



BY-LAW NO: 26-17

**Being a bylaw to adopt the Employee Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

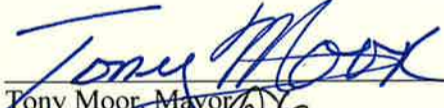
AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt an Employee Policy;


NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Employee Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Employee Policy By-Law" and By-Law 24-58 is hereby rescinded.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 4th DAY OF MARCH 2026.



Tony Moor, Mayor



Craig Davidson, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:

Employee Policy

SUBJECT:

POLICY SECTION:

E

POLICY NO:

1

EFFECTIVE DATE: January 12, 2022

AMENDED: October 15, 2024

AMENDED: March 4, 2026

ENACTED BY: By-Law 22-02

ENACTED BY: Resolution, By-Law 24-58

ENACTED BY: Resolution, By-Law 26-17

The Council of the Township of The North Shore shall hereinafter be referred to as the "Employer".

SECTION 1 – CONDITIONS OF EMPLOYMENT

- a) Upon the acceptance by the employer of the application of a prospective employee, the employee shall produce, at their expense, a certificate signed by a medical doctor stating whether or not they are medically fit to perform their job duties. The employer will state the specific job duties and requirements on the posted job listings, including the requirement to get a doctor's note upon hire – AS PER THE ONTARIO HUMAN RIGHTS COMMISSION.
- b) All new full-time employees shall participate in the OMERS Plan and any active mandatory Group Insurance Programs, after serving the probationary period.
- c) Criminal Record Checks and Driver's Abstracts to be obtained for employment per the Township of The North Shore Criminal Record Check Policy, as amended.

SECTION 2 – PROBATION

- a) All employees shall serve a three-month probationary period commencing on the date of the hiring or as stated in the employee's Employment Agreement.
- b) At the end of the probationary period, the supervising official shall present the employer with a recommendation regarding permanent employment, including the employee's strengths and weaknesses, extra duties to be added/removed from the current job description, and whether further training is required.
- c) A yearly performance review of employment will be completed in December for each year. Reviews for employees will be conducted by the Clerk or as stated in the Employment Agreement and kept in their respective personnel file. The reviews for the Clerk will be conducted by the Mayor and kept in the Mayor's office and the Clerk's personnel file.

SECTION 3 – ATTENDANCE/PUNCTUALITY

Regular attendance and punctuality will be expected of all employees. If an employee will be absent or late, they are expected to notify the Clerk in a timely manner.

SECTION 4 – SEVERANCE PAY

Severance Pay shall be paid as outlined in the Ontario Employment Standards Act.

SECTION 5 – REGULAR PAY

Regular pay rate will be outlined on each individual employee's Letter of Offer/Employment Agreement.

SECTION 6 – PAY SCALE

- a) Annual pay scales will comply with the Employment Agreement/letter of offer.
- b) Employees that do not have an annual pay scale as part of their Employment Agreement/letter of offer shall have pay adjusted annually in accordance with the Consumer Price Index.

SECTION 7 – HOURS OF WORK

- a) Full time employees – Five-day work week as agreed upon to provide coverage from 9am-4:30pm Monday to Friday.
- b) Part-time, casual, and seasonal employees – Hours and terms of employment shall be set per the Township of The North Shore Hiring Policy, as amended, and/or any other applicable Township of The North Shore Policy, as amended, that directly relates to the hiring of employees.
- c) Banked Hours – A maximum of 18 hours at regular pay level. Paid out at year end. Banked hours are only applicable for employees that are paid on an hourly basis.
- d) Employees will not work on Holidays (as defined in Section 12 of this policy).
- e) Employees may be expected or required to attend Council meetings or Committee meetings, per the Township of The North Shore Procedure By-Law, as amended.
- f) Employee's may be required to attend the Municipal Office or other voting locations on Election days, upon the request of the Clerk or an appointed Deputy Returning Officer (DRO).

SECTION 8 – OVERTIME

Overtime shall be paid in accordance with regulations outlined in the Employment Standards Act and in accordance with all Employment Agreements.

SECTION 9 – HEALTH AND SAFETY FOR EMPLOYEES/ACCOMMODATION

Please review the Health and Safety Policy and/or Occupational Health and Safety Act (Green Book), as amended.

SECTION 10 – VACATION WITH PAY

- a) All full-time employees who have completed one year of continuous employment shall be eligible for two (2) weeks of vacation with pay based on the employee's regular rate of earnings.
- b) All full-time employees who have completed four (4) years of continuous service shall be eligible for three (3) weeks of vacation with pay based on the regular rate of earnings.
- c) All full-time employees are entitled to four (4) weeks of vacation at regular rate of pay after eight (8) years of continuous service.
- d) All full-time employees who have completed 15 years of continuous service shall be eligible for five (5) weeks of vacation with pay based on the regular rate of earnings.
- e) All full-time employees who have completed 20 years of continuous service shall be eligible for six (6) weeks of vacation with pay based on the regular rate of earnings.
- f) Part-time employees are entitled to vacation pay at the rate of 4% of gross earnings.
- g) Vacations shall start on the first day of the week, except if mutually agreed otherwise.
- h) Vacation time must be approved by the Clerk. They shall be calendarized. Changes can only be made if proper notice is given – i.e., previous scheduled vacation.

- i) If a statutory holiday falls within a vacation period of an employee, he or she shall receive an additional day of vacation.
- j) A terminated employee shall be paid his/her/their full vacation entitlement remaining from the previous year plus his/her/their prorated vacation entitlement for the current calendar year.
- k) Each employee with less than one (1) year of continuous employment with the Township on July 1st shall receive one (1) day of vacation at his regular pro-rata daily rate for each completed month of service since the date of last starting work with the Township, notwithstanding that such employee shall not receive a vacation of longer duration than the ten (10) days he would have been scheduled to work had he not been on vacation.
- l) All holidays shall be taken within the calendar year starting at the employment anniversary date and cannot be carried forward without the express written consent of the employer or as stated in the Employment Agreement.

SECTION 11 – COMPLAINTS/CONFLICT OF INTEREST/CONFIDENTIALITY/ALCOHOL AND DRUGS/DISCIPLINARY ACTION/HARASSMENT AND BULLYING/ SEXUAL HARASSMENT

Please review the Employee Code of Conduct Policy and any other relevant policy, as amended.

SECTION 12 – HOLIDAYS

- a) All full-time employees are entitled to 12 paid holidays as follows:

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|-------------------|----------------------|
| 1. New Year's Day | 7. Civic Holiday |
| 2. Family Day | 8. Labour Day |
| 3. Good Friday | 9. Thanksgiving Day |
| 4. Easter Monday | 10. Christmas Day |
| 5. Victoria Day | 11. Boxing Day |
| 6. Canada Day | 12. Floating Holiday |

- b) Part-time employees will receive regular rate of pay, provided they have been employed by the municipality for thirty (30) days immediately prior to the holiday and will continue to be employed after the holiday.
- c) If a statutory holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If the statutory holiday falls on a Sunday, the following Monday will be observed as a holiday. If Christmas Day falls on a Sunday, then the following Tuesday shall be observed as a holiday. If a statutory holiday falls on a Tuesday, the preceding Monday shall be observed and if a statutory holiday falls on a Thursday, the following Friday shall be observed and shall be advertised in advance.
Special arrangements may be made at the discretion of Council.

SECTION 13 – MEALS

Staff engaged solely for election purposes shall receive a lunch and dinner allowance for the days the polls are open.

SECTION 14 – SMOKING

Persons are to refer to the Township of The North Shore Smoking By-Law #04-06.

SECTION 15 – ABSENCE

Absence without loss of salary, or hourly pay rate, of full-time employees will be permitted as follows:

- a) Personal illness – as outlined in By-law 99-23
- b) Bereavement
 - I. An employee shall be granted time off in the event of the death of a member of his/her/their immediate family. Bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral, memorial service, or to attend to estate matters.
 - II. Where such days fall on a scheduled working day for the employee, he/she/they shall be paid for each day a bereavement allowance up to a maximum of three (3) days.
 - III. Per the Ontario Employment Standards Act, bereavement leave can be taken because of the death of the following family members:
 - a. A spouse (includes both married and unmarried couples, of the same or opposite genders)
 - b. A parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
 - c. A spouse of the employee's child
 - d. A brother or sister of the employee
 - e. A relative of the employee who is dependent on the employee for care or assistance
 - IV. An employee eligible for a bereavement leave which occurs during his or her vacation shall be entitled to have that portion of his or her vacation rescheduled.
- c) Authorized Absence
 - I. An employee may be absent from his or her duty without pay when approved by the Clerk.
 - II. An employee may be absent when called for Jury Duty or when subpoenaed as a witness. Authorized absence for Jury Duty is at regular rate of pay less remuneration pay received in course of Jury Duty and no loss of sick leave credits.
- d) Maternity Leave/Paternity Leave/Parental Leave
Maternity/Paternity/Parental Leave shall be paid in accordance with regulations outlined in the Employment Standards Act.
- e) For all other Leaves of Absence that are not stated in this Policy, please see the Employment Standards Act.

SECTION 16 – EMPLOYEE BENEFITS

- a) OMERS – 50% contribution by the employer, with amendments to correspond with any new regulations passed by the OMERS Plan.
- b) GROUP INSURANCE – Where applicable.
- c) EAP – Where applicable

SECTION 17 – TIME SHEETS

- a) All hourly staff shall record their arrival and departure times to a bi-weekly time sheet retained on file in the office.
- b) Payment dates are every second Friday (the Friday following the end of each pay period), unless otherwise scheduled (due to office closure or Holidays). All employees will be provided with a payment date schedule.

- c) Employees will be expected to provide a Void Cheque/Direct Deposit Form to set up Direct Deposit with their bank of choice.

SECTION 18 – MUNICIPAL VEHICLES

- a) Municipal vehicles are to be used per the Use of Township Vehicles Policy, as amended

SECTION 19 – MISCELLANEOUS

An employee discharged by the employer for cause shall lose or forfeit all benefits stated herein, except for the employee share of OMERS deductions.

SECTION 20 – DRESS CODE

- a) Employees are expected to dress for their outlined job duties (Public Works employees must wear proper safety equipment, office staff must wear office attire)
- Office attire is defined as the clothing, footwear, and accessories that employees are expected to wear while at work, designed to maintain a professional, safe, and culturally appropriate appearance in alignment with the Township of The North Shore's standards and image.
 - Public Works and Landfill staff should wear clothing and personal protective equipment (PPE) that ensures safety, visibility, mobility, and professionalism, tailored to the operational risks of their duties.
- b) All employees are expected to maintain a professional and well-groomed appearance that reflects the standards of the Township of The North Shore. This includes wearing clean, neat, and appropriate clothing, practicing personal grooming habits that support workplace professionalism, and ensuring readiness for interactions with colleagues, Council, or the public. Reasonable accommodations will be provided to respect cultural, religious, or accessibility needs.

SECTION 21 – MILEAGE ALLOWANCE

- a) Employees will be reimbursed \$0.68cents per Kilometre for approved trips, as amended.
- b) Employees will be expected to fill out a monthly mileage form to submit for reimbursement. Please see the Expense Policy

SECTION 22 – PERSONNEL FILES

- a) All employees have the right to review his/her personnel files. The employee has the right to request a copy of their personnel file.
- b) The employee shall arrange for this request with respect to the Clerk's schedule.