



Staff Report

Human Resources

Report To: Council
Meeting Date: January 27, 2021
Report Number: FAF.21.024
Subject: COVID-19 Outbreak Impact on Management Hours of Work
Prepared by: Jennifer Moreau, Director of Human Resources

A. Recommendations

THAT Council receive Staff Report FAF.21.024, entitled "COVID-19 Outbreak Impact on Management Hours of Work";

AND THAT Council consider an option for payment for Management hours worked during the COVID-19 Outbreak.

B. Overview

This report details the hours of work for the Management team during the COVID-19 Outbreak managed over the holiday time period of December 28, 2020 – January 3, 2021. It recommends Council consider compensating Management for the time spent in emergency management for the Outbreak.

C. Background

The Town had a Holiday Closure scheduled from noon on December 24, 2020 to January 3, 2021. During this time frame, non-essential and Management staff were on holiday. A combination of statutory holiday pay and vacation pay is utilized to maintain salary.

Over this Holiday Closure, a number of Managers worked significant hours and were not able to take the holidays that they had booked.

D. Analysis

The members of the Management team managed the COVID-19 Outbreak over the holiday and worked a combined total of 148.5 hours.

Staff recommend the following:

1. Management team members are paid overtime (time and one half) for the time spent in emergency management of an outbreak over the Holiday Closure period.

E. Strategic Priorities

1. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

Not applicable

G. Financial Impact

The financial impact of staff's recommendation for payment of overtime to Management team members for emergency control work over the 2020 Holiday Closure period is \$18,689.

Staff recommend utilizing the Human Resources Reserve for the funding allocation for this payment.

The Human Resources reserve has a current balance of \$459k.

H. In Consultation With

Ruth Prince, Director of Finance and IT Services

Shawn Everitt, Chief Administrative Officer

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Jennifer Moreau, jmoreau@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

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Jennifer Moreau
Director of Human Resources
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