



**THE CORPORATION OF THE COUNTY OF LAMBTON**

**NON UNION EMPLOYEE HANDBOOK**

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## **A) INTRODUCTION**

This handbook contains highlights and summaries of the Corporation of the County of Lambton's (the "Corporation") non-union employment related policies and programs. We have included topics of interest to you such as general employment information, salaries and overtime, group insurance benefit plans, sick leave, vacation benefits, holidays and leaves of absence. We hope this handbook will serve as a handy, quick reference guide for you.

This handbook is only intended to provide employees with a summary of applicable policies and programs. It is not intended to be exhaustive. We recommend all employees speak to their Supervisors/Managers/General Managers and inquire about other policies and programs that may apply to them. The Corporation publishes and posts its policies in the workplace, including on its intranet site accessible at the [County website](#).

Please also refer to and review the Corporation's Service Directory for a guide to the Corporation of the County of Lambton, the Corporation's Structure, Standing Committees, Lambton County Council, Office of the Chief Administrative Officer, Corporate Divisions and Departments and Facilities contact information.

The need may arise to make changes to terms and conditions of service and/or policies and procedures. These changes may be made without advance notification but in all cases, you will be notified of such changes as they occur.

If you require further information or clarification please speak to your Supervisor or contact the Human Resources Department.

## **B) GENERAL EMPLOYMENT INFORMATION**

### **Career Opportunities**

When a new job posting is available, it will be posted on the Corporation's internal job board for employees to review and apply to. The job board site is a web-based platform that posts all of the organizations job opportunities, allows applicants to submit their resume/application, and can notify employees of new postings through the career alert function.

Applications will only be accepted through this system. Applications submitted through any other means will not be accepted. The Corporation of the County of Lambton does not accept unsolicited resumes or keep them on file in the Human Resources Department. Those interested in working for The Corporation of the County of Lambton, must apply to an active job posting via the Job Board site.

## **Probationary Period**

All newly hired employees must serve a probationary period with the County of Lambton. Full time employees will serve a six (6) month probationary period. Part time employees will serve a 420 hour probationary period.

A probationary performance review should be completed half way through the probationary period and again at the end of the probationary period. Further details regarding the performance review process as per the Corporation's **Policy H03.01 Performance Review**.

## **Employee Status**

A full-time employee performs the duties of a defined job description on a permanent basis and is regularly scheduled thirty-five (35) hours per week or seventy (70) hours over a two week period.

A part-time employee performs the duties of a defined job description on a permanent basis and is regularly scheduled less than thirty-five (35) hours per week. Employees may hold two part-time positions concurrently and may be scheduled up to thirty-five (35) hours with the signed agreement of the employee and the Corporation.

## **Hours of Work**

The regular work week for salaried employees will generally be thirty-five (35) hours a week as assigned by the respective Supervisor/Manager/General Manager. Regular business hours are generally 8:30am- 4:30pm.

## **Lunch Break**

If you are eligible for Regular Days Off (RDO) you are entitled to a thirty (30) minute unpaid lunch break.

If you are not eligible for Regular Days Off (RDO) you are entitled to a sixty (60) minute unpaid lunch break.

## **New Employee Orientation**

New employee orientation is conducted by the Human Resources Department on the second Tuesday of every month in the Council Chambers at the Wyoming Administration offices, 789 Broadway Street, Wyoming.

The training session runs from 9:00am to 4:00pm and covers policies and procedures, accessibility, and health and safety. All newly hired employees must attend new employee orientation.

## **Occupational Health and Safety Policy Statement**

The Corporation acknowledges the duty and responsibility to provide and maintain a healthy and safe workplace for all employees.

We recognize that an effective health and safety program and communication of that program to all employees is sound business practice and an important indicator of leadership and managerial performance.

The following are key elements of the program:

- Assignment and delegation of roles and responsibilities for the development, implementation and maintenance of the program;
- The development, implementation, maintenance and evaluation of policies, procedures and measures for safe working conditions;
- Training, instruction and information in the contents of the program; training will be ongoing and documented; and
- Statutory and regulatory compliance.

The Corporation and its management team are committed to the health and safety of all employees. Therefore our goal is to prevent – and thus reduce - the risk of injury/illness to all employees.

Health and safety is our shared commitment and the responsibility of us all.

## **Workplace Violence and Harassment Prevention**

The Corporation is committed to maintaining a work environment where individuals are free from acts of violence and harassment. Please consult the Corporation's Policy **H04.18 Workplace Violence**.

## **Performance Review**

Performance Reviews will be completed for each employee as per the Corporation's Policy **H03.01 Performance Review**.

## **Harassment and Discrimination**

The Corporation is committed to a workplace free of harassment and discrimination based on any prohibited grounds. Please consult the Corporation's Policy **L11.01 Discrimination and Harassment**.

## **Accessibility Standards for Customer Service**

The Corporation of Lambton is committed to providing accessible, quality services and goods to persons with disabilities in a manner that promotes dignity, independence, integration and equal opportunity. Please consult and familiarize yourself with the Corporation's Policy **L11.04 Accessibility Standards for Customer Service**.

## **Succession Plan**

The Corporation has a Succession Plan in place to prepare for the departure of key personnel and critical knowledge holders and to ensure continuity of services and programs with minimal disruption, facilitate a smooth leadership transition, and assist in retaining corporate knowledge.

## **Personal Information Data Changes**

To keep records current, you must notify the Corporation of any changes in personal data. This includes mailing address, telephone numbers, emergency contact names, name changes and change in banking information. You can notify your supervisor of this change and request that an Employee Data Form be completed to notify the organization of the new information.

## **Regular Day Off (RDO)**

### Permanent Full-Time Employees

Permanent full-time employees participate in the Corporation's Regular Day Off (RDO) program, under which they are entitled to a day off, with pay, once every three (3) weeks. The scheduling of RDOs is subject to the needs of the employee's department and approval of the department manager.

Participation in the RDO program is subject to the following terms and conditions:

1. RDOs are earned by working an extra 30 minutes per day. Hours of work remain unchanged, but time for lunch is reduced from sixty (60) minutes to thirty (30) minutes.
2. RDOs cannot be accumulated/banked. If unable to take an RDO when scheduled, it is to be taken as soon as possible within the following three (3) weeks. If this is not possible, then the RDO is lost.
3. Should an RDO coincide with an approved vacation or other paid leave, it shall be taken as scheduled and shall not be rescheduled.
4. Should an RDO coincide with a statutory holiday, it shall be rescheduled as per paragraph 2 above.
5. When an employee returns from a vacation, statutory holiday or any other paid leave they are entitled to take their next scheduled RDO.

### Part-Time Employees

Part-time employees do not participate in the Corporation's Regular Day Off (RDO) program.

## **C) SALARIES, OVERTIME AND ALLOWANCES**

### **Salaries**

You are paid a salary in accordance with the salary schedule approved by Council. Salary changes are effective the first pay in January for the following year. If salary rates have not been confirmed prior to January 1<sup>st</sup> then the current rates remain in effect until the new rates have been determined, retroactive to January 1<sup>st</sup>. You are paid on a bi-weekly basis, in arrears, by direct deposit every other Thursday. The pay period covers the two (2) weeks worked prior to the week in which your payroll is deposited into your account.

If you are a full time employee, you may receive a merit increase every 6 months until you reach the maximum step of your salary range, based upon your Supervisor's recommendation of your performance. If you are a part time employee, you may receive a merit increase for every 910 hours worked until you reach the maximum step of your salary range, based upon the Supervisor's recommendation of your performance.

Your Supervisor will inform you of any changes to your performance level which may affect any anticipated merit increase.

## Overtime

### Full Time Salaried Employees

From time to time full-time employees may be called upon to work beyond their regularly scheduled hours of work. As a general rule, management approval should first be obtained before overtime is worked. Any and all overtime worked should be immediately recorded with management.

The Corporation and its employees have adopted the policy and practice of taking time off in lieu of overtime. Overtime shall be taken within three months of the time it is earned.

In lieu of overtime, all **managerial and supervisory** employees will be entitled to:

- a) an equal amount of time off (i.e. straight time) for all time worked in excess of thirty-seven and one-half (37.5) hours.

In lieu of overtime, all **non-managerial and non-supervisory** employees will be entitled to:

- b) an equal amount of time off (i.e. straight time) for all time worked in excess of thirty-seven and one-half (37.5) hours but less than forty-four (44) hours in a work week; and
- c) time off at the rate of one and one-half (1.5) any time worked in excess of forty-four (44) hours of work per work week.

An employee's time off in lieu of overtime will be recorded with Payroll. At no point in time, however, shall an employee accumulate in excess of forty (40) hours of time off in lieu of overtime without the specific written permission of the divisional General Manager.

From time to time, employees may be asked to travel for work purposes. If management authorizes an employee to attend a work-related event, all time spent actually traveling to and from the event and all time spent attending and participating in the event will be counted as hours of work and credited to the employee in accordance with the Corporation's overtime policy.

## Personal Protective Equipment Allowance

Full-time employees who are required to wear safety footwear in their jobs will be reimbursed \$125.00 per annum towards the cost of CSA-approved footwear or other approved personal equipment.

## Car Allowance

Employees who use their personal vehicles for the Corporation's purposes will be entitled to a mileage allowance as set out in the Corporation's Policy **F09.02 Travel Cost Reimbursement**. It is the employee's sole obligation to ensure that they have adequate vehicle liability insurance covering occasional business travel.

Employees who drive a Corporation owned vehicle in the course of their duties must be lawfully licensed to do so at all time. As such, the employee will be asked to authorize the Corporation and its agent(s) to periodically:

- a) seek and collect a written copy of their most current driver's abstract;
- b) confirm from time to time the status of their driver's license; and
- c) confirm that they continue to be lawfully eligible to operate a motor vehicle in the Province of Ontario.

#### **D) GROUP INSURANCE BENEFIT PLANS**

Group benefits are available to permanent full-time employees who have completed the wait period of 60 working days. .

Further information about coverage is available in your group insurance benefits booklet.

The Corporation reserves the right to change insurance carriers without notification, provided the insurance maintains equal or better coverage.

Part-time employees are not eligible for group benefits and are entitled to twelve (12) percent in lieu of benefits, effective July 1, 2017. When an employee elects to enroll in OMERS, the percent in lieu of benefits will be reduced from twelve (12) percent to three (3) percent.

#### **Accidental Death and Dismemberment Plan**

The Corporation participates in an Accidental Death and Dismemberment Insurance Plan. The benefits vary according to the type of injury sustained. The maximum amount of benefits is two times (2X) the employee's annual salary, rounded to the next higher \$1,000.00 to a maximum of \$250,000.00. Employees should refer to the benefits booklet for full details.

#### **Dental Plan**

The Corporation participates in a Dental Plan. The cost of the premium is shared 50/50 with the employee. The plan booklet should be referred to for details of dental coverage.

### **Group Extended Health Plan**

The Corporation pays 100% of the cost of the premiums. The plan booklet should be referred to for details of dental coverage.

The Extended Health Benefits include:

- Drug Card for prescriptions.
- Vision Care
- Emergency Travel Assistance

### **Paramedical coverage or Health Care Spending Account (HCSA)**

When an eligible employee enrolls in the Group Benefits plan, they will have the option of enrolling in Paramedical coverage or the HCSA. Once the coverage election has been made, it is deemed to be permanent.

#### Paramedical Coverage

The employee will have a combined maximum of \$600.00 per eligible person per calendar year for paramedical specialist listed in the group benefits booklet.

The employee will have a combined maximum of \$800 per eligible person per calendar year for mental health paramedical specialists listed in the group benefits booklet.

#### HCSA

Effective July 1, 2025, if the employee elects the HCSA, \$1750.00 per calendar year (the amount may be prorated for the first year of enrolment depending on the employee's enrolment date) will be available for paramedical services, to offset costs of current capped benefits and for eligible medical expenses not covered by the benefit or provincial health plan. The \$1750.00 allotment is not provided for each eligible person. It is a total maximum that is available to the employee and his/her eligible dependents.

If the employee does not use the full allotment in a calendar year, unused balances may be carried over to the end of the next calendar year. Any carried over credits still remaining at the end of the second calendar year would be forfeited.

## **Life Insurance**

The Corporation participates in a Group Life Insurance Plan. Eligible Employees will receive coverage in the amount of two times (2X) their annual salary rounded to the next higher \$1,000.00 to a maximum of \$500,000.00.

## **Optional Life Insurance**

Non Union employees will have the opportunity to enroll in Optional Life insurance for themselves and their spouses through the insurance carrier. This coverage will be in addition to the Basic Life insurance included in the benefits plan for the employee.

Details are:

- coverage can be purchased in multiples of \$10,000 to a maximum of \$500,000
- proof of good health required for all amounts of coverage
- premiums are 100% paid by the employee

## **Long Term Disability Plan**

Long term disability provides a benefit to employees if they are totally disabled.

Employees are provided with a long term disability insurance which pays 70% of monthly earnings rounded to the nearest dollar, and up to a maximum benefit of \$10,000.00 per month, subject to the terms and conditions of the underlying insurance policy. The County's only obligation is the payment of premiums required to maintain an LTD insurance policy for the benefit of employees. All other obligations i.e. administering, adjudicating and payment of benefits rests solely and exclusively with the LTD insurer.

Extended health and dental benefits coverage will continue for one (1) year since the employee last day worked. After one (1) year of total disability, the employee is responsible for 100% of premiums.

## **OMERS Pension Plan**

The Corporation participates in a pension plan under the provisions of the Ontario Municipal Employees Retirement System Act. It is a condition of permanent employment with the Corporation that each full-time employee becomes a member of the Ontario Municipal Employees Retirement System, contributing payments as required by the Act by payroll deduction. Part-time employees have the option of participating in OMERS, subject to the OMERS Act and Regulations.

### **Benefits for Employees Post Age 65 (effective January 1, 2009):**

Employees who continue to work past age 65 will be eligible for the following insurance benefits coverage until their 70<sup>th</sup> birthday subject to and in accordance with the underlying insurance policies and plans.

- Extended Health Care benefits listed in the Benefit Handbook including vision, paramedical or Health Care Spending Account
- Dental Coverage (with cost sharing practice)
- Emergency Travel Assistance
- Basic Life Insurance and Basic Accidental Death & Dismemberment Insurance to a maximum benefit coverage of \$25,000 each.
- OMERS pension plan (subject to the terms and conditions as set out by OMERS)
- Voluntary AD&D (VADD) will continue to be available to all post 65 employees but will be subject to the terms and conditions of the insurer. The premiums for this coverage will continue to be 100% paid by the employee.

### **Retiree Benefits**

The Corporation will provide benefits to retired employees under the following conditions:

- a) Employees must qualify for unreduced early retirement, as set out in the OMERS Act.
- b) Employees must have at least 25 years of service with the Corporation of the County of Lambton.
- c) Employees must remain a resident of Ontario after retirement.
- d) Benefits will cease when the retiree reaches 65 years of age, or dies, whichever occurs first.
- e) If the retiree takes other employment where similar benefits are available, the benefits will cease.

The Corporation will make available an alternate benefit plan as sponsored by the current benefit carrier to include extended health, dental and life insurance coverage for any employee who meets the criteria for eligibility as outlined in the alternate benefit plan. The employee will be responsible for 100% of the benefit premiums under the alternate benefit plan.

Employees who meet the criteria above and who are hired **prior** to January 1, 2018 will be provided with the option, exercisable at the time of retirement, to choose one of the following retiree benefits packages:

- 1) Continue in the current group health plan (Extended Health Care with paramedical or current Health Care Spending Account (HCSA) and Emergency Travel Assistance) or;
- 2) A \$4,000.00 Health Care Spending Account (HCSA) per year

Employees who meet the criteria above and who are hired **after** January 1, 2018 will be provided with the retiree benefits of a \$4,000.00 Health Care Spending Account (HCSA) per year. If the employee does not use the full \$4,000 HCSA allotment in a calendar year, unused balances will be forfeited.

Once an employee elects their option for retiree benefits, it will be the coverage plan until benefits cease. There is no option to switch between packages.

### **WSIB Leave of Absence**

The Corporation will continue its share of group health and medical insurance premiums for those employees with at least one complete (1) year of service that are absent from work as a result of a workplace injury or illness, provided the absent employee continues his or her contributions. The Corporation will contribute its share of the premiums only while the employee is in receipt of loss of earnings benefits from the Workplace Safety and Insurance (WSIB), for a period of up to two (2) years from the initial date of injury or illness.

Should the employee still be in receipt of WSIB loss of earnings benefits two (2) years after the initial date of injury or illness, the employee shall be from that date on solely responsible for 100% of the premiums payable for group health and medical insurance coverage. The employee shall only be entitled to such coverage while he or she is in the employ of the Corporation and makes the necessary premium contributions.

The employee may at his or her option draw from his or her banked sick days while in receipt of WSIB loss of earnings benefits, to make up any difference between WSIB loss of earnings benefits and his or her regular earnings.

### **E) BANKED SICK DAYS**

All eligible permanent full-time employees who are actively at work will earn one and one-half (1.5) sick days per month to be used for absences due to illness and to maintain pay.

For qualifying absences of five (5) days or less at any one time, an employee will be paid 100% of their wages through their sick bank provided they have enough time in their sick bank to cover the absence. If not, the employee can use banked time and/or vacation.

For qualifying absences of greater than five (5) days of a continuous absence, an employee will continue to be paid 100% of their wages through the Corporation's funded self-insured plan, provided they meet eligibility criteria. The time will not be deducted from an employee's sick bank.

The Long Term Disability waiting period is seventeen (17) weeks.

Separate periods of disability resulting from the same or related causes will be considered one period of disability unless they are separated by a period of two consecutive weeks or more during which you had returned to work on a full time basis.

Separate periods of disability resulting from unrelated causes will be considered one period of disability unless they are separated by a period of at least one day during which you had returned to work on a full time basis.

### **Family Responsibility Days**

Non Union employees will have the ability to use a maximum of 3 sick days per year to attend to immediate family members. Immediate family member is defined as parent, step-parent, spouse (including common-law spouse), brother, step-brother, sister, step-sister, child or step-child. These days will be deducted from an employee's sick bank and are to be used separately and non-consecutively (effective January 1, 2009).

## **F) VACATION BENEFITS**

### **Vacation Time Off**

All permanent full-time employees are entitled to vacation time off based upon their length of continuous service with the Corporation as measured from their start date of employment. Vacation time is accrued on a biweekly basis effective on the start date at the Corporation. Employees will not be permitted to accumulate more than a maximum of one and one-half times (1.5X) their annual entitlement amount in their vacation bank without the approval of their manager and general manager. Scheduling of vacation time off is subject to the approval of the Supervisor/Manager, and may be dependent upon the work load in the department.

1. Employees with less than three (3) years service with the Corporation shall receive three (3) weeks of vacation.
2. Employees who have completed three (3) but less than ten (10) years service with the Corporation shall receive four (4) weeks of vacation annually.
3. Employees who have completed ten (10) but less than twenty (20) years service with the Corporation shall receive five (5) weeks of vacation annually.
4. Employees who have completed twenty (20) or more years of service with the Corporation shall receive six (6) weeks of vacation annually.

### **Vacation Pay**

Permanent, part-time employees are entitled to vacation pay based upon their length of continuous service with the Corporation as measured from their start date of employment. Permanent part-time employee's vacation pay shall be paid in accordance with the following entitlements:

1. Employees with less than three (3) years service with the Corporation shall receive 6% in lieu of vacation.
2. Employees who have completed three (3) but less than ten (10) years service with the Corporation shall receive 8% in lieu of vacation
3. Employees who have completed ten (10) but less than twenty (20) years service with the Corporation shall receive 10% in lieu of vacation
4. Employees who have completed twenty (20) or more years of service with the Corporation shall receive 12% in lieu of vacation

## **G) HOLIDAYS**

### **Paid Holidays**

Paid Holidays are:

|                |               |                  |                 |
|----------------|---------------|------------------|-----------------|
| New Year's Day | Easter Monday | Civic Holiday    | Remembrance Day |
| Family Day     | Victoria Day  | Labour Day       | Christmas Day   |
| Good Friday    | Canada Day    | Thanksgiving Day | Boxing Day      |

If employees are required to work on any of the above paid holidays, they will receive time in lieu at the rate of time and one-half (1.5) in addition to their holiday pay.

### **Floating Holiday**

In addition to the holidays listed above, full-time employees will be allowed one (1) Floating Holiday to be taken at a mutually agreeable time between the employee and the supervisor within each calendar year. The Floating Holiday cannot be carried over from one year to the next.

## **H) LEAVES OF ABSENCE**

## **Bereavement Leave**

An employee shall be granted up to five (5) consecutive working days leave, without loss of pay or benefits, in the case of the death of a an immediate family member. Immediate family member is defined as spouse (including common-law spouse), parent, step-parent, child, brother, step-brother, sister, step-sister, child, and step-child.

An employee will be granted up to three (3) consecutive working days leave, without loss of pay or benefits, in the case of the death of a grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law provided the leave days are regularly scheduled work days.

An employee shall be granted up to one (1) day of leave, without loss of pay or benefits, in order to attend the funeral or memorial service of a grandparent-in-law, aunt, uncle, niece, and nephew or to be a pallbearer provided the funeral falls on a regularly scheduled work day.

## **Personal Leave**

The Corporation may grant unpaid leave of absence to any employee at the discretion of the employee's Manager.

## **Pregnancy and Parental Leave**

When an employee has completed at least one (1) year of service and exercises their right to pregnancy or parental leave, the Corporation shall provide a “top up” to the supplemental employment insurance benefits they receive. This “top up” shall be in the amount of difference between those EI benefits and 75% of their regular earnings and shall last for a maximum of fifteen (15) weeks. For the purposes of calculating the top-up, employees will be deemed to be receiving the maximum weekly EI benefit payable for a leave of absence not exceeding 52 weeks. Such payments shall be contingent upon the employee providing proof that she/he is eligible for, or in receipt of, Employment Insurance pregnancy or parental benefits during the period of payment.

## **Employment Standards Act Leaves**

The Corporation recognizes all eligible leaves as outlined in the Province of Ontario's [Employment Standards Act, 2000](#). Please note that any leave available to an employee for which a similar leave is available pursuant to our policies will be credited against the employee's leave under the ESA, 2000.

## **I) AMENDMENTS**

Despite anything to the contrary herein, the Corporation reserves the right to alter, modify, amend, suspend, cancel any of the policy, programs and or benefits at any time upon the provision of adequate notice.