

*Request for Decision     United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, September 15, 2017				Report Date	Saturday, September 9, 2017			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
#15/09/17/1205 – Office Closure – Holiday Schedule									

**Subject:**

Council consideration of office closure over holiday season due to staff accumulation of overtime.

**RECOMMENDATION:**

That Council authorize staff to close the municipal office from Thursday, December 21 to and including Tuesday, January 2, 2018.

**WHEREAS** over the past two years, staff have accumulated significant banked time due to work demands;

**AND WHEREAS** office demands during the Christmas vacation period are minimal as many municipal and provincial offices are closed with few if any resident requests;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to close the municipal office from Thursday, December 21 to and including Tuesday, January 2, 2018 to allow office employees to take their accumulated banked time and/or vacation time.

**BACKGROUND/EXECUTIVE SUMMARY:**

The above resolution provides solutions to alleviate current considerable banked time for all office employees.

Due to the considerable time demands over the past year, specifically with accounting software change over, Homecoming, special and public meetings, resignations and appointing new council members, office staff has accumulated weeks of banked time.

The *Employment Standards Act* states that “Paid time off must be taken within three months of the week in which the overtime was earned or, if the employee agrees in writing, it can be taken within 12 months.”

We have completed signed agreements to extend that to 12 months however; with normal work demands, it is difficult to find the time. Closing the office for these 6 days will help alleviate this situation and provide a well-deserved break for office staff.

Collectively, three office employees have accumulated an average of 178 hours each of owed vacation and/or time in lieu; some carried over from 2016. This time off will remove just over 100 hours of the over 530 owed.

### **Options/Discussion:**

Council may eventually need to consider paying staff for overtime worked and/or increase staff. It is acknowledged that special events and circumstances in 2017 added to this problem. Time will tell if normal business will resume and time owed can eventually be taken by employees.

### **Financial Considerations/Budget Impact:**

There will be no final implications as the time is owed to employees, staff will not be paid anything extra, they will simply have paid time off as it owed to them either through regular wages and/or vacation time earned.

### **Policy Impact:**

As per the *Employment Standards Act* and current municipal policy to not pay out overtime and instead bank time in lieu.

### **Others Consulted/Resources:**

The Employment Standards Act and Ministry of Labour website - [https://www.labour.gov.on.ca/english/es/tools/hours/overtime\\_tutorial.php](https://www.labour.gov.on.ca/english/es/tools/hours/overtime_tutorial.php)

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*