

*Amended
11/5/60
Re: Permanent
Employees*

Being a by-law to amend by-law 1022, establishing an employment policy for the Corp. of the Village of Cobden.

ARTICLE 1, PURPOSE OF POLICY

- A. This by-law will define employee status, rates of pay and hours of work.
- B. This by-law will define the duties and responsibilities of labourers.
- C. This by-law will define Holidays, Vacations, and benefits.
- D. This by-law will establish a Complaint and grievance procedure.

ARTICLE 2, EMPLOYEE STATUS

- A. Men employed up to six months are deemed to be casual labourers.
- B. Men employed for a period of six consecutive months or more are deemed to be permanent labourers (subject to ARTICLE 5 C.) unless specifically exempted from this (5C) section by motion of Council.
- C. Men who have been employed for a period of eighteen consecutive months or more are deemed to be skilled labourers.
- D. At the end of six months consecutive employment a labourer will not be subject to summary discharge (2B).

ARTICLE 3. RATES OF PAY

*amended
11/65
Cam. 2/1/66*

- A. Casual Labourers \$1.20 / hour
- B. Permanent Labourers \$1.26 / hour
- C. Skilled Labourers \$1.32 / hour
- D. Overtime will be paid only at standard rates or in accordance with (4B).
- E. Pay period ending the fifteenth of the month will be paid on the nineteenth. Pay period ending at the end of the month will be paid on the fifth following.
- F. Tradesmen may be hired when necessary at their prevailing rates.

ARTICLE 4. HOURS OF WORK

- A. The work week will be 5½ days of eight (8) hours each or forty four hours per week.
- B. Overtime worked may be compensated for by taking equivalent time off at a time convenient to the employee and foreman and consistent with his duties.

ARTICLE 5. DUTIES AND RESPONSIBILITIES

- A. All labourers will be subject to the orders of the foreman regarding his work and will take their instructions from him, but if in his best judgment he feels he is being unfairly treated he has recourse to the grievance procedure below.
- B. Their duties will consist of any work appertaining to the efficient operation of the Corp. of the Village of Cobden, The maintenance of streets, the operation of the water and sewer systems, reading of Hydro Meters and/or construction work where necessary.
- C. No man will be considered for permanent employment until he is capable of operating the water and sewer systems. He must be capable of doing this in the event of an emergency, during holidays and vacations of the foreman.

ARTICLE 6. HOLIDAYS, VACATIONS, BENEFITS.

- A. The following statutory holidays with pay may be taken subject to ARTICLES ~~5~~ 4B & 5B. & 6B.

New Years	Labour
Good Friday	Thanksgiving
Victoria	Christmas
Dominion	

- B. " Vacations with pay and hours of work Act." will apply for the first year of employment. Employee will receive two weeks vacation with pay upon completion of two years of employment. Foreman and employee can not have the same time off for vacation or holidays, foreman will therefore have the first choice.
- C. Sick leave with pay will be allowed at the rate of one day for every two months of employment after Sept. 1st. 1956.
- D. Sick leave may be accumulated up to a maximum of twenty four days.

ARTICLE 7. GRIEVANCE PROCEDURE

- A. There will be a grievance committee of the council set up each year, it will be composed of at least two councillors.
- B. The members of this committee may be approached at any reasonable time with any problem that an employee may have. The members of the committee will attempt to find an answer.
- C. Failing an understanding, the committee will then bring the matter to the next regular meeting of the Council.
- D. If the decision of Council is unsatisfactory to the employee he may notify the Reeve of this fact and the Reeve will then call a special meeting of council at which the employee may present his case.

ARTICLE 8. TERMINATION OF BY-LAW

- A. This by-law will be retroactive to Jan. 1, 1959 for skilled labour.
- B. The provisions of this by-law cannot be changed except by amending the by-law. Verbal commitments or motions of council do not change by-laws.

ARTICLE 9. CLERK

- A. The clerk will set up the necessary systems to record the provisions of this by-law and the Foreman's by-law.
- B. A copy of this ~~new~~ by-law will be posted in the clerk's office so that employees may refer to it readily.

Passed this *24th* day of *August* 1959

Reeve

K. B. McGregor

Clerk

Milton Surwell

Artical 5. Duties and Reponsibilities

- A. All labourers will be subject to the orders of the foreman regarding his work and will take their instructions from him, but if in his best judgment he feels he is being unfairlt treated he has recourse to the grevience proceddure below.
- B. Their duties will concist of any work appertaining to the efficient operation of the Corporation of the Village of Cobden, The maintance of streets, the operation of the water and sewer systems, construction work where necessary.
- C. No man will be considered for permeneht empolyment until he is capable of operation the water and sewer systems. He must be capable of doing this in the event of an emergency, during holidays and vacations of the foreman.

Artical 6. Hoildays, Vacations, Benefits.

- A. The following statutory holidays with pay may be taken subject to artical 3D. and 3B.
- ~~B.~~ New Years day, Good Friday, Victoria day, Dominion day, Labour day, Thanksgiving day, Christmas day.
- B. "Vacations with pay and hours of work Act." will apply for the first year of employment. Employee will receive two weeks vacation with pay upon completion of two years of employment. Foreman and employee can not have the same time off for vacation or holidays, foreman will therefore have the first choise.
- C. Sick leave with pay will be allowed at the rate of one day for every two months of employment after Sépt 1st. 1956.
- D. Sick leave may be accumulated up to maximum of twenty four days.

Artical 7. Grievance Procedure

- A. There will be a grievance committee of the Council set up each year, it will be composed of at least two Councillors.
- B. The members of this committee may be approached at any reasonable time with any problem that an employee may have. The members of the committee will attempt to find an answer.
- C. Failing an understanding, the committee will then bring the matter to the next regular meeting of the Council.
- D. If the decision of Council is unsatisfactory to the employee he may notify the reeve of this fact and the reeve will then call a special meeting of Council at which the employee may present his case.

Artical 8. Termination of policy

- A. This policy will be retroactive to August 1st. 1956 to co-inside with the Foreman's agreement effective on that date.
- B. This policy shall remain in force until changed by by-law.

Artical 9. Clerk

- A. The clerk will set up the necessary systems to record the provisions of this policy and the Foreman agreement.
- B. A copy of this policy will be posted in the clerk's office so that employees may refer to it readily.