else is home to care for them.
- 5.8. With approval from the CAO and/or Department Head, the Township may grant one (1) day of paid leave, per calendar year, for the birth of child by employee's spouse, including common-law spouse.
- 5.9. Unused sick or family responsibility leave days shall not be carried forward to the next calendar year and will be reset at the beginning of the calendar year.
- 5.10. If all sick, family responsibility or bereavement leave days are used within a calendar year, any additional time required is subject to approval of the CAO. The employee will be required to utilize vacation or banked time prior to taking unpaid time.
- 5.11. Special circumstances may be approved by the CAO and/or Department Head.
- 5.12. Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.
- 5.13. The use of Sick, Bereavement, Family Responsibility Leave under this section will also count towards any entitlements employees have to leave under the ESA for time off for these purposes.

6. PROCEDURES- Non-Unionized, Permanent Part Time and Temporary Full and Part Time Employees

- 6.1. Employees are entitled to up to three (3) full days of unpaid job protected Sick leave every calendar year, as per ESA. There is no pro-rating of the three (3) day entitlement. The three (3) days of leave do not have to be taken consecutively. Employees can take the leave in part-days, full days or for periods of more than one (1) day. If an employee takes only part of a day as sick leave, the employer can count it as a full day of leave.
- 6.2. Employees are entitled to up to three (3) days of unpaid job-protected Family Responsibility leave each calendar year because of an illness, injury, medical emergency, or urgent matter relating to immediate family members, after they have worked for at least two (2) consecutive weeks.
- 6.3. Employees are entitled to up to two (2) days of unpaid job-protected Bereavement leave each calendar year because of the death of an immediate family member, after they have worked for an employer for at least two (2) consecutive weeks. Bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral or memorial service. It could also be taken to attend to estate matters.

- 6.4. The Township will provide one (1) unpaid day in the event that the employee is a pallbearer at a funeral and the employee is not otherwise entitled to a leave available pursuant to this policy.
- 6.5. An additional two (2) unpaid days for traveling time without pay may be granted to an employee at the sole discretion of the Director to permit the employee to attend the funeral of a family member, when that funeral is to be held more than six (6) hours travel from the employee's residence.
- 6.6. The Township will grant unpaid days to an employee required to serve as a juror or witness in any court. Upon completion of such jury or witness service, the employee shall provide a certificate showing the period of service.
- 6.7. Special circumstances may be approved by the CAO and/or Department Head.
- 6.8. Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.
- 6.9. The use of Sick, Bereavement and Family Responsibility Leave under this section will also count towards any entitlements you employees have to leave under the ESA for time off for these purposes.

7. APPLICATION

- 7.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 7.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Personal Emergency Leave Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Town of Uxbridge recognizes the importance of supporting its employees during personal emergencies that may necessitate time away from work, either due to illness, injury, medical emergency, or urgent issue, either personally or for an immediate family member.

2. PURPOSE

- 2.1. The purpose of the Personal Emergency Leave policy is to provide employees with the flexibility to address personal emergencies such as illness, injury, or urgent family responsibilities without fear of repercussions, thereby supporting their overall well-being. It ensures compliance with the statutory requirements of the Ontario *Employment Standards Act, 2000* (the “**ESA**”), concerning personal emergency leave entitlements and protections for employees. This policy is to establish processes for employees to follow in the event of an employee’s absences from work for sickness, family responsibility, or bereavement.

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emergency was caused by the employee or by external factors beyond their control.

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- 3.9. Jury Duty Leave: is defined as time off granted to an employee in the event they are required to serve as a juror or witness in any court.
- 3.10. Immediate family members: Spouse (married or unmarried, of any gender), child, stepchild, foster child, parents, stepparent, foster parent, father-in-law, mother-in-law, spouse of the employee's child, sister, brother, grandparent, step-grandparent, grandchild, step-grandchild of the employee or a relative of the employee who is dependent on the employee for care or assistance.

4. RESPONSIBILITIES

- 4.1. If an employee requires a personal emergency leave day, they shall provide their immediate supervisor with as much notice as possible. This notice may be provided in writing via e-mail or by phone call, either by the employee or by a member of their family/household.
- 4.2. Management reserves the right to send an employee home when they come into work sick, if they feel an employee is putting other employees or visitors' health and safety at risk.

5. PROCEDURES – Unionized, Management and Permanent Full Time Employees

- 5.1. Unionized, Management and Permanent Full Time Employees are entitled to ten (10) paid sick or family responsibility leave days in each calendar year. In the Employee's first calendar year of employment, these days will be prorated based on start date. These days can be used for personal illness, injury, a medical emergency, doctor, dentist, or medical appointments for self or immediate family members, or for sickness at home or in a medical facility of an immediate family member.
- 5.2. Unionized, Management and Permanent Full Time Employees who have completed their probationary period are eligible for Short Term Disability. Short Term Disability will go into effect the day a doctor's note is written advising that the employee will be off sick for more than five (5) days. While receiving short-

term disability benefits, employees retain their paid sick days. Refer to the Short-Term Disability Benefit Policy for more information.

5.3. Unionized, Management and Permanent Full Time Employees are entitled to paid Bereavement leave upon the death of a family member.

5.3.1. The Township will provide five (5) days of paid leave, upon the death of a spouse (married or unmarried, of any gender), child, stepchild, foster child, parents, or stepparent.

5.3.2. The Township will provide three (3) days of paid leave, upon the death of a father-in-law, mother-in-law, sister, brother, stepsister, stepbrother, grandchild, step-grandchild of the employee.

5.3.3. The Township will provide two (2) days of paid leave, upon the death of a grandparent, step-grandparent, spouse of the employee's child, sister-in-law, brother-in-law of the employee.

5.3.4. The Township will provide one (1) day of paid leave, upon the death of an aunt, uncle, niece, or nephew of the employee.

5.3.5. The Township will provide one (1) unpaid day in the event that the employee is a pallbearer at a funeral and the employee is not otherwise entitled to leave available pursuant to this policy.

5.3.6. An additional two (2) unpaid days for traveling time without pay may be granted to an employee at the sole discretion of the Director to permit the employee to attend the funeral of a family member, when that funeral is to be held more than six (6) hours travel from the employee's residence.

5.4. The Township will provide paid leave for employees that are required to serve as a juror or witness in court. The employee must reimburse the Township for any compensation they receive for service, excluding mileage and travel expenses. An official receipt from the court showing the period of service and compensation paid must be provided to the employees' manager.

5.5. With approval from the CAO and/or Department Head, the Township may grant up to two (2) days of paid leave per calendar year in the event of a serious fire or flood affecting an employee's household.

5.6. With approval from the CAO and/or Department Head, the Township may grant one (1) day of paid leave, for an employee to attend a formal hearing to become a Canadian citizen.

- 5.7. With approval from the CAO and/or Department Head, the Township may grant up to two (2) days of paid leave, per calendar year, for illness of spouse or children where no one else is home to care for them.
- 5.8. With approval from the CAO and/or Department Head, the Township may grant one (1) day of paid leave, per calendar year, for the birth of child by employee's spouse, including common-law spouse.
- 5.9. Unused sick or family responsibility leave days shall not be carried forward to the next calendar year and will be reset at the beginning of the calendar year.
- 5.10. If all sick, family responsibility or bereavement leave days are used within a calendar year, any additional time required is subject to approval of the CAO. The employee will be required to utilize vacation or banked time prior to taking unpaid time.
- 5.11. Special circumstances may be approved by the CAO and/or Department Head.
- 5.12. Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.
- 5.13. The use of Sick, Bereavement, Family Responsibility Leave under this section will also count towards any entitlements employees have to leave under the ESA for time off for these purposes.

6. PROCEDURES- Non-Unionized, Permanent Part Time and Temporary Full and Part Time Employees

- 6.1. Employees are entitled to up to three (3) full days of unpaid job protected Sick leave every calendar year, as per ESA. There is no pro-rating of the three (3) day entitlement. The three (3) days of leave do not have to be taken consecutively. Employees can take the leave in part-days, full days or for periods of more than one (1) day. If an employee takes only part of a day as sick leave, the employer can count it as a full day of leave.
- 6.2. Employees are entitled to up to three (3) days of unpaid job-protected Family Responsibility leave each calendar year because of an illness, injury, medical emergency, or urgent matter relating to immediate family members, after they have worked for at least two (2) consecutive weeks.
- 6.3. Employees are entitled to up to two (2) days of unpaid job-protected Bereavement leave each calendar year because of the death of an immediate family member, after they have worked for an employer for at least two (2) consecutive weeks. Bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral or memorial service. It could also be taken to attend to estate matters.

- 6.4. The Township will provide one (1) unpaid day in the event that the employee is a pallbearer at a funeral and the employee is not otherwise entitled to a leave available pursuant to this policy.
- 6.5. An additional two (2) unpaid days for traveling time without pay may be granted to an employee at the sole discretion of the Director to permit the employee to attend the funeral of a family member, when that funeral is to be held more than six (6) hours travel from the employee's residence.
- 6.6. The Township will grant unpaid days to an employee required to serve as a juror or witness in any court. Upon completion of such jury or witness service, the employee shall provide a certificate showing the period of service.
- 6.7. Special circumstances may be approved by the CAO and/or Department Head.
- 6.8. Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.
- 6.9. The use of Sick, Bereavement and Family Responsibility Leave under this section will also count towards any entitlements you employees have to leave under the ESA for time off for these purposes.

7. APPLICATION

- 7.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 7.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Pregnancy and Parental Leave Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge recognizes the importance of supporting employees during significant life events such as pregnancy and parental responsibilities. The Pregnancy and Parental Leave policy outlines the company's commitment to complying with the Ontario *Employment Standards Act, 2000* (the “ESA”) and providing eligible employees with the necessary time off and benefits during pregnancy, parental leave, and return to work thereafter.

2. PURPOSE

- 2.1. The purpose of the Pregnancy/Parental Leave policy is to provide eligible employees with the opportunity to take pregnancy and parental leave, fostering family well-being and nurturing parent-child relationships. It ensures compliance with the statutory requirements outlined in the ESA, concerning entitlements, benefits, and job protections for eligible employees during pregnancy and parental leave.

3. DEFINITIONS

- 3.1. Township: The Corporation of the Township of Uxbridge.
- 3.2. Parent: includes a birth parent; an adoptive parent (whether or not the adoption has been legally finalized); or a person who is in a relationship of some permanence with a parent of the child and who plans on treating the child as their own.
- 3.3. Pregnancy Leave: The leave provided under ESA to the pregnant employee.
- 3.4. Parental Leave: The leave provided under ESA to the parent(s) for the purpose of providing care to any child that has come under the care, custody, and control of the parent for the first time.

4. POLICY REQUIREMENTS

- 4.1. This policy applies to all employees. Employees who have completed thirteen (13) weeks of employment before the date the baby is expected to be born, or before commencing parental leave are eligible for pregnancy and parental leave respectively.
- 4.2. A Pregnancy Leave of absence is available only to the pregnant employee.
- 4.3. Parental Leave of absence is available to all new Parents.

- 4.4. Unionized employees will receive their pregnancy/parental leave in accordance with their respective Collective Agreement.

5. PROCEDURES

- 5.1. Pregnancy and parental leave shall be unpaid.
- 5.2. Pregnancy Leave is seventeen (17) weeks of unpaid leave of absence for pregnancy; or twelve (12) weeks of unpaid leave of absence after the stillbirth or miscarriage.
- 5.3. Pregnancy leave may commence up to seventeen (17) weeks before the expected date of delivery and no later than the date the child is born or the employee's due date, whichever comes first.
- 5.4. Parental leave must commence within seventy-eight (78) weeks after the birth or the date their child first came into their care, custody and control. Parental leave for the pregnant employee commences when pregnancy leave ends.
- 5.5. Pregnant employees who take pregnancy leave are entitled to take up to sixty-one (61) weeks of unpaid parental leave. All other new parents are entitled to take up to sixty-three (63) weeks of unpaid parental leave.
- 5.6. Employees are encouraged to use any earned unpaid vacation balance prior to their leave. Any remaining earned unpaid vacation balance can be paid out at their current rate of pay on their last pay before the leave starts or the employee can carry over up to five (5) days.
- 5.7. Seniority and length of service will continue to accrue for employees during the leave for purposes of vacation time and service-based salary adjustments.
- 5.8. Vacation entitlements will not continue to be earned / accrued during unpaid leaves of absences. Employees on unpaid leave will still earn unpaid vacation time as per their minimum ESA entitlement and may be taken prior to the employees' return.
- 5.9. For employees with Employer paid benefits including extended health and dental coverage, group life insurance, long term disability and accidental death and dismemberment insurance, coverage will continue.
- 5.10. OMERS contributions will cease. When the employee returns to work from unpaid leave, they may be able to purchase the time they were off. Employees will need to contact OMERS for information.

6. NOTICE OF LEAVE

- 6.1. Employees are requested to give their manager a minimum of two (2) weeks' notice in writing of the date the pregnancy and parental leave is to begin.

- 6.2. An employee intending to commence their Pregnancy or Parental Leave earlier than the date originally indicated must notify their manager in writing at least two weeks before the new, earlier date.
- 6.3. A signed Doctor's certificate indicating the estimated due date must accompany the status change notice in the case of pregnancy leave. For parental leave, reasonable supporting documentation must also be provided.
- 6.4. Application for Employment Insurance (EI) benefits is the responsibility of the employee.

7. TERMINATION OF LEAVE

- 7.1. Employees must give the Township four (4) weeks written notice of when they plan to end the leave or if they wish to change the return date to an earlier or later time.
- 7.2. Employees who decide not to return to work at the end of the leave are requested to give the Township at least four (4) weeks written notice of his/her intention to terminate employment.
- 7.3. Upon their return, an employee is entitled to return to the same position that they held before the leave. In the event that the position no longer exists upon their return, the employee will be placed in a comparable position commensurate with the employee's qualifications, experience, and ability.

8. JOB POSTINGS

- 8.1. Employees on approved Pregnancy or Parental Leave are eligible to apply for job postings.

9. APPLICATION

- 9.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 9.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Short Term Disability Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge (the “Township”) is committed to supporting the health and well-being of its employees. In recognition that circumstances may arise that require an employee to be absent from work due to a non-occupational event, the Township provides a Short-Term Disability (“STD”) policy. This policy offers income replacement for eligible employees, who are unable to work due to non-occupational events. The goal is to provide financial support and ensure a smooth transition back to work.

2. PURPOSE

- 2.1. The Short-Term Disability policy aims to provide employees with financial support during temporary disability, enabling them to focus on health and recovery without financial strain. It ensures adherence to Ontario's *Employment Standards Act, 2000*, (ESA”) and related legislation governing employee disability benefits. This policy is intended to establish and communicate the terms and conditions related to The Township’s Short Term Disability Policy for employees to follow in the event of an employee’s absence from work due to a non-occupational event.

3. DEFINITIONS

- 3.1. Township: The Corporation of the Township of Uxbridge.
- 3.2. Short-Term Disability (“STD”): The Township shall provide a self-insured non-occupational Short-Term Disability benefit to qualifying employees.
- 3.3. Unionized: Employees covered under the Collective Agreement.
- 3.4. Permanent Full-time: An employee who is regularly scheduled to work a full work week consisting of thirty-five (35) or forty (40) hours, in accordance with the classification schedule applying to the position.
- 3.5. Probationary Period: The township may use a ninety (90) day probationary period at the start of employment to determine whether a new employee is suitable for the position. The length of the probationary period will be stated in the employees’ Employment Contract.
- 3.6. Non-Occupational Event: A non-occupational event is defined as a personal injury or an illness that occurs outside the workplace and is unrelated to the course of employment.

- 3.7. Qualified Medical Practitioner: A Qualified Medical Practitioner is a physician who is licensed and in good standing with the College of Physicians and Surgeons of Ontario (CPSO) and is authorized to practice medicine in the Province of Ontario.
- 3.8. Vacation Entitlement: the maximum number of paid days off per year a permanent full-time employee may receive if active full-time status is maintained for the entire year.
- 3.9. Vacation Entitlement Year: The vacation year is a calendar year. As a result, vacation is accrued and administered from January 1st to December 31st.
- 3.10. Vacation time: The amount of vacation time is based on the length of employment and employee's credited service.

4. SCOPE

- 4.1. A permanent Full Time Employees who has completed their probationary period and who is absent from work due to a non-occupational injury/illness shall be eligible for STD benefits, for up to seventeen (17) weeks provided by the Township for every unrelated non-occupational event.
- 4.2. Where the employee is part of a Union, the provisions in the Collective Agreement will take precedence.

5. PROCEDURES

- 5.1. Permanent Full-Time employees who have completed their probationary period, will be eligible for STD coverage for up to seventeen (17) weeks for every unrelated non-occupational event to be paid in accordance with the following schedule:

Length of Service	Weeks of 100% Salary	Weeks of 75% Salary
End of Probationary period up to 1 year of service	1 week	16 weeks
1 year but less than 2 years of service	2 weeks	15 weeks
2 years but less than 3 years of service	3 weeks	14 weeks
3 years but less than 4 years of service	4 weeks	13 weeks
4 years but less than 5 years of service	5 weeks	12 weeks
Length of Service	Weeks of 100% Salary	Weeks of 75% Salary
5 years but less than 6 years of service	7 weeks	10 weeks
6 years but less than 7 years of service	9 weeks	8 weeks
7 years but less than 8 years of service	11 weeks	6 weeks
8 years but less than 9 years of service	13 weeks	4 weeks
Over 9 years of service	17 weeks	0 weeks

- 5.2. Employees are eligible for STD payments as of the date their medical practitioner confirms that they are totally disabled and require an absence from work of greater than five (5) days.
- 5.3. It is the employee's responsibility to ensure that the required medical documentation is obtained from their medical practitioner. Medical documentation is required to determine eligibility for and ongoing entitlement to STD benefits.
- 5.4. In any case of prolonged illness, the employee shall submit medical documentation upon request from the Township confirming that they remain totally disabled. The cost of obtaining medical documentation will be borne by the employee.
- 5.5. The Township, at any time, may request medical evidence of the employee's disability from a qualified medical practitioner, or may utilize a third-party disability management company to assist with medical management of an employee.
- 5.6. In the event the Township reasonably suspects that the employee's medical documentation is not accurate and/or that the employee has not substantiated entitlement to STD benefits, the Township may at its sole discretion request the employee be examined by a Township appointed qualified medical practitioner. Any dispute between the employee's physician and the Township's physician would be settled by a mutually acceptable independent physician at the Township's cost. In the event the employee declines to be examined, the employee shall not be eligible for STD benefits and may be required to repay any benefits previously received.
- 5.7. A related disability would be considered an unrelated disability if an employee returns to work on a full-time basis for at least twenty (20) working days.
- 5.8. While on STD, the Township will continue to pay for Health and Dental, LTD, Life Insurance Benefit Plan premiums, if the employee continues to be eligible for these benefits.
- 5.9. When an employee transitions to income replacement benefits equal to 75% of their salary in accordance with section 5.1, the Township will continue to deduct and remit OMERS contributions based on 100% of the employee's regular salary.
- 5.10. An employee collecting disability benefits on their anniversary date, due to an illness or accident that commenced prior to this date, would not be entitled to any such reinstatement or benefit improvement until he/she returns to work on a full-time basis.
- 5.11. Periods of authorized STD will be counted as continuous service for the purposes of calculating vacation time, future STD entitlement and where applicable, any other benefits or perquisites tied to continuous length of service.

6. LIMITATIONS

- 6.1. STD benefits do not apply to any absences for which the employee is not receiving medical care from a qualified medical practitioner or where the employee fails to provide medical evidence satisfactory to the Township.
- 6.2. Absence from work due to a work-related injury will not be eligible for STD benefits. Employees will be compensated by the WSIB ("Worker Safety and Insurance Board").
- 6.3. Illness, accident, or disability suffered during any period of leave granted under the Township's Leave of Absences will not be covered under STD benefits.
- 6.4. Injuries resulting from the commission of a felony by the employee of which the employee is convicted, or injuries resulting from participation in a war, riot, or civil disorder will not be covered under STD benefits.

7. VACATION

- 7.1. For all vacation entitlements and pay in excess of minimum vacation entitlements and pay required by the ESA, employees in receipt of STD benefits will not earn / accrue vacation entitlements or vacation pay while receiving STD benefits.
- 7.2. Length of service will continue to accrue for employees during the leave for purposes of calculating vacation time.
- 7.3. Employees in receipt of STD will not have their earned unpaid vacation balance paid out at the start of their leave. If the STD leave changes to LTD, the earned unpaid vacation balance will be paid out at their current rate of pay on their last pay before LTD starts.
- 7.4. Employees who become ill or injured while on vacation and who are hospitalized may upon request have their vacation suspended at the time of illness or injury. At the completion of the disability period, the employee's remaining vacation will be rescheduled at a mutually acceptable time.

8. APPLICATION

- 8.1. This policy applies to all Permanent Full-Time employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 8.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Long Term Disability Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge recognizes the importance of providing support to its employees who experience a non-occupational long-term disability that prevents them from performing their job duties. The Long-Term Disability (LTD) policy is designed to outline the company's commitment to offering financial protection and support to eligible employees during extended periods of disability.

2. PURPOSE

- 2.1. This policy is intended to provide information regarding the LTD benefit plan to those employees who, because of a qualifying disability, remain unable to work after they cease to be eligible for benefits under the Short-Term Disability Plan.

3. SCOPE

- 3.1. All eligible regular full-time employees, who have completed their probationary period, and who is absent from work due to a non-occupational injury/illness may be eligible for long-term disability (LTD) benefits following the expiration of the short-term disability period. Where the employee is part of a union, the Collective Agreement provision will take precedence, where there is a greater right/benefit.

4. DEFINITIONS

- 4.1. Township: The Corporation of the Township of Uxbridge.
- 4.2. Permanent Full-time: an employee who is regularly scheduled to work a full work week consisting of thirty-five (35) or forty (40) hours, in accordance with the classification schedule applying to the position.
- 4.3. Long-Term Disability (LTD): The Township provides eligibility for employees to enroll in an LTD benefit plan in accordance with the plan terms and conditions.
- 4.4. Short-Term Disability (STD): The Township shall provide a self-insured non-occupational (off the job) Short-Term Disability benefit to qualifying full-time employees.

5. PROCEDURE

- 5.1. A regular full-time employee, who has completed their probationary period, and who is absent from work due to a non-occupational injury/illness may be eligible for long-

term disability (LTD) benefits following the expiration of the short-term disability period.

5.2. Coverage terminates at age sixty-five.

5.3. Employees are to refer to the LTD insurance carrier benefit booklet for the amount and details of the income replacement coverage.

5.4. The Township's LTD insurance carrier determines the application procedure and approval of LTD benefits. Approval of LTD benefits will be in accordance with the policies and practices of the respective LTD insurance carrier. Any dispute regarding eligibility shall solely be between the employee and the carrier.

5.5. During the period of leave, the Employer will continue to pay for Dental and Extended Health Benefits for the employee for the first 24 months. The premiums for Basic Life and Accidental Death and Dismemberment are waived. The Township is solely responsible for payment of the premiums associated with the LTD benefit plan.

5.6. When LTD benefits are approved by the LTD insurance carrier, accrual of seniority and length of service will cease, and any unused vacation will be paid out.

6. RETURN TO WORK

6.1. Employees are obliged to cooperate with the Township and provide the required documentation and expected date of return to work.

6.2. Upon return from leave, the employee may be reinstated into their previous position should it exist, or a comparable position consistent with the employee's qualifications, experience, and ability.

6.3. Once an employee is placed on LTD, contributions to OMERS cease. When the employee returns to work, they may be able to purchase the time they were off. Employees will need to contact OMERS for information.

7. APPLICATION

7.1. This policy applies to all permanent full-time employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.

7.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Vacation Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge values the importance of work-life balance and recognizes that vacation time is essential for the well-being and productivity of our employees. This policy outlines the entitlement, accrual, and procedures for requesting and taking vacation leave to ensure a fair and consistent approach for all employees.

2. PURPOSE

- 2.1. The purpose of the Vacation Policy is to promote employee well-being by encouraging employees to take regular breaks from work to rest and recharge, thereby contributing to their overall health and job satisfaction. It aims to ensure legal compliance with the statutory requirements of the Ontario *Employment Standards Act, 2000* ("ESA"), regarding vacation entitlements, ensuring all employees receive their entitled leave. It maintains fairness and transparency by providing clear guidelines and procedures for the accrual, scheduling, and use of vacation leave, ensuring all employees are treated equitably.

3. DEFINITIONS

- 3.1. Department Heads: CAO, Fire Chief, Director of Public Works and Operations, Director of Legislative Services, Director of Community Services, Director of Finance/Treasurer, Director of Bylaw/Animal Control, Director of Development Services
- 3.2. Township: The Corporation of the Township of Uxbridge.
- 3.3. Permanent Full-time: Means an employee who is regularly scheduled to work a full work week consisting of thirty-five (35) or forty (40) hours, in accordance with the classification schedule applying to the position.
- 3.4. Permanent Part-time: Means an employee who is regularly scheduled to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 3.5. Temporary Full-time: Means an employee who is hired for a specific period of time to work a full work week consisting of either thirty-five (35) or forty (40) hours.

- 3.6. Temporary Part-time: Means an employee who is hired for a specific period of time to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 3.7. Vacation Entitlement: the maximum number of paid days off per year a permanent full-time employee may receive if active full-time status is maintained for the entire year. Entitlement will accrue on a pro-rated basis from hire or anniversary date.
- 3.8. Vacation Entitlement Year: The vacation year is a calendar year. As a result, vacation is accrued and administered from January 1st to December 31st.
- 3.9. Vacation time: The amount of vacation time is based on the length of employment and employee's credited service.

4. SCOPE

- 4.1. This policy applies to all regular and temporary full-time and part-time employees, subject to individual employment contracts. Any other employees not identified in this policy will receive vacation time and vacation pay in accordance with the ESA and their respective employment contracts.
- 4.2. Where the employee is part of a union, the Collective Agreement provision will take precedence.

5. RESPONSIBILITIES

- 5.1. It is the responsibility of Directors to ensure that managers who report to them are planning and managing employee vacation time in accordance with this policy.
- 5.2. All vacation requests must be submitted in advance using HRISMyWay or any other approved process suggested by the Department Head or Manager, in writing, for review and approval by the supervisor/manager before vacation is taken.
- 5.3. Managers shall establish vacation schedule(s) to ensure service levels and operational requirements are adequately maintained and that the schedule(s) are appropriately communicated to staff. When scheduling vacation, employee requests will be honoured to the best of the Township's ability. Changes to the approved vacation schedule are at the discretion of the supervisor.
- 5.4. The employee's supervisor/manager may schedule the employee's vacation at their discretion, where deemed necessary and/or for operational reasons.
- 5.5. Managers and Supervisors are responsible for:

- Planning and managing employee vacation time so that their employees are able to use their allotted vacation time every calendar year.
- Ensuring that employees request vacation time in advance.
- Monitoring vacation balances for their employees
- Addressing vacation balances in excess of established limits within a reasonable period of time.

5.6. Employees are responsible for

- Planning vacation time in consultation with their managers as part of regular vacation planning.
- Requesting vacation time, consisting of half or whole days, in advance.
- Cooperating with their managers in addressing excess vacation balances, including establishing plans to reduce balances to within limits in a reasonable period of time.

6. PROCEDURES – Unionized, Management and Regular Full Time Employees

6.1. The Township provides paid vacation time in accordance with the following schedule, based on the employee's credited service:

Length of Service (in the year in which the employee completes)	Annual Vacation Entitlement	Accrual Hours per Completed Pay Period
0 to 1 year of service	Days are prorated based on hire date up to 16 days	35-hour work week: 4.3 hours 40-hour work week: 4.92 hours
1 to 6 years of service (Less than 6 years)	3 weeks plus 1 Lieu Day (16 days)	35-hour work week: 4.3 hours 40-hour work week: 4.92 hours
7 to 13 years of service (over 6 years, under 13 years)	4 weeks plus 1 Lieu Day (21 days)	35-hour work week: 5.65 hours 40-hour work week: 6.46 hours
14 to 20 years of service (over 13 years, under 20 years)	5 weeks plus 1 Lieu Day (26 days)	35-hour work week: 7.0 hours 40-hour work week: 8.0 hours
20+ years of service (over 20 years)	6 weeks plus 1 Lieu Day (31 days)	35-hour work week: 8.34 hours 40-hour work week: 9.53hours

6.2. Employees earn vacation time based on the length of their employment and credited service. Vacation time will continue to accrue during paid and job-protected unpaid leaves of absences, except when an employee is in receipt of Long-term disability benefits.

- 6.3. Annual vacation entitlement is earned through active service. Employees who are on leave for a portion of the year will be entitled to receive the pro-rated vacation entitlement, but no less than the minimum vacation entitlement required by the ESA.
- 6.4. Employees hired after the first working day of January receive a pro-rated vacation entitlement for the first year. The days will be calculated in bi-weekly increments. Eligibility for the full vacation entitlement in any year may be affected by any non-paid time experienced in the previous year and be pro-rated accordingly.
- 6.5. All vacation entitlements (including any carryover days) must be used in the subsequent year to avoid forfeiture of unused vacation. The employee and his/her manager have a mutual responsibility to develop a vacation schedule that ensures all earned and carryover vacation is taken in a timely manner.
- 6.6. Employees who become ill or injured during vacation may use their sick leave time, provided that the illness/injury is for a duration less than or equal to five working days. At the completion of the sick leave period, the employees' remaining vacation will be rescheduled at a mutually acceptable time.
- 6.7. If a death of a relative occurs while the employee is on vacation; the bereavement leave (as outlined in Personal Emergency Leave Policy) will be allowed to replace ongoing vacation. The employee will be entitled to reschedule vacation days equivalent to the number of days allowable under the Personal Emergency Leave Policy.
- 6.8. If a paid public or designated holiday falls during an employee's vacation, the employee shall be granted an additional day's vacation at a time mutually agreed to between the employee and the Department Head.
- 6.9. Employees who terminate their employment with the Township will accrue vacation to the last day of work and or to the last day of the notice period required pursuant to the ESA, if applicable.

6.10. Accrual During Leaves of Absences

- 6.10.1. For Employees in receipt of Township Short Term Disability ("STD") benefits, vacation entitlements will not continue to be earned / accrued. Length of service will continue to accrue for employees during the leave for purposes of calculating vacation time.
- 6.10.2. Vacation entitlements will not continue to be earned / accrued during job-protected unpaid leaves of absences such as Pregnancy and Parental Leave. Length of service will continue to accrue for employees during the leave for purposes of calculating vacation time.

6.10.3. Employees eligible for benefits pursuant to Township's Long-term Disability Benefit Plan will not earn/accrue vacation time or vacation entitlements during these leave periods.

6.11. Employment Termination and Entitlement

6.11.1. Upon termination of employment, employees will be paid any accrued but unused vacation hours, at their current rate of pay on their final pay.

6.11.2. Retiring employees should use their accrued vacation entitlement prior to their retirement date. A retiring employee will be paid any accrued but unused vacation hours, at their current rate of pay on their final pay.

6.11.3. Employees on job-protected unpaid leaves of absences such as Pregnancy and Parental Leave should use their accrued vacation entitlement prior to their leave date. Any remaining earned unpaid vacation balance can be paid out at their current rate of pay on their last pay before the leave starts or the employee can carry over up to five (5) days.

6.12. Vacation Carryover

6.12.1. The Township requires that vacation be taken in the calendar year based on the employee's vacation entitlement, and in accordance with the ESA. Vacation carry-over should be limited to the following circumstances:

6.12.2. An employee may carry over up to one (1) week (five (5) days) of vacation entitlement to the next year based on approval from their Department Head. These days must be taken prior to March of the following year.

6.12.3. The CAO may grant an exemption in extenuating circumstances and may allow for an employee to carry over more than one (1) week (five (5) days) vacation, but this practice is not encouraged. To carry over more than one (1) week (five (5) days) of vacation, a written request must be sent to the CAO for approval, and received by December 15th of the year in which vacation has been accrued. The written request must include the reason for the carryover, the of carryover and the expected date of vacation usage.

6.12.4. Notification of approval will be sent to Payroll and the affected employee(s).

7. PROCEDURES- Non-Unionized, Permanent and Temporary Part Time Employees

7.1. Employees with 0-4 years of service are entitled to vacation pay at 4% of their gross wages in accordance with the ESA, to be paid bi-weekly.

7.2. Employees with five (5) or more years of service are entitled to vacation pay at 6% of their gross wages in accordance with the ESA, to be paid bi-weekly.

7.3. Employees with 1-4 years of service are entitled to at least two (2) weeks of vacation time per year. Employees with 5 or more years of service are entitled to at least three (3) weeks of vacation time per year.

8. EMPLOYEE STATUS CHANGES

8.1. Regular full-time employees transferring to temporary status are expected to use their accumulated vacation entitlement prior to the commencement of their change in status. Employees who have not utilized their accumulated vacation entitlement prior to their change in status will be paid any accrued but unused vacation hours, at their current rate of pay on their final pay as a full-time employee. Thereafter, the employee shall be treated as a temporary employee.

8.2. Temporary contract or part-time employees transferring to permanent full-time status, bring with them no accumulated vacation hours, and will be treated as new hires for vacation entitlement purposes.

8.3. Temporary and contract employees may be credited for service at the time they become a permanent full-time employee in order to establish vacation entitlement but will only be entitled to earn vacation time for that year from the date the employee becomes permanent full-time. Vacation entitlement must be stated in their new Permanent Full-Time contract and will not be revised once the contract is signed and in place.

9. APPLICATION

9.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.

9.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Employment Type Policy – August 2025

1. POLICY STATEMENT

- 1.1. These procedures apply to various employment categories for employees in the Township of Uxbridge as specified in each procedure.

2. PURPOSE

- 2.1. This policy outlines terms and conditions of employment for staff and provides guidelines for management of the Township of Uxbridge to follow when exercising their management responsibilities.

3. EMPLOYMENT CATEGORIES

- 3.1. Dependent on the needs of the Township, employees are hired into one of the following categories:
- Permanent Full-time
 - Permanent Part-time
 - Temporary Full-time – includes Seasonal and Students
 - Temporary Part-Time – includes Seasonal and Students
 - Volunteer Firefighter
- 3.2. For clarity, Council Members are a category for Payroll purposes, however, Council Members are not employees of the Township, they are elected officials.
- 3.3. An Independent Contractor (Self-employed individual) who is retained by the Township on a fee for services basis is not an employee.

4. Permanent (Full-time and Part-time)

- 4.1. “Permanent” means an employee hired to fill a Council approved, budgeted position (i.e., permanent complement) on a regularly scheduled, continuous basis throughout each year. The recruitment process for such positions is comprehensive and includes a formal written offer of employment authorized by the Manager or Director. An individual hired into a regular position must successfully complete a probationary period before appointment to regular status.

- 4.2. Permanent Full-time: "Permanent full-time" means an employee who is regularly scheduled to work a full work week consisting of thirty-five (35) or forty (40) hours, in accordance with the classification schedule applying to the position.
- 4.3. Permanent Part-time: "Permanent part-time" means an employee who is regularly scheduled to work less than a full work week, to a maximum of thirty (30) hours per work week.

5. Temporary (Full-time and Part-time)

- 5.1. "Temporary" means an employee hired for a specific period of time. The terms, conditions and employment duration are set out in an employment contract.
- 5.2. Temporary Full-time: "Temporary full-time" means an employee who is hired for a specific period of time to work a full work week consisting of either thirty-five (35) or forty (40) hours.
- 5.3. Temporary Part-time: "Temporary part-time" means an employee who is hired for a specific period of time to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 5.4. Examples of temporary positions include summer student, back-fill of a regular employee on extended leave, assignments involving a peak workload situation or a special event/project, or season-specific positions.

6. Volunteer Firefighter

- 6.1. A Volunteer Firefighter is a qualified person engaged on an ad hoc basis by the Fire Department. The volunteer is retained for an indefinite period, with terms and conditions of engagement outlined in operating procedures established by the Fire Department. The Township has limited applicability to Volunteer Firefighters, only where specific reference to same is made.
- 6.2. While a Volunteer Firefighter is considered an employee under CRA, their employment is not insurable or considered regular employment with the Township.

7. PROCEDURES

7.1. Director/Manager Responsibility

Directors/Managers are responsible for administering the appropriate employment and service arrangements within their department/division to meet operational requirements and budget accountability.

7.2. Payroll Responsibility

The Payroll Team is responsible for maintaining a record of each employee's employment status and ensuring that all applicable employment legislation and policies are complied with accordingly.

8. APPLICATION

8.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.

8.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Public and Designated Holiday Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge is committed to adhering to the employment standards set forth by the Ontario *Employment Standards Act, 2000* (“ESA”). As part of this commitment, The Township recognizes and observes the Public Holidays as mandated by the ESA and shall observe additional Designated Holidays as negotiated and identified in Collective Agreements. This policy outlines the entitlements, eligibility, and procedures for employees to ensure fair and consistent observance of Public and Designated Holidays.

2. PURPOSE

- 2.1. The purpose of the Public and Designated Holidays Policy is to recognize public and designated holidays. This policy ensures fair and consistent application of public holiday entitlements in compliance with the ESA and applicable collective agreements

3. DEFINITIONS

- 3.1. Township: The Corporation of the Township of Uxbridge
- 3.2. Unionized: Employees covered under the Collective Agreement.
- 3.3. Permanent Full-time: An employee who is regularly scheduled to work a full work week consisting of thirty-five (35) or forty (40) hours, in accordance with the classification schedule applying to the position.
- 3.4. Permanent Part-time: An employee who is regularly scheduled to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 3.5. Temporary Full-time: An employee who is hired for a specific period of time to work a full work week consisting of either thirty-five (35) or forty (40) hours.
- 3.6. Temporary Part-time: An employee who is hired for a specific period of time to work less than a full work week, to a maximum of thirty (30) hours per work week.
- 3.7. Public Holiday: Public Holidays, also known as statutory holidays, consist of a variety of cultural, nationalistic, and religious holidays that are legislated by the Ontario provincial government as a holiday.
- 3.8. Designated Holiday: Designated Holidays are days designated by the Township as a

holiday. These days are holidays not recognized by the Ontario provincial government as a Public Holiday.

3.9. Facility Check: An onsite check by an employee of a Township facility that is closed due to a holiday. Facilities include the Arena, Parks buildings, and UxPool.

3.10. Public Holiday Pay: Public holiday pay is paid to eligible employees on Public Holidays. The calculation of Public Holiday Pay for non-unionized, permanent and Temporary Part-Time Employees will be conducted pursuant to the ESA.

3.11. Premium pay: Premium pay is one and one half (1.5) times an employee's regular rate of pay.

4. SCOPE

4.1. The Township of Uxbridge shall observe the following Public Holidays:

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Labour Day
Thanksgiving Day	Christmas Day	Boxing Day

4.2. The Township of Uxbridge shall observe the following as Designated Holidays:

Easter Monday	Civic Holiday	National Truth & Reconciliation Day
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4.3. The Township of Uxbridge reserves the right to add any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government as a Designated Holiday.

4.4. Where a holiday falls on a Saturday or Sunday and is not declared or proclaimed as being observed on another day, the following Monday (or Tuesday, where the preceding Monday is declared or proclaimed a holiday), shall be deemed to be the holiday.

4.5. Premium pay will be paid for hours worked on Public Holidays in addition to Public Holiday pay. Premium pay will not be paid on Designated Holidays, unless in accordance with the ESA.

4.6. To be eligible for Public Holiday Pay, an employee must meet the requirements under the ESA, including working the scheduled shifts immediately preceding and immediately following the holiday. Payment for the holiday shall be paid according to the ESA. An employee who fails to work the shift immediately before and/or after the holiday must have reasonable cause or the permission of their supervisor to be absent to receive the holiday pay. If the employee does not provide reasonable cause or fails to get the permission of their supervisor to be absent on the day either immediately preceding or immediately following the holiday, the employee will not receive Public Holiday Pay for that day. Employees may be required to provide proof to verify the absence pursuant to the ESA, and the applicable Collective Agreement.

5. PROCEDURES – Unionized, Management and Regular Full Time Employees

- 5.1. All Unionized, Management and Permanent Full Time Employees will receive Public Holiday Pay for Public and Designated Holidays.
- 5.2. All Unionized, Management and Permanent Full Time Employees will receive their regular daily hours for their Public Holiday Pay.
- 5.3. The Township of Uxbridge shall grant a floater day, in lieu of Remembrance Day to all Unionized, Management and Regular Full Time Employees, which shall be included in their yearly vacation entitlement.
- 5.4. The Township of Uxbridge shall grant a half-day, paid holiday for the last regularly scheduled day prior to Christmas Eve and New Year's Eve to all Unionized, Management and Permanent Full Time Employees.
- 5.5. Where a holiday falls on a non-working day for an employee, another working day shall be granted as the holiday and be taken at a time that is not later than the employee's next annual vacation, subject to the approval of the employee's immediate manager and shall not be more than three (3) months after the Public Holiday, unless agreed to by the employee and the employer. Under no circumstances should it occur more than twelve (12) months after the Public Holiday.
- 5.6. Where Unionized, Management and Permanent Full Time Employees agree to work on a Public Holiday, at the discretion of their Department Head, they will be entitled to:
 - Premium Pay for hours worked (time and one half) on the Public Holiday in accordance with the ESA plus Public Holiday Pay; **or**
 - Paid their regular wages for all hours worked on the Public Holiday and receive an additional paid day off with Public Holiday pay. This would be scheduled at a mutually agreeable time.
- 5.7. Where non-union permanent full-time employees agree to perform a Facility Check on a Public Holiday, the employee will be paid for three (3) hours at one and one half (1.5) times the employee's base hourly rate. For Facility Checks performed on Designated Holidays, the employee will be paid for three (3) hours at the employee's base hourly rate. For clarity, these amounts are in addition to their Public Holiday Pay.
- 5.8. Upon yearly approval from the Mayor and the CAO, a Holiday Closure may occur between Christmas and New Year's Day. If a Holiday Closure is approved, all Unionized, Management and Regular Full Time Employees will be gifted up to twenty-eight (28) hours to top up their regular full-time hours, thirty-five (35) or forty (40) hours per week. The addition of gifted hours shall not result in a total of regular hours higher than the employee's regular weekly hours.

6. PROCEDURES- Non-Unionized, Permanent and Temporary Part Time, and Temporary Full Time Employees

- 6.1. Non-Unionized, Permanent and Temporary Part Time, and Temporary Full Time Employees, will receive Public Holiday Pay for Public and Designated Holidays.
- 6.2. Further to 6.1, the calculation of Public Holiday Pay for non-unionized, Regular and Temporary Part-Time Employees will be conducted pursuant to the ESA.
- 6.3. Where a Non-Unionized, Regular and Temporary Part Time, and Temporary Full Time Employee agrees to perform a Facility Check on a Public Holiday, the employee will be paid for three (3) hours at one and one-half (1.5) times the employee's base hourly rate. For Facility Checks performed on Designated Holidays, the employee will be paid for three (3) hours at the employee's base hourly rate. For clarity, these amounts are in addition to their Public Holiday Pay should they be entitled to Public Holiday Pay under the ESA.

7. APPLICATION

- 7.1. This policy applies to all Employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 7.2. Where an Employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Hours of Work, Overtime and Lieu Time Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge is committed to adhering to the Ontario *Employment Standards Act, 2000* (“ESA”) and ensuring a fair and balanced approach to work hours, overtime, and lieu time. This policy outlines the standards for regular work hours, the conditions under which overtime is compensated, and the provision for lieu time. The aim is to maintain compliance with legal requirements while promoting employee well-being and operational efficiency.

2. POLICY OBJECTIVE

- 2.1. The purpose of the Hours of Work, Overtime, and Lieu Time policy is to ensure legal compliance with the statutory requirements of the ESA, regarding hours of work, overtime pay, and time off in lieu. It aims to promote employee well-being by encouraging a healthy work-life balance through clearly defined work hours and fair compensation for overtime, thus reducing the risk of burnout and enhancing job satisfaction. The policy also seeks to maintain operational efficiency by establishing clear guidelines for managing work hours and overtime, ensuring the company's operational needs are met without overburdening employees. Additionally, it enhances fairness and transparency by providing a clear framework for the calculation and compensation of overtime and the use of lieu time, ensuring all employees are treated equitably.

3. DEFINITIONS

- 3.1. Authorized: is defined as approval in advance received from the employee's manager or supervisor.
- 3.2. Work Week: The standard work week is Saturday to Friday.
- 3.3. Hours of Work – Full-time Positions: The standard work week for all non-union full-time positions is thirty-five (35) hours or forty (40) hours depending on the position. Please note, the work hours in some departments may vary and change as outlined above to meet operational needs. Days of the week worked are set in the employees' contract.
- 3.4. Meal Period(s) for Full-time Positions: Employees are entitled to an unpaid meal period of one (1) hour period as approved by the employee's immediate supervisor.

- 3.5. Hours of Work – Part-time Positions: The standard work week for all non-union part-time positions varies based on the position but will be to a maximum of thirty (30) hours per work week. Hours of work and breaks for all non-union part-time positions are determined by the employee's immediate supervisor and approved by the Department Head.
- 3.6. Meal Period(s) for Part-time Positions: An employee must not work for more than five (5) hours in a row without getting a 30-minute eating period (meal break) free from work. However, if the employer and employee agree, the eating period can be split into two (2) eating periods within every five (5) consecutive hours. Together these must total at least 30 minutes. This agreement can be oral or in writing. Meal breaks are unpaid unless the employee's employment contract requires payment.
- 3.7. Lieu Time: is defined as paid time off instead of overtime pay for all authorized hours worked in excess of the employee's standard workday or standard work week. Lieu time will be at straight-time for all authorized hours up to forty-four (44) hours in one (1) week. All authorized lieu hours worked in excess of forty-four (44) hours per week are compensated at the rate of one and one-half (1.5) times, unless otherwise noted (as per the ESA). An employee and an employer must agree electronically or in writing that the employee will receive paid time off work instead of overtime pay.
- 3.8. Overtime Pay: is defined as monetary compensation for all authorized hours worked in excess of an employee's standard workday or standard work week. Overtime pay will be at straight-time for all authorized hours up to forty-four (44) hours in one (1) week. All authorized overtime hours worked in excess of forty-four (44) hours per week are compensated at the rate of one and one-half (1.5) times the employee's base hourly rate unless otherwise noted. In some circumstances, where written averaging agreements exist, an employee would only qualify for overtime pay if the average hours worked per week during an average period exceeds forty-four (44) hours.
- 3.9. Premium pay: Premium pay is one and one-half (1.5) times an employee's regular rate of pay.

4. POLICY REQUIREMENTS

- 4.1. In accordance with the "hours free from work" section of the ESA, employees must have a period free from performing work equal to at least twenty-four (24) consecutive hours in every work week (recurring period of seven consecutive days) or at least forty-eight (48) consecutive hours in every period of two (2) consecutive work weeks.
- 4.2. Shift Schedules for hours of work will be posted 14 days prior to work. Due to changes in operational needs, managers have the right to change the work schedule, after it has been posted. Changes by management may be made with at least 48 hours' notice to the employee.
- 4.3. Directors and Managers are responsible for actively managing overtime and managing employee work hours to protect against employee fatigue, and absenteeism.

- 4.4. Overtime should be kept to a minimum and should not form a part of the regular work schedule.
- 4.5. Regularly working hours in excess of the regular work hours may be permitted subject to a written agreement between the Township, the Employee and Senior Management.
- 4.6. Every effort should be made to minimize working additional hours beyond regularly scheduled hours of work. Supervisors/Department Heads should make every effort to adjust the employee's schedule when possible and only compensate for additional time worked when an alternative schedule is not possible.
- 4.7. Upon request from a manager, an employee may be required to work scheduled overtime. Such requests shall take into consideration any prior personal commitments that the employee may have made. Scheduled overtime, when necessary, shall be distributed as fairly as possible among those employees regularly performing the work.
- 4.8. If an employee anticipates that they will need to work overtime to complete specific projects or tasks, they must receive approval from their manager in advance of overtime hours being worked.
- 4.9. Approved overtime is normally paid in the first pay period following the period in which overtime was worked.
- 4.10. Only full-time employees are entitled to bank lieu time (where applicable), pursuant to a written agreement. Part-time employees will receive overtime pay.
- 4.11. Managers and supervisors who are aware of extra time worked at the employee's discretion, without management approval (working through lunch, arriving early, or staying late) must order employees to stop working and ensure that they have done so. Employees who perform extra work which is not Authorized will be subject to discipline up to and including termination of employment.
- 4.12. To meet operational needs at certain Township Facilities, such as Uxbridge Arena, employees may be scheduled for ten (10) hour shifts to fulfill their regular hours. Employees will qualify for overtime pay only if their average weekly hours over a two (2) week pay period (from Saturday to the second Friday) exceed forty-four (44) hours. For instance, if an employee works fifty (50) hours (five (5) x ten (10) hour shift) in the first week and forty (40) hours (four (4) x ten (10) hour shift) in the second week, the total hours worked would be ninety (90). Overtime will be calculated as follows: ninety (90) hours divided by two (2) weeks equals forty-five (45) hours per week. Since forty-five (45) hours per week surpasses forty-four (44) hours, the employee will earn overtime for one (1) hour per week (forty-five (45) hours – forty-four (44) hours). Employees may be required to sign an Averaging Agreement to document the same.

5. EXCLUSIONS

- 5.1. Hours not worked but paid to the employee will not be included in calculations of overtime, including lieu time, public holiday pay, bereavement, sick, family time and vacation.
- 5.2. Hours not worked but to be paid to the employee, including lieu time, bereavement, sick, family time and vacation cannot be used to create additional hours above the employee's regular work week hours.
- 5.3. When an employee receives premium pay for hours worked, these hours will not be included in calculations of overtime.
- 5.4. Meal breaks, whether paid or unpaid, are not considered hours of work, and are not counted toward overtime.
- 5.5. Management reserves the right to deny a personal shift exchange if it will result in overtime hours.

6. PROCEDURES – Unionized, Management and Regular Full Time Employees

6.1. Employee Schedule Adjustments Instead of Lieu Time

- 6.1.1. Schedule adjustments should be considered first before employees incur lieu time or overtime hours. An example includes if an employee works one (1) hour late, the following day the employee could start work one (1) hour late. This would allow for the number of weekly hours worked to remain the same. Schedule adjustments may require approval.
- 6.1.2. Subject to the supervisor's discretion, if an employee comes in late for their scheduled day, the employee may stay late or come in early to make up the time.

6.2. Approval of Overtime Hours

- 6.2.1. Due to department operational needs, employees may be requested to work additional hours by their immediate Supervisor or a Department Head. Employees who feel additional hours may be necessary must consult with their immediate Supervisor first and obtain approval before working the additional hours.

6.3. Overtime Compensation for Management Positions

- 6.3.1. Eligible management positions including Director, Deputy Directors and Managers will receive an annual Management Lieu entitlement of five (5) days at the beginning of the calendar year, January 1st. The annual lieu time will be prorated for the balance of the calendar year upon commencement of management position.

6.4. Lieu Time Compensation

- 6.4.1. A total of twenty (20) hours of lieu time may be accumulated annually. Lieu time is to be taken at a time mutually agreeable between the Supervisor/Department Head and the employee.
- 6.4.2. Both the employee and their manager are responsible for ensuring that all lieu time is taken as soon as possible after the work week in which the additional hours were worked.
- 6.4.3. Exceptions to the twenty (20) hours accumulation limit may be made in exceptional circumstances, where requested by the employee and approved by the respective Department Head and CAO.
- 6.4.4. All lieu time hours earned and used must be entered and tracked into Payroll.
- 6.4.5. Lieu time, including Management Lieu will be used before vacation time.
- 6.4.6. In a pay period where both lieu time is incurred and entitlements including lieu time and vacation are used, lieu time will not be banked. Instead, the amount of the incurred lieu time will be reduced from the amount of the entitlement used in that pay period.
- 6.4.7. When staff are required to attend Council meetings, appointed Committees of Council, or events, outside of scheduled hours, they will be compensated with a minimum of three (3) hours at regular time for attendance, unless otherwise required by the ESA. The preferred procedure is for the employee to adjust their scheduled hours for the work week to stay within their regular work week hours, but in cases where this is not possible, the employee may incur lieu time or be paid out for the hours.

7. PROCEDURES- Non-Unionized, Regular and Temporary Part Time Employees

- 7.1. All hours worked by Regular and Temporary Part Time Employees are to be paid. All hours worked up to forty-four (44) hours per week will be paid at straight-time (employee's base hourly rate). All hours worked in excess of forty-four (44) hours per week are compensated at the rate of one and one-half (1.5) times the employee's base hourly rate. Regular and Temporary Part Time Employees work less than thirty (30) hours per work week and, therefore, do not typically accrue overtime hours by working in excess of forty-four (44) hours per week.
- 7.2. Due to department operational needs, employees may be requested to work additional hours by their immediate Supervisor or a Department Head. Employees who feel additional hours may be necessary must consult with their immediate Supervisor first and obtain approval before working the additional hours.

8. APPLICATION

- 8.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 8.2. Where an employee is part of a Union, the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.



Township of Uxbridge

Standby Status and Call-In Policy – August 2025

1. POLICY STATEMENT

- 1.1. The Township of Uxbridge recognizes the importance of ensuring that essential services and operations continue without interruption. To facilitate this, the Township may require certain employees to be on standby status and be available to respond to work-related emergencies outside of regular working hours. This policy outlines the expectations, entitlements, and procedures for employees placed on standby.

2. PURPOSE

- 2.1. The purpose of the Standby Status and Call-In policy is to ensure operational continuity by maintaining essential services and responding promptly to emergencies or critical situations outside regular working hours. It aims to clarify expectations by providing clear guidelines for employees on standby, ensuring they understand their responsibilities and the conditions of standby status. The policy ensures fair compensation for employees on standby and those called in to work outside their regular hours, in accordance with the Ontario *Employment Standards Act, 2000* ("ESA") (as amended), and company policy.

3. DEFINITIONS

- 3.1. Township: The Corporation of the Township of Uxbridge.
- 3.2. Standby Duty: The assignment of employees on standby duty ensures staff availability outside regular hours of coverage to address operational demands.
- 3.3. Standby Pay: Compensation paid to an employee who has completed standby duty. Compensation that employees receive when they are required to be on a standby status, whether or not they are called into work.
- 3.4. Standby Status: The assignment of employees on standby status ensures staff availability outside of regular hours of coverage to address operational demands. Employees assigned to Standby status must be accessible by telephone, available and able to report/respond to work within a reasonable and acceptable time to deal with the call.
- 3.5. Standby Lieu Days: Employees assigned standby status will be provided with five (5) standby lieu days per calendar year.

3.6. Call-in Duty: Where an employee has been called back in before their next scheduled shift.

3.7. Call-in Pay: Compensation that employees receive when they are called into their work sites or required to work from a remote location, whether or not they have been on standby status. This amount is calculated in accordance with the ESA.

4. CONDITIONS

4.1. Employees may be required to be on standby status:

- Before or after their regularly scheduled hours, and/or,
- On a day when they are not scheduled to work.

4.2. If a department requires employees to be on standby status for call-in to the worksite, or to work from a remote location, manager/director:

- May assign employees standby status, stating exact dates and times that employees are required to be on standby, and that the employee is available to respond to a call-out within a reasonable time.
- Where necessary, will provide employees with a cell phone to facilitate contact.

5. EMPLOYEES ON STANDBY STATUS

5.1. Employees assigned standby status will be provided with five (5) standby lieu days per calendar year. These lieu days are in addition to any pay received while on standby status and can be used at any time throughout the year for paid time off. The five (5) lieu days are granted annually and are not provided on a per-day basis for each instance of standby status.

5.2. Employees who are on standby status must be accessible by telephone and no further from their work sites than the distance they usually travel to work unless other arrangements have been made for them to do their work from a remote location.

5.3. The employee cannot engage in any activity that would impair judgment or prohibit a response while on standby.

5.4. When employees are on Standby Status, they are available for work in various ways:

- They may be required to leave home or the place where they are contacted and travel to work or some other site to deal with situations that require their presence.
- They may be required to deal with problems by working from home e.g., using a computer and modem.

5.5. If an employee needs to make changes to their standby schedule, they must obtain the approval of their director/manager to ensure standby coverage is maintained.

- 5.6. If contact cannot be made with an employee who is on Standby Status or if that employee fails to perform the work required, that employee is ineligible for standby or call-in pay.

6. PROCEDURE – EMPLOYEES ON STANDBY STATUS

- 6.1. Employees, who have left the Township's premises, having worked their regular scheduled shift, and are subsequently called back into the workplace outside their regularly scheduled hours shall be paid their straight time hourly rate, for all hours worked from the call-in or the minimum pay required under the ESA. These wages can be paid out or banked as lieu time.
- 6.2. Employees that are called into work on their day off are paid a minimum of three (3) hours at their normal straight time rate. These wages can be paid out or banked as lieu time.
- 6.3. If an employee can respond remotely, they shall receive a minimum of one (1) hour pay at straight time. These wages can be paid out or banked as lieu time.
- 6.4. If an employee is requested to start his/her shift early, and if there is at least eight (8) hours' notice of the early start, they shall be paid straight hourly rate, for the hours worked ahead of their regular scheduled hours. These wages can be paid out or banked as lieu time.

7. PROCEDURE – CALL IN FOR EMPLOYEES NOT ON STANDBY STATUS

- 7.1. Non-Standby Status employees that are called into work on their day off are paid a minimum of three (3) hours at their normal straight time rate. Unless hours worked for the week have exceeded 44 hours. Any hours over 44 hours will be paid at 1.5 times as per ESA.
- 7.2. Non-Standby Status employees that are called into work have a right to refuse unsafe work (for example, if they are inebriated or a remote distance from the workplace), as it is not a requirement of their employment that they return to work at all times.
- 7.3. If the Director or Department Head approves the call in as an emergency, non-Standby Status employees that are called into work on their day off, shall be paid at the greater of either; time-and-a-half (1.5) their base hourly rate for the hours worked or three (3) hours at their regular straight-time rate.
- 7.4. Non-Standby Status employees, who have left the Township's premises, having worked their regular scheduled shift, and are subsequently called back into the workplace shall be paid time-and-one-half (1 ½) the employee's base hourly rate for hours worked or the minimum pay required under the ESA.
- 7.5. Pay for work performed is counted from the time employees arrive at the work site.

- 7.6. If employees can perform the required tasks by working from home all hours worked are considered as call-in, as appropriate, and employees are compensated for hours worked, or for a minimum of one (1) hour.

8. PROCEDURES - FACILITY CHECKS

- 8.1. When an employee is required to attend a Facility owned by the Township, for a facility check, staff will be paid 3 hours at straight-time for each facility check, unless otherwise required by the ESA. If the facility check occurs on a Statutory Holiday, the employee will be paid for 3 hours at time-and-one-half (1 ½) the employee's base hourly rate, plus public holiday pay.

9. START EARLY OR STAY AT WORK BEYOND REGULAR WORK HOURS

- 9.1. All additional hours must receive prior approval from the employee's supervisor.
- 9.2. Where an employee is required to stay at work beyond his/her regular hours to deal with a work situation, they shall be paid at straight time for the additional hours or the minimum pay required under the ESA, unless hours worked for the week have exceeded 44 hours. Any hours over 44 hours will be paid at 1.5 times as per ESA.
- 9.3. Where an employee is required to start work earlier than their normal working hours, and there is at least eight (8) hours' notice of the early start, they shall be paid at straight time for the additional hours, unless hours worked for the week have exceeded 44 hours. Any hours over 44 hours will be paid at 1.5 times as per ESA.

10. IMPLEMENTATION

- 10.1. Director/Manager should ensure that they assign employees to Standby Status through formal communication. They should communicate to other employees who normally carry cell phones that they are not automatically on standby status.
- 10.2. Director/Manager are responsible for scheduling employees for Standby Status and should give employees as much advance notice as possible by establishing rotating schedules.
- 10.3. Some divisions or operational units may wish to distribute the responsibility for Standby Status amongst all qualified employees. In other divisions or operational units, it may be preferable to ask for volunteers to be on standby status.
- 10.4. Employees who have been on Standby Status and/or called into work must submit their hours on their timesheet.

11.APPLICATION

- 4.1. This policy applies to all employees. Any exceptions to this policy may be authorized in writing by the Chief Administrative Officer.
- 11.1. Where an employee is part of a Union; the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount Paid
2025-09-04	BEL001	BELL CANADA	9058529748/AUG2025	2025-08-01	TELEPHONE-AUG	\$76.86
2025-09-04	BEL001	BELL CANADA	9054732375/AUG2025	2025-08-01	TELEPHONE-AUG	\$146.31
2025-09-04	BLU001	BLUE HERON BOOKS	409897	2025-05-08	BOOK	\$35.28
2025-09-04	BLU001	BLUE HERON BOOKS	409813	2025-05-06	BOOKS	\$42.81
2025-09-04	WHI007	WHITEHOTS INC	3593400	2025-07-30	BOOKS	\$570.14
2025-09-04	WHI007	WHITEHOTS INC	3590008	2025-07-10	BOOKS	\$338.85
2025-09-04	WHI007	WHITEHOTS INC	3591132	2025-07-18	BOOKS	\$494.07
2025-09-04	WHI007	WHITEHOTS INC	3591138	2025-07-18	BOOKS	\$386.47
2025-09-04	WHI007	WHITEHOTS INC	3591991	2025-07-24	BOOKS	\$473.83
2025-09-04	WHI007	WHITEHOTS INC	3593153	2025-07-30	BOOKS	\$592.15
2025-09-04	WHI007	WHITEHOTS INC	3593074	2025-07-30	BOOKS	\$170.08
2025-09-04	WHI007	WHITEHOTS INC	3591714	2025-07-23	BOOKS	\$63.19
2025-09-04	VER001	ELEXICON ENERGY INC.	51001548-02/AUG2025	2025-08-25	HYDRO-JULY 8 TO AUG 8	\$1,755.75
2025-09-04	DAT004	DATA AXLE inc.	10004321582	2025-06-02	LICENSE-6/27/25-6/26/26	\$1,168.42
2025-09-04	DEL002	DE LAGE LANDEN	10316272	2025-08-02	COPIER-9/1/25-9/30/25	\$202.29
2025-09-04	BRU008	BRUCE CLARK & SON PLUMBING	17481	2025-07-23	MAINTENANCE	\$180.80
2025-09-04	HYD005	HYDRO ONE NETWORKS INC.	200072033278/AUG2025	2025-08-13	HYDRO-JULY 8 TO AUG 7	\$238.71
2025-09-04	LAW001	LAWNSCAPE	50505-LIBRARY	2025-08-22	GRASS CUTTING-AUG 11-LIB	\$39.55
2025-09-04	LAW001	LAWNSCAPE	50338-LIBRARY	2025-07-29	GRASS CUTTING-JL28,AG4-LIB	\$79.10
2025-09-04	MAR004	MARTY S WINDOW CLEANING	03-JULY 28/25	2025-07-28	WINDOW CLEANING	\$135.60
2025-09-16	DEL002	DE LAGE LANDEN	10366091	2025-09-01	COPIER-10/1/25-10/31/25	\$221.89
2025-09-16	BEL001	BELL CANADA	9054732375/SEPT2025	2025-09-01	TELEPHONE-SEPT	\$146.31
2025-09-16	ARJ001	ARJAY ENGINEERING	0081849-IN	2025-08-20	SERVICE	\$768.40
2025-09-16	HEA002	HEAT-AIR MECHANICAL LTD.	43935R	2025-08-13	SERVICE	\$476.30
2025-09-16	HEA002	HEAT-AIR MECHANICAL LTD.	43951	2025-08-13	SERVICE	\$610.20
2025-09-16	NET001	NETAGEN	162522	2025-08-11	SOPHOS SUPPORT	\$2,706.97
2025-09-16	PEG001	PEGGY KENNEDY	PETTY CASH-8/29/25	2025-08-29	PETTY CASH-SUPPLIES	\$255.60
2025-09-16	WHI007	WHITEHOTS INC	3593520	2025-07-31	BOOKS	\$776.31
2025-09-16	WHI007	WHITEHOTS INC	3594972	2025-08-15	BOOKS	\$241.01
2025-09-16	WHI007	WHITEHOTS INC	3594076	2025-08-08	BOOKS	\$367.63
2025-09-16	WHI007	WHITEHOTS INC	3594918	2025-08-14	BOOKS	\$335.20
2025-09-16	WHI007	WHITEHOTS INC	3596782	2025-08-28	BOOKS	\$590.97

2025-09-16 WHI007	WHITEHOTS INC	3595988	2025-08-22 BOOKS	\$255.49
2025-09-16 WHI007	WHITEHOTS INC	3596237	2025-08-25 BOOKS	\$558.97
2025-09-16 XER001	XEROX CANADA LTD.	P64475229	2025-07-29 COPIES-6/26/25 TO 7/28/25	\$74.87
2025-09-16 XER001	XEROX CANADA LTD.	P64336212	2025-06-30 COPIES-5/27/25 TO 6/26/25	\$114.49
2025-09-16 STE019	STEVE KING PROPERTY SERVICE	2017949-LIBRARY	2025-08-31 GRASS CUTTING-AUG-LIB	\$118.65
2025-09-16 CIB003	CIBC VISA	7412-AUG16-SEPT15	2025-09-16 7412-AUG 16 TO SEPT 15/25	\$4,528.00
2025-09-16 TOD001	TODD BOWEN ENTERPRISES INC	817256	2025-06-24 BELL TOWER REPAIRS	\$1,580.53
2025-09-16 DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/SEPT2025	2025-09-02 WATER AND SEWER-JUL24-AUG26	\$423.83
2025-09-16 DUR045	DURHAM FIRST AID INC.	31530	2025-09-02 COURSE	\$610.20
2025-09-16 DUR045	DURHAM FIRST AID INC.	31571	2025-09-03 COURSE	\$559.35
2025-09-16 FIB003	FIBERNETICS CORPORATION	756669	2025-09-01 TELEPHONE-SEPT	\$141.13
2025-09-16 BEL001	BELL CANADA	9058529748/SEPT2025	2025-09-01 TELEPHONE-SEPT	\$76.86
2025-09-16 BLU001	BLUE HERON BOOKS	415864	2025-08-27 BOOKS	\$31.91
2025-09-30 MIN003	MINISTER OF FINANCE	EHT-SEPT/25	2025-09-30 EHT-SEPTEMBER	\$857.47
				\$24,618.80