



## Corporation of the Town of Cobourg

### Policy Title: Non-Union Benefits

**Division:** General Administration  
**Effective Date:** April 19, 2022  
**Approval Level:**  
**Section Number:** 2-20

**Department:** Human Resources  
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**Policy Number:** HR-AP-

#### Purpose

The Corporation of the Town of Cobourg shall provide eligible non-union personnel and their families with a benefit package that is comprehensive and competitive with Town of Cobourg comparators.

#### Policy

Benefits shall be competitive with the other municipalities within Northumberland County and the local labour market. Other comparator employers may be used when classifications incorporate additional duties that may be unique to the Town of Cobourg.

The type and level of benefits negotiated by the Canadian Union of Public Employees group, the Professional Firefighters' Association group and/or the Cobourg Police Uniform and Civilian groups shall be considered for comparison when any changes to benefit levels are recommended.

#### Definitions

**Attendance at the funeral** is a paid leave of absence for "attendance at the funeral" which shall be paid only if the funeral takes place on the employee's scheduled workday.

**Close Personal Relationship** is defined as a relationship wherein, you and the individual socialize on a regular basis and may be described as "part of your support network" or where you consider the individual to be "family" even though you are not related.

**Continuous Service** for regular full-time employees shall be calculated from the date of employment.

**Current** (other than current spouse) is in reference to an employee's "current in-laws" the term "current" shall refer to the family member of the employee's "current spouse".

**Current Spouse** shall refer to the employee's spouse, whether married or common law, who is residing with the employee on the date of death. Ex-spouses are excluded.

**Immediate family** is an employee's current immediate family is defined as including father, mother, sister, brother, current mother-in-law, or current father-in-law.

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**Income from all Sources** includes disability benefits payable under any other government plan, any salary continuation, any other group insurance disability benefits, any O.M.E.R.S. pension benefits, and any retirement benefits.

**Other Than Continuous Full Time (OTCFT)** is a definition used by OMERS to define any employee who does not meet the definition of Continuous Full-Time (35 or 40 hours per week).

**Serious illness** is an illness which requires the employee to receive on-going medical care and/or treatment resulting in either hospitalization, or the employee being confined to their residence for bed rest after hospitalization.

#### Vacation Entitlement

1. Vacations with pay will be granted by the Corporation in accordance with the following:
  - All new employees vacation credits would be pro-rated on hire for their first calendar year up to December 31<sup>st</sup>;
  - From date of hire to three (3) years of continuous service, two (2) weeks;
  - After three (3) years of continuous service, three (3) weeks;
  - After eight (8) years of continuous service, four (4) weeks;
  - After fifteen (15) years of continuous service, five (5) weeks;
  - After twenty-four (24) years of continuous service, six (6) weeks; and
  - After thirty (30) years of continuous service, one (1) day for each year over thirty (30) years of service.
2. Any changes made to the above entitlements will become effective on January 1<sup>st</sup> of the following year.
3. Continuous service shall be calculated as of the employee's date of employment. Employees will not accumulate continuous service during any unpaid leaves of absence.
4. Employees shall submit their requests for vacation in writing to their department Manager/Director prior to March 15<sup>th</sup> each year for scheduling and finalization on April 1<sup>st</sup>. Any requests made after April 1<sup>st</sup> shall be granted on a first come, first served basis. The Corporation reserves the right to allocate vacation dates to employees, and the number of weeks' vacation that may be taken consecutively.
5. Effective January 1, 2023, all non-union staff will receive their vacation

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entitlement on an annual basis as of January 1 each year. Employees must take at least the minimum vacation time required by the *Employment Standards Act, 2000* (“ESA”) each calendar year. A non-union employee may be permitted to carry over a maximum of one (1) week into the next calendar year. There may be exceptional cases where up to two (2) weeks may be carried over and will be at the discretion of the Director/CAO. Vacation carry over cannot be accumulated from year to year. Any exceptional cases that have previously been approved cannot continue to accumulate from year to year.

Any unused vacation (more than ESA minimums) which is unapproved for carry over will be lost and not paid out.

Days/weeks for vacation entitlements shall be calculated based on regular hours of work of 35 hours/week (40 hours/week where applicable).

Should an employee who received their annual vacation entitlement leave the Corporation prior to the end of the calendar year, the vacation entitlement shall be pro-rated to the date of departure. Any time owing will be paid back by the employee.

All new employees' vacation credits will be pro-rated on hire.

6. Effective January 1, 2023, the Chief Administrative Officer and Directors who are required to attend all regularly scheduled council meetings shall receive two (2) additional weeks of time off (lieu time) beyond their normal entitlement. These extra weeks shall be in lieu of overtime and shall not be carried over or paid out at any time. Any unused lieu time will be lost.

For any other employee that is not required to attend regularly scheduled council meetings, the employee will be approved to work flexible hours following the council and/or public meeting.

7. Newly hired non-union employees may be granted additional vacation days and/or weeks as a condition of hiring. Any variations to vacation entitlement as outlined in #1 above must be approved by the Chief Administrative Officer and shall be noted in the employee's letter of offer.
8. Vacation credits shall be earned during the following periods of absence:
  - Long Term Disability
  - Personal leave of absence exceeding 10 consecutive days, excluding Pregnancy and Parental Leave

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9. Where an employee's scheduled vacation is interrupted due to "serious illness", which either commenced prior to or during the scheduled vacation period, the period of such illness shall be considered as short term disability leave.

#### Paid Statutory Holidays

1. The Corporation will recognize the following days as statutory holidays:

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation (Float Day)
Good Friday	Thanksgiving Day
Easter Monday (Float Day)	Remembrance Day (Float Day)
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	

Plus, any other day proclaimed by the Federal or Provincial government or Town of Cobourg Council.

2. Easter Monday, National Day for Truth and Reconciliation, and Remembrance Day shall be recognized as "float" days. All departments shall remain open. Employees will include these days in their annual vacation request submitted to their supervisor on or before March 15<sup>th</sup> each year, even when their request is to take the holiday as time off on the day the holiday falls.
3. Requests for float days made after the posting of the annual vacation schedule on April 1<sup>st</sup> shall be granted on a "first come, first serve" basis.
4. When an employee requests to be off on Easter Monday, National Day for Truth and Reconciliation or Remembrance Day and then reports being absent due to illness the day proceeding and/or on the float day, said float day shall be recognized as the regular statutory holiday with no additional compensation or time off granted.
6. Should an employee be required to work on a statutory holiday, the employee shall receive regular pay for the day and add one (1) day to their vacation bank. Any statutory days and/or float days must be used by December 31<sup>st</sup> of that calendar year.

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#### Extended Health and Dental Benefits

1. The Corporation is not the insurer of the benefits provided. The exact terms and conditions of coverage are set by the insurer. The Corporation's obligation with respect to all group benefit plans is limited to contracting with an insurer to provide the agreed upon levels of coverage and the payment of the appropriate premiums.
2. Benefit plan participation shall be made available to the following employees until the date of retirement:
  - permanent full-time employees;
  - part time employees who work a minimum of twenty-four (24) hours per week;
  - employees who are temporarily absent and receiving Workplace Safety and Insurance Board Benefits and who were active plan members prior to their injury;
  - employees who are absent on a job protected leave as described in the ESA and who were active plan members prior to the commencement of the leave;
  - employees who are in receipt of short-term disability benefits; and
  - employees who are in receipt of long-term disability benefits paid directly by the insurer for the first twenty-four (24) months only.
3. The Corporation will pay 100% of the billed premium cost for the following benefit plans unless otherwise shown, as outlined within the benefits program:

**Group Life Insurance** - After the completion of three (3) complete calendar months of service, the Corporation will provide a group life insurance plan with accidental death and dismemberment to the employee. The amount of life insurance shall be one and one-half (1 ½) times the employee's regular annual wage. Annual wage for eligible regular part-time employees shall be the employee's normal weekly hour's times 52 weeks.

**Major Medical Plan** - The Corporation will provide a formulary one (1) major medical plan commencing on the first day of the next calendar month after date of hire. All benefits will be granted as outlined in the benefits plan.

**Dental Plan** - The Corporation will provide dental benefits commencing on the first day of the next calendar month after the date of hire. All dental benefits will be granted as outlined in the benefits plan.

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#### 4. Retired Employee Benefits

- The Corporation will provide an option to non-union employees who retire on an unreduced pension from the Ontario Municipal Employees Retirement System to continue their pre-retirement coverage, except for a reduction to basic life and AD&D from retirement until their 65<sup>th</sup> birthday depending on eligibility within the plan.
- The Corporation will provide an option to non-union employees who retire between the ages of 55 and 65 on a reduced O.M.E.R.S. pension to continue their pre-retirement coverage in the above plans, except for a reduction to basic life and AD&D as set by the carrier, from retirement until their 65<sup>th</sup> birthday depending on:
  - eligibility within the plan
  - that the retiree agrees to pay 100% of the full cost of the billed premiums
- To be eligible for retiree benefits employees must be enrolled in the Town's group benefit plans at the time of retirement.

#### 5. Benefits for Employees on Leave or Lay-off

Except for statutory leaves of absence, when employment is temporarily interrupted, benefits shall cease on the last day of the month the employee last worked and resume on the first day of the month following the employee's return to work.

The Corporation shall provide an option to employees to continue their major medical and dental plan coverage during a temporary lay-off or during temporary unpaid leaves of absence at 100% cost to the employee. The employee shall provide postdated cheques for the applicable monthly premiums.

Life insurance and long-term disability coverage is suspended during lay-off and and/or an unpaid leaves of absence. Upon return to regular hours, life insurance and long-term disability benefits shall be re-instated. It is understood that the carrier may apply a waiting period, depending on the length of the absence.

6. Any requests for variations to the above provisions shall be made in writing to the Chief Administrative Officer for consideration and approval.

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#### Leaves of Absence (Sick Leaves)

The Corporation provides a Short-Term Sick Plan, for regular full-time employees only, being a continuation of an employee's salary at the rates in the chart below and will be payable for each separate disability cause for both illness and injury. Benefits will be payable from the first day of disability. Successive periods of disability due to the same or related causes that are separated by less than 30 calendar days will be considered as one continuous period of disability under the Plan. Benefits will be reinstated in full after the employee has returned to continuous full-time employment for a period of thirty (30) calendar days. Benefits paid to an employee shall not exceed eighty-five (85) working days or one hundred and nineteen (119) calendar days before returning to work, or commencing LTD, in any twelve (12) month period for any absences resulting from the same disability. There may be exceptional cases where additional days are warranted. Such extensions will be at the discretion of the Chief Administrative Officer.

It is understood and agreed that the Corporation, in consultation with Human Resources, may request a medical certificate signed by a physician registered with the Ontario College of Physicians and Surgeons. This medical certificate will attest to the prognosis for recovery, course of treatment, and the anticipated return to work date. The Corporation reserves the right to require an employee claiming benefits to undergo an independent medical examination by a physician of its choice at any time.

#### Conditions

- Prior unbroken service with the Town of Cobourg will be recognized. Where service is broken and employee is rehired, recognition of any or all prior service shall be at the discretion of the Chief Administrative Officer.
- Benefits are not payable for any period during which an employee engages in an occupation or employment for wages or profit, aside from their position within the Corporation.
- Benefits are not payable to an employee who refuses to authorize disclosure to the Corporation and its insurers of any medical information required under this agreement.
- Benefits are not payable to any employee who is not eligible to receive long-term disability benefits.

#### Schedule of Benefits – Short Term Sick Plan

##### Length of Service

Less than 3 months

##### Short Term Sick Time Amount

Not Applicable

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3 months, but less than 1 year	1 day per month of service to a maximum of 9 working days
1 year, but less than 2 years	10 working days full salary, next 75 working days at 75% of salary
2 years, but less than 3 years	30 working days full salary, next 55 working days at 75% of salary
3 years, but less than 4 years	60 working days full salary, next 25 working days at 75% of salary
4 years, but less than 5 years	80 working days full salary, next 5 working days at 75% of salary
5 years and over	85 working days full salary (119 calendar days will be movement to long term disability, if eligible)

Coverage under the Short-Term Sick Plan will end on the earlier of: (i) Termination of Employment (defined below), subject to any requirement to continue coverage during a statutory period of notice pursuant to the Ontario *Employment Standards Act, 2000*; and (ii) the date the Plan terminates.

Under this Short Term Sick Plan, “**Termination of Employment**” occurs on the day that an eligible employee’s active employment with the Company terminates for any reason, including resignation, death, retirement, and termination with or without cause and, for greater certainty, active employment will be deemed to continue during any statutory period of notice but shall not be extended by any period of common-law notice, or pay in lieu of such notice, whether the termination of employment was lawful or unlawful.

#### Long Term Disability Benefits

The Corporation shall provide a Long-Term Disability Insurance Plan wherein employees may apply to the Insurance carrier for L.T.D. benefits to commence on the 120th calendar day of disability. Said Plan shall provide a benefit which remains in effect until the employee is no longer deemed to be disabled as set out in the terms of the contract with the carrier, the employee dies, or the employee reaches age 65, whichever comes first. The plan will be integrated with the Short-Term Sick Plan which expires on the 119<sup>th</sup> calendar day of disability.



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Employees shall pay 100% of the monthly premium cost. The Town shall offset the cost by adding the amount of the deduction to the employee's bi-weekly gross salary. Said addition to earnings shall not form part of annual salary.

LTD benefits will be directly offset by any other benefits as outlined in the Non-Union benefits plan. Additional information is available through the Human Resources department.

#### **Paid Leaves of Absence**

##### 1. Compassionate Leave

All full-time employees, and part time employees who work twenty-four (24) hours per week or more, and who have completed the probationary period, will be eligible to the following compassionate leave benefit with pay:

- (a) When death occurs to the current spouse, child, or parent of an eligible employee, the employee will be granted an appropriate leave of absence with pay at the normal rate of pay not exceeding seven (7) workdays.
- (b) When death occurs to a member of an eligible employee's current immediate family, other than their spouse, child, or parent, the employee will be granted an appropriate leave of absence with pay at the normal rate of pay not exceeding five (5) workdays.
- (c) In the event that seven (7) days or five (5) days are not sufficient time to allow the employee to attend the funeral, further leave may be granted, without pay, at the discretion of the respective Director in consultation with the Chief Administrative Officer.
- (d) When death occurs to an eligible employee's grandparent, aunt, uncle, current brother-in-law, current sister-in-law, current daughter-in-law, current son-in-law, or a relative residing permanently with the employee, an appropriate leave of absence with pay at the normal rate will be granted. Said leave shall not exceed two (2) scheduled workdays.
- (e) When death occurs to a close personal relationship, an appropriate leave of absence with pay at the normal rate will be granted. Said leave shall not exceed one (1) workday with a maximum of three (3) workdays per calendar year.
- (f) Relatives of an employee's ex-spouse are excluded from paid compassionate leave.
- (g) With the approval from the CAO or Director, when an employee acts as a pallbearer at a funeral that takes place on the employee's scheduled workday, the employee may be granted a leave of absence at the normal rate of pay not exceeding one (1) day.

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- (h) When the funeral is held at a different time from the internment, the employee will be entitled to use one (1) of their days' entitlement to attend the internment.

#### 2. Appearance in Court

An employee who is summoned for jury duty or subpoenaed as a Crown witness in a court of law will be paid their normal daily rate of pay for all days their attendance is required in the courtroom provided they report for work on any days or half days they are not required to serve or remain in the courtroom. In turn the employee shall endorse over to the Corporation any amount received from the Court for the service performed.

#### 3. Family Emergency Leave Days

In the case of illness of a member of an employee's immediate family, the employee may, with the approval of the Manager, be entitled to use a maximum of five (5) sick days per year to care for the ill family member.

#### 4. Wellness Days

In recognition and support of the health of each employee, the employer will grant two (2) additional days off with pay per calendar year. These days will be recognized as wellness days. Days may be used at any time as mutually agreed with the employee's direct Manager/Director.

### Unpaid Leaves of Absence

#### 1. Pregnancy Leave

Pregnancy and parental leave shall be provided without pay as described in the **Employment Standards Act 2000**, as amended from time to time.

- a) The Corporation will not terminate the employment of a regular employee because of pregnancy or parental leave.
- b) The employee shall provide the employer with a note from their medical physician stating that they are pregnant and specifying the expected date upon which delivery will occur.
- c) Should an employee request to return to work ahead of their scheduled return date, the employee must provide at least four weeks' notice before the day the employee wishes to end their leave. The Corporation may waive this requirement at its sole discretion.
- d) Benefit plans, with the exception of the long-term disability plan, shall continue in force during the leave of absence with the accumulated

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employee's share of monthly premiums to be deducted from payroll upon return to work.

- e) The employee may add their vacation entitlement prior to or at the end of the leave at the discretion of the supervisor in consultation with Human Resources.

#### Parental Leave

Pregnancy and parental leave shall be provided without pay as described in the **Employment Standards Act 2000**, as amended from time to time.

- f) The Corporation will not terminate the employment of a regular employee because of pregnancy or parental leave.
- g) Should an employee request to return to work ahead of their scheduled return date, the employee must provide at least four weeks' notice before the day the employee wishes to end their leave. The Corporation may waive this requirement at its sole discretion.
- h) Benefit plans, with the exception of the long-term disability plan, shall continue in force during the leave of absence with the accumulated employee's share of monthly premiums to be deducted from payroll upon return to work.
- i) The employee may add their vacation entitlement prior to or at the end of the leave at the discretion of the supervisor in consultation with Human Resources.

#### 2. Other Unpaid Leaves

Unpaid leaves of absence include, family emergency leave, personal sick leave which extends past the short-term disability/sick leave period and is not long term disability, compassionate leave for persons other than those provided for in the benefit, and, any other leave that is not designated as paid by the Corporation.

Requests for all unpaid leaves of absence, shall be submitted in writing to the Director for approval and shall be considered on an individual basis.

#### **Ontario Municipal Employees' Retirement System (OMERS)**

All regular full-time employees shall become members of OMERS on their date of hire except for those employees who are in receipt of an OMERS pension and waive their right to participate.

As of January 1, 2023, all employees (including part-time employees) will be eligible to

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participate in OMERS without meeting any eligibility requirements. Employees designated as “Other Than Continuous Full Time” (OTCFT) by the OMERS Corporation that is declining to participate in OMERS will be required to indicate as such in writing to the Corporation.

Any earnings designated as contributory earnings that become owing to a retired employee more than five hundred dollars (\$500.00) may, at the discretion of the retired employee shall be reported to OMERS and have contributions deducted at the applicable rate. Any earnings less than this amount shall not be considered for OMERS purposes.

#### Equipment

The Corporation will supply all necessary equipment and tools for each employee to carry out the duties of the job.

#### Designated Clothing

The Corporation will provide the Manager of Environmental Services, Assistant Manager of Environmental Services, Manager of Roads and Sewers, Roads and Sewers Foreman and the Supervisor of Building Maintenance with the same annual allowances for clothing as provided to the union employees under their supervision.

The Corporation will provide the Chief Building Official, Manager of Planning, Director of Planning and Development, Director of Public Works, and any other non-union employee who is required to be on site with windbreakers and winter coats, as required.

The Corporation will contribute one- hundred dollars (\$100.00) per calendar year toward the purchase of shirts with the Town of Cobourg logo for non-union staff members who are not in receipt of any other shirt allowance. The Corporation will approve non-union staff to carryover \$100 at any one time to a maximum total of \$200.

#### Footwear

The Corporation will contribute the same allowance for safety footwear that is paid to C.U.P.E. Outside Workers to:

- Manager of Roads and Sewers
- Road and Sewers Foreman
- Manager of Environmental Services
- Assistant Manager of Environmental Services
- Manager of Parks

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Upon presentation of a receipt, the Corporation will reimburse other non union employees to a maximum of the amount paid to C.U.P.E. Inside Workers when the employee is required to wear safety footwear on an occasional basis. The purchase must be pre-approved by the Division Director.

#### Car/Mileage and Meal Allowance

##### Car Allowance and Insurance Reimbursement

In lieu of per kilometer reimbursement for local travel, an annual car allowance shall be provided as follows:

Chief Administrative Officer	\$1,000.00
Directors	\$500.00

Starting in January 2025, these amounts will be adjusted on an annual basis based on the amount that the Federal Government's automobile allowance rate has increased for that calendar year. This amount will be reflective of a percentage increase from the previous calendar year's amount.

Car allowances represent payment for all local travel, defined as being within fifteen (15) kilometers of Victoria Hall. Travel outside this area shall be reimbursed on a per kilometer basis as described in the Corporation's travel allowance policy.

Employees required by a supervisor to use their personal vehicle on a regular basis, shall be entitled to reimbursement of the cost to add "business travel insurance" to their personal policy. The employee shall submit their premium notice annually for reimbursement.

##### Meal Allowance

When employees are required to work four (4) hours past normal stopping time, or when called out for emergency service for four (4) hours, they shall be paid a meal allowance of seventeen dollars (\$17.00). Should the overtime extend past eight (8) consecutive hours, an additional meal allowance of seventeen dollars (\$17.00) shall be paid.

Payment of meal allowance shall accumulate and be paid at the end of each quarter in March, June, September, and December.

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#### Training and Development Options

The Corporation encourages and supports employees' efforts in further education, training, and development. It is recognized that training courses and/or seminars may be scheduled for hours other than during normal working hours. For this reason, attendance at training courses and/or seminars does not qualify for overtime.

Employees attending authorized courses on their regular day(s) off shall be paid at their straight time regular hourly rate of pay for the normal daily hours.

The Corporation shall pay the cost of renewal of specialized certificates and licenses including renewals and upgrades, if approved by the Manager as being a requirement for the job.

It is mandatory for all employees to participate in health and first aid courses offered by the Corporation during normal working hours of any employee so affected.

#### Sundry Expenses

When an employee is required to attend an authorized course, seminar or conference they will be reimbursed for any business-related expenses.

- The following reimbursements will be provided:
  - a. Breakfast     \$15.00
  - b. Lunch           \$20.00
  - c. Dinner          \$30.00
- Receipts must be submitted for reimbursement.
- No reimbursement for meals will be made for conferences or training sessions where the meals are provided.
- Reimbursements will only be made for those meals which would normally be consumed while at the conference or training session. For example, there will be no reimbursement for breakfast if the employee does not leave until 10:00 am for the session.
- No reimbursements for alcohol will be made.

#### Education and Staff Development

The Corporation shall reimburse the employee one hundred percent (100%) of tuition fees and the cost of necessary books for an educational course provided all of the following conditions are met:

- the course is directly related to the employee's present job or future career in the department outlined within the employee's professional development plan;

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- the course is given by a recognized educational institution;
- the course is approved prior to enrolment by the respective Division Director;  
and
- the course is completed successfully.

Division Directors shall approve the course for reimbursement for this type of education and staff development, as per their departmental training budget.

**Professional Development**

Upon written request and budgetary allocations, the Corporation agrees to allow a leave of absence with pay to supervisory/management personnel for attendance at their respective professional association functions.

An employee who is unsuccessful in a course will not be provided reimbursement for any additional courses that need to be taken to complete the course.

**Scope**

This policy shall apply to all permanent full-time non-union employees of the Town of Cobourg, unless specifically noted otherwise.

**Administration**

The Chief Administrative Officer shall implement and administer the terms of this policy and shall establish related operating procedures as required.

**Cross Reference**

Policy #2-20 HR-NU-B1

Non Union Personnel – Employee Benefit Package

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Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
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