



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Jeff Molenhuis
DATE: 19/09/2016
SUBJECT: Shared Service Public Works Policies
ATTACHMENTS: Shared Service Reports
On-Call and Call-In Policy
Hours of Work, Banked Time and Overtime Policy

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report Shared Service Public Works Policies.

AND THAT the Council of the Township of North Huron hereby adopt the attached On-Call and Call-In Policy and the Hours of Work, Banked Time and Overtime Policy.

EXECUTIVE SUMMARY

Public Works requires business continuity at times after regular working hours. Each municipality in Shared Service has its own arrangements for after-hours support, including carrying a pager or receiving a staff-to-staff call to their work phone or in some cases at home. The current arrangements for remuneration vary as well. Establishing this policy will align both municipalities with respect to roles, responsibilities and remuneration. With shared service, the cost to maintain 24hr response will be split across organizations, and will be applied according to the Shared Service agreement split.

Additionally, there is a need to clarify working hours, banking time and overtime eligibility to integrate with the Call-In component of the On-Call and Call-In policy and to distinguish between the framework for regular work, planned after-hours work and unplanned after-hours work.

DISCUSSION

Rationale for the proposed policy revisions is in the attached Shared Service reports.

FINANCIAL IMPACT

The direct financial impact known at this time will be the administrative cost for maintaining On-Call support. With the Shared Service split, North Huron will pay approximately \$5,060 annually under the new policy, compared to the \$3,000 paid annually under the current policy. The reason for the increased cost is to bring pay to the common market value for on-call pay.

The direct financial impact unknown at this time is the cost for Call-In pay. The old policy had 2hr minimum at 1.5 times the employee's rate of pay (equivalent 3hrs). The policy maintains a 3hr minimum with overtime policy following that. Any call-in will be charged to the appropriate cost centre aligning with the nature of the requirement for that particular call-in.

FUTURE CONSIDERATIONS

No future considerations at this time.

RELATIONSHIP TO STRATEGIC PLAN

The attached policy revisions are some of the first policy updates for Shared Service. There will be more policy updates required to align both Morris-Turnberry and North Huron operations in the future. These policies align with the Strategic Plan for Shared Service, as well as the Strategic Plan in Goal 4 – that administration is fiscally responsible and strives for operational excellence.



Jeff Molenhuis, Director of Public Works

Sharon Chambers, CAO