



THE CORPORATION OF THE TOWN OF GODERICH

BY-LAW NO. 44 OF 2024

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF TERMS OF EMPLOYMENT
BETWEEN THE CORPORATION OF THE TOWN OF GODERICH AND THE
PART- TIME EMPLOYEES OF THE TOWN OF GODERICH AND TO REPEAL BY-LAW
47 OF 2023**

WHEREAS the Corporation of the Town of Goderich deems it advisable and necessary to enter into an agreement for Terms of Employment for the Part-Time Employees of the Town of Goderich.

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF
GODERICH ENACTS AS FOLLOWS:**

1. That the Mayor and the Clerk be authorized, and they are hereby instructed to execute on behalf of the Corporation of the Town of Goderich Terms of Employment with the Part-Time Employees of the Town of Goderich, copy of which is hereto attached.
2. That By-law No. 47 of 2023 and all By-Laws or parts of by-laws or motions heretofore passed inconsistent with the provisions hereof, are hereby repealed.
3. That this By-Law comes into force and effect January 1, 2024

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS DAY OF 8th
DAY OF APRIL 2024.**

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher

TERMS OF EMPLOYMENT

BETWEEN:

THE CORPORATION OF THE TOWN OF GODERICH
(Hereinafter referred to as the "CORPORATION")

- and -

PART-TIME EMPLOYEES
(Per Schedule)

1.0 VACATION PAY

- 1.01 Section 35.2 of the Employment Standards Act, 2000 states the employer shall pay vacation pay to an employee who is entitled to vacation under Section 33 or 34, equal to at least,
- (a) 4 per cent of the wages, excluding vacation pay, that the employee earned during the period for which the vacation is given, if the employee's period of employment is less than five (5) years; or
 - (b) 6 per cent of the wages, excluding vacation pay, that the employee earned during the period for which the vacation is given if the employee's period of employment is five (5) years or more.

2.0 PUBLIC HOLIDAYS

- 2.01 All employees covered by the terms of this Agreement are entitled to the following public holidays with pay:

New Year's Day	Canada Day	Remembrance Day*
Family Day	Civic Holiday	December 24 th (1/2 day)
Good Friday	Labour Day	Christmas Day
Easter Monday	Thanksgiving Day	Boxing Day
Victoria Day	National Day for Truth and Reconciliation (September 30)	December 31 st (1/2 day)

*Remembrance Day - if it is an employee's scheduled day of work

- 2.02 When any of the above holidays (except Remembrance Day) falls on a Saturday or a Sunday, (a non-workday), the next following working day shall be a paid public holiday.
- 2.03 If an employee is scheduled to work on a public holiday shall receive two (2) times their regular pay for all hours worked, in addition to public holiday pay.
- 2.04 Section 16, Subsection 24(1) of the Employment Standards Act states the following:
- (1) An employee's public holiday pay for a given public holiday shall be equal to,
- (a) The amount of public holiday pay to which an employee is entitled is all of the regular wages earned by the employee in the four work weeks before the work week with the public holiday plus all of the vacation pay payable to the employee with respect to the four work weeks before the work week with the public holiday, divided by 20.

3.0 **SICK LEAVE**

- 3.01 Non-accumulative sick leave, up to a maximum of eight (8) days per calendar year, to any other-than-continuous full-time employees hired to work for continuous full-time employees on pregnancy/parental leave, and that none of the unused sick leave days be converted to vacation days.
- 3.02 Non-accumulative sick leave, up to a maximum of five (5) days per calendar year, to any other-than-continuous full-time employees hired to work for permanent part-time teaching employee on pregnancy/parental leave, and that none of the unused sick leave days be converted to vacation days.
- 3.03 Part-Time Childcare teaching employees shall be granted a maximum of twenty-eight (28) hours non-accumulative sick leave per calendar year. Sick leave benefit will apply only to employees scheduled to work and only to staff whose regular job is childcare teaching.

Effective August 8, 2017, any new Part-time teaching employees hired will not be entitled to Section 3.03.

- 3.04 Effective August 4, 2017, Permanent Part-Time Childcare teaching employees (Total of 4) shall be granted a maximum of 25 hours non-accumulative sick leave per calendar year. Sick leave benefit will apply only to staff scheduled to work and only to staff whose regular job is childcare teaching.
- 3.05 To entitle the employee to sick leave, the employee shall notify their Manager and/or Supervisor before regular starting time on the day of employee's absence. The

Departmental Supervisor shall be responsible for notifying the Payroll/Customer Support Specialist of such absence.

4.0 **SPECIAL LEAVE**

- 4.01 Permanent Part-Time teaching employees will be allowed up to two (2) consecutive days leave of absence with pay in the event of the death of an employee's spouse, child, mother, father, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, grandparent, brother-in-law, sister-in-law, grandparent-in-law. This includes step relations to the aforementioned family members.
- 4.02 A Part-Time employee will be allowed one (1) day leave of absence with pay in the event of the death of an employee's spouse, child, mother, father, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, grandparent, brother-in-law, sister-in-law, grandparents-in-law. This includes step relations to the aforementioned family members.
- 4.02 Employees shall be subject to the provisions contained within the Employment Standards Act and amendments thereto for pregnancy and parental leaves.

5.0 **WAGES**

- 5.01 As per Schedule "A" and Schedule "B", as amended from time to time by Council.

6.0 **BENEFITS**

- 6.01 Effective August 4, 2017, all Childcare Part-Time teaching employees will receive 4% of regular pay in lieu of benefits in any bi-weekly pay period where an employee works a minimum of 52 regular hours.
- 6.02 Permanent Part-Time Crossing Guards are eligible for a boot allowance and related items such as, but not limited to laces, and insoles up to the maximum of \$125.00 with receipt and up to maximum of \$250 for outside winter clothing such as a coat or snow pants every two (2) years, upon receipt of a paid invoice(s).
- 6.03 Waterfront Paid Parking Attendant and employees are eligible for a boot allowance and related items such as, but not limited to laces, and insoles up to the maximum of \$135.00 with receipt (s) and an annual safety clothing allowance up to a maximum of \$100 with receipt (s).
- 6.04 Effective March 3, 2006, any Crossing Guard scheduled to work, and subsequently not required to work due to school closures, and not given a minimum of 12 hours notice to that effect, shall be entitled to regular wages for any of those cancelled shifts.

- 6.05 Part-Time Recreation Facilities Student Operators are eligible for a boot allowance and related items such as, but not limited to laces, and insoles up to the maximum of \$135.00 with receipt(s).

7.0 CHILDCARE EMPLOYEE LAY-OFFS PROVISION

- 7.01 Any lay-offs of Childcare employees shall be on the basis of service with the Town of Goderich and qualifications and ability to do the job, with student employees being considered for lay-off prior to part-time employees, and with Part-Time employees being considered for lay-off prior to Full-Time employees.

8.0 HOURS OF WORK

Building/Plumbing Inspector (Vacant and Contract)

- a) Based on contract of employment and schedule set by the Building Services Manager/Chief Building Official.

Permanent Part-Time Childcare Employees (Total of 16)

- a) Based on contract of employment, 5 hours per day (alternating morning or afternoon) per week.

Childcare Teaching Employees (Casual)

- a) Based on contract of employment and schedule set by the Childcare Services Manager.

Facilities Operator Employees (Casual)

- a) Based on working location and contract of employment, workday to begin at an hour set by the Facilities Services Manager.

Childcare Cook & Childcare Services Administrative Assistant (Casual)

- a) Based on contract of employment and schedule set by the Childcare Services Manager.

Crossing Guard Employees (Permanent Part-Time and Casual)

- a) During the school year, based on contract of employment, and schedule set by the Crossing Guard Supervisor.

Plumbing & Septic Services Inspector (Casual)

- a) Based on contract of employment and schedule set by the Building Services Manager/Chief Building Official

Recreation Facilities Employees (Casual)

- b) Based on contract of employment and schedule set by the Recreation Facilities Supervisor

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS DAY OF 8th DAY OF APRIL 2024.

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher

SCHEDULE A
EFFECTIVE JANUARY 1, 2024 TO MARCH 31, 2024

Part-Time							
Band #	Job Title		Step 1	Step 2	Step 3	Step 4	Step 5
7	Building/Plumbing Inspector	Vacant	\$36.63	\$38.36	\$40.10	\$41.85	\$43.59
3	Childcare Registered ECE Teacher	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
	Facilities Operator (Custodial)	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
	Facilities Operator (Building Maintainer)	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$27.30
	Recreation Facilities Operator	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$27.30
2	Childcare Cook	Casual	\$20.52	\$21.50	\$22.48	\$23.44	\$24.43
	Childcare Services Administrative Assistant	Casual	\$20.52	\$21.50	\$22.48	\$23.44	\$24.43
	Childcare Program Assistant	Casual	\$20.52	\$21.50	\$22.48	\$23.44	\$24.43
	Crossing Guard Supervisor	Casual	\$20.52	\$21.50	\$22.48	\$23.44	\$24.43
1	Crossing Guard	Casual					\$21.32
	Waterfront Parking Attendant	Casual					\$19.49
	Plumbing & Septic Services Inspector	Casual					\$43.83
	Student-first year						\$17.05
	Student-returning						\$17.32

SCHEDULE B
EFFECTIVE APRIL 1, 2024

Part-Time							
Band #	<u>Job Title</u>		Step 1	Step 2	Step 3	Step 4	Step 5
H	Building/Plumbing Inspector	Vacant	\$37.85	\$39.66	\$41.46	\$43.26	\$45.06
	Plumbing & Septic Services Inspector	Casual	\$37.85	\$39.66	\$41.46	\$43.26	\$45.06
E	Childcare Services Administrative Assistant	Casual	\$29.45	\$30.86	\$32.26	\$33.66	\$35.06
D	Childcare Registered ECE Teacher	Casual	\$26.17	\$27.42	\$28.66	\$29.91	\$31.16
	Recreation Facilities Operator	Casual	\$26.17	\$27.62	\$28.66	\$29.91	\$31.16
C	Facilities Operator (Custodial)	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
	Facilities Operator (Building Maintainer)		\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
	Childcare Cook		\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
	Childcare Program Assistant	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
	Crossing Guard Supervisor	Casual	\$23.89	\$25.02	\$26.15	\$27.30	\$28.45
1	Crossing Guard	Casual					\$22.75
	Waterfront Parking Attendant	Seasonal					\$21.00
	Recreation Facilities Student Operator	Seasonal					\$19.00
	Tourism Information Counsellor						
	Summer Student	Seasonal					\$19.00