

Type of Decision							
Meeting Date	Tuesday, October 16, 2018			Report Date	Friday, October 12, 2018		
Council Decision Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Priority	X	High	Low
Complies with Current Policy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Creates New Policy	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Aligns with Strategic Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Priority in Asset Management Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Follows Procedure By-law	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Follows Procurement By-Law	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Aligns with Zoning By-Law	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Aligns with previous Council precedent	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
As per Provincial Legislation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Provincial Act or Regulation	Employment Standards Act		
Direction	x	Information Only		Type of Meeting	X	Open	Closed
REPORT TITLE - Christmas Office Closure							
Report #16/10/2018 - 1202							

Subject: Council consideration of office closure over holiday season due to staff accumulation of overtime.

RECOMMENDATION:

That Council authorize staff to close the municipal office from Friday, December 21 to and including Wednesday, January 2, 2018. There is precedent in 2017, increased progressively from Christmas Eve closures beginning years before that.

Resolution #1

WHEREAS over the past year, staff have accumulated significant banked time due to work demands and staff leave;

AND WHEREAS office demands during the Christmas vacation period are minimal as many municipal and provincial offices are closed with few if any resident requests over the years;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to close the municipal office from Friday, December 21 to and including Wednesday, January 2, 2018 to allow office employees to take their accumulated banked time and/or owed and outstanding vacation time.

BACKGROUND/EXECUTIVE SUMMARY:

The above resolution provides solutions to alleviate current considerable vacation and banked time owing to municipal office employees.

Due to the considerable time demands over the past year, specifically with elections, employee leave, special and public meetings, resignations and appointing new council member, office staff has accumulated weeks of banked time.

The *Employment Standards Act* states that “Paid time off must be taken within three months of the week in which the overtime was earned or, if the employee agrees in writing, it can be taken within 12 months.”

We have completed signed agreements to extend that to 12 months however; with normal work demands, it is difficult to find the time. Closing the office for these 6 working days will help alleviate the current situation and provide a well-deserved break for office staff.

Currently there are more than 8 weeks of vacation owed, as well as 2.5 weeks of accumulated time in lieu of overtime. 100 hours of overtime accumulated from 2017 was already paid out this year. As soon as the new council is elected, we need to consider replacing staff on leave as work is still accumulating and staff are still accumulating overtime to cover work of others and training.

A number of County municipalities close for the entire two week period.

Options/Discussion:

With a small office with few staff, and a succession of out of the ordinary circumstances – work continues to pile up. Staff work on priorities and other tasks do fall by the wayside. The new Council will need to look at staffing needs in the new year.

Financial Considerations – Budget Impact:

There will be no financial implications as the time is owed to employees, staff will not be paid anything extra, they will simply have paid time off as it owed to them either through regular wages and/or vacation time earned.

Policy Impact:

As per the *Employment Standards Act* and current municipal policy to not pay out overtime and instead bank time in lieu.

Others Consulted/Resources:

The Employment Standards Act and Ministry of Labour website - https://www.labour.gov.on.ca/english/es/tools/hours/overtime_tutorial.php

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith