

<b>Title:</b> Management and Non-Union Human Resources Policy		
<b>Policy Type:</b> Human Resources		<b>Policy Number:</b> 400-02
<b>Approval By:</b>		
<b>Approval Date:</b> May 29, 2023		
<b>Revised Dates:</b>		
<b>Review Date:</b> April 2024		

## **PURPOSE**

This policy outlines the hours of work, lieu time, compensation and benefits for Management and Non-union staff.

## **SCOPE**

This policy applies to all permanent employees classified as Management and Non-union employees. This policy is not applicable to union or short-term contract employees.

## **POLICY STATEMENT**

Management and Non-union positions are contract positions with the Board wherein, the compensation package reflects that performance of duties may be required outside the hours of operation.

## **REGULAR HOURS**

The regular hours of work for Management and Non-union employees is thirty-five (35) hours per week unless specified otherwise in the employee's employment contract. Hours are typically worked during Administration Office hours except when deviations are required due to circumstance.

When circumstances require, the management and non-union staff will adjust their hours to accommodate programs, meetings or events outside core hours of operation. Staff will achieve this by working a split shift or by beginning the shift in keeping with the anticipated hours of work, as mutually agreed upon with the immediate supervisor.

## **LIEU TIME**

In exceptional circumstances where accommodation cannot be made prior to events, lieu time will be granted on a straight time basis at a time mutually agreeable to the employee and immediate supervisor, providing that the core hours of operation are covered.

Lieu time cannot be claimed for any period of less than 30 minutes.

Any lieu time will be taken before the year's end, at the discretion of the CEO. Lieu time will not be carried over to the following year or be paid out.

## **OVERTIME**

Management and Non-union employees are salaried and therefore are not entitled to overtime.

## **VACATION**

The Library Board acknowledges that vacation is important to employees' health and work performance. Employees are entitled to vacation in each calendar year and are encouraged to use it annually. Management and Non-union employees are entitled to vacation in accordance with the City of Sault Ste. Marie's Management group vacation schedule.

Vacation entitlement is based on continuous service. Therefore, Leave of Absence, Pregnancy/Parental Leaves, absence from work while on W.S.I.B. benefits, or L.T.D., may affect vacation pay and/or entitlements.

## **VACATION CARRY OVER**

An employee may carry over up to two (2) weeks of annual vacation with the CEO's approval. Vacation carry over requests by the CEO shall be approved by the Board Chair.

The application to carry over vacation from one year to another must be submitted in writing to the CEO or Board Chair on or before November 1<sup>st</sup> in the current year.

## **WAGES**

Management and Non-union staff will be paid in accordance with the Management/Non-Union salary grid. Incumbents with little or no experience are hired at Step 1. Incumbents with direct, applicable experience may negotiate to start at a higher Step. Employees will then progress through each step annually, assuming acceptable performance.

## **GENERAL WAGE INCREASES**

Management and Non-Union Salary Scales are subject to adjustment annually as approved by the Board.

## **PENSIONS**

For all Management and Non-union staff, the Ontario Municipal Employees Retirement System shall be in effect and shall be integrated with the Canada Pension Plan.

## **HEALTH BENEFITS**

Permanent full time Management and Non-union employees are entitled to receive the City's Health Benefit plans and Life Insurance plans subject to the qualifying requirements of the provider and in accordance with the provisions of the Master Contract. Entitlement is the first day of the month following the date of hire.

Premiums are 100% paid by the Library.

It is the responsibility of the employee to advise the employer of any status change resulting in the addition or deletion of dependents. i.e., change in marital status, change in child status, birth/adoption.

## **RELATED POLICIES**

300-04 Hours of Operation Policy  
400-14 Performance Appraisal Policy  
400-16 Relieving Pay Policy  
400-17 Sick Leave Benefits