



**To:** Curtis Slingerland, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse, CO  
**Meeting Date:** May 12, 2022  
**Subject:** Personnel Policy Recommendations

**Recommended Motions:**

*THAT the Education Assistance Policy be left to the discretion of Central Coast Regional District CAO to make decisions based on the approved budget.*

*THAT the Board of Directors of the Central Coast Regional District increase the years of service awards in line with the District of Vanderhoof.*

*THAT s. 4.04 Group Benefits be amended to offer benefits to part-time employees who have completed one year of service.*

*THAT the Board of Directors of the Central Coast Regional District approves the existing vacation pay entitlement.*

*THAT the Board of Directors of the Central Coast Regional District approves sick leave at 1.5 days per month.*

*THAT the Personnel Policy be updated to reflect the changes and brought back for adoption.*

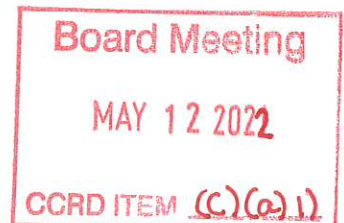
**Issue/Background Summary:**

The Board reviewed the Personnel Policy at the December regular board meeting and provided comments and requested additional information.

**S. 3.07 Educational Assistance Policy (EAP)**

**Background:**

The Board had been asked to consider setting the number of years an employee should serve before being eligible for EAP. It was noted that the eligibility requirement for a specified number of years of service before access to professional development should be at the discretion of the Chief Administrative Officer (CAO).



**Discussion:**

The policy has been updated to reflect that the eligibility will be at the discretion of the CAO and there is no recommended length of service required in determining eligibility.

**Recommended Motion:**

*THAT the Education Assistance Policy is left to the discretion of Central Coast Regional District department heads or the CAO to make decisions based on the budget.*

**Options:**

1. Approve the recommended motion.
2. The Board may specify the number of hours, days or years of service which may be required before being eligible for the EAP.

**S. 3.10 Personnel Service – Milestone Recognition**

**Background:**

The Directors felt that payments or gifts in the amounts specified for length of service appeared too low. Finance was requested to respond.

**Discussion:**

The regional district has 7 full and part-time employees and the longest serving will be reaching a 10-year anniversary in 2023. If all current employees are still employed at their anniversary date, the total annual cost over this financial planning cycle is as follows:

Total Annual Cost:

2022	\$0
2023	\$150
2024	\$200
2025	\$0
2026	\$50

As per the current Central Coast Regional District (CCRD) Personnel Policy, individuals, upon reaching the years of service milestone will be presented a Years of Service award or retirement, as noted below:

- 5 years of service - \$50
- 10 years of service - \$100
- 15 years of service - \$150
- 20 years of service - \$200
- 25 years of service - \$250
- Retirement - \$30 per year of service

The Regional District of Mount Waddington (RDMW) was contacted and noted their practice is not embedded in policy. Their informal practice is as follows:

As there is no policy, the RDMW does not have a policy so they base their practice on the person and what they're being recognized for. For example, when a director or long-term staff member is retiring, RDMW normally arranges either artwork (between \$200-\$500) or an item that they know is personal to them (like a specific tool). For staff recognition, it is usually something smaller, like a luncheon with all staff and a small personal gift (up to \$100).

The District of Vanderhoof was also contacted and as per their Employee Recognition Policy, their awards are as follows:

5 years of service – award certificate and \$50 (\$10 per year of service)  
 10 years of service – award certificate and \$150 (\$15 per year of service)  
 15 years of service – award certificate and \$300 (\$20 per year of service)  
 20 years of service – award certificate and \$500 (\$25 per year of service)  
 25 years of service – award certificate and \$750 (\$30 per year of service)  
 30+ years of service – dealt with on an individual basis up to a value of \$1,000

#### Financial Analysis

The cost to the Central Coast Regional District by adopting an employee recognition policy similar to the District of Vanderhoof will result in the following:

#### Total Annual Cost:

2022	\$0
2023	\$200
2024	\$250
2025	\$0
2026	\$50

#### **Recommended Motion:**

***THAT the Board of Directors of the Central Coast Regional District increase the years of service awards in line with the District of Vanderhoof.***

#### **Options:**

1. Approve the recommended motion.
2. Suggest a different option for year of service award amounts.

#### **S. 4.04 Group Benefit Plans – 100% CCRD Premium Paid**

#### **Background:**

The Board was asked, should part-time employees be considered for extended health and dental benefits? Under the current policy, part-time employees are excluded from the benefit packages. The Board questioned how other regional districts handle part-time employees and how extended health and dental benefits would look from a financial perspective.

**Discussion:**

Currently, only full-time employees are considered for extended health and dental benefits. The Benefits and Human Resources Consultant from Encompass states that most organizations have their own threshold to determine eligibility for benefit packages. Typically, an employee who works more than 20 hours per week is qualified for benefit packages.

Although there may be more part-time employees in the future, currently the regional district has one part-time employee who in 2021 worked an average of 22 hours per week. The estimated annual cost to the CCRD would be in the order of \$4,000 depending on the specific coverage options and choices (spousal and dependent coverage).

Compared to other local governments it is clear that permanent part-time employees working over 20 hours per week are afforded benefits.

**Recommended Motion:**

***THAT s. 4.04 Group Benefits be amended to offer benefits to part-time employees who have completed one year of service.***

**Options:**

1. Approve the motion.
2. The Board may elect to not provide benefits to part-time employees, or they may change the number of days, months or years of service required to be eligible for benefits for part-time employees (recommended after one year of service).

**5.03 Vacation Leave****Background:**

The Board was asked for clarity on vacation entitlement year to year. The Board is asked to review to ensure the section meets expectations for CCRD employees.

**Discussion:**

The definition of an "employee" pursuant to the *Employment Standards Act* includes full-time, part-time and seasonal and casual employees. It states that an employer must give an annual vacation of at least 2 weeks after 12 consecutive months of employment, or at least 3 weeks after 5 consecutive years of employment.

The *Act* also states that an employer must pay an employee at least 4% of the employee's total wages during the year of employment and at least 6% of the employee's total wages after 5 consecutive years of employment.

The current practice for part-time, seasonal or casual employees is to pay them based on a percentage of earnings pursuant to the *Employment Standards Act* as noted in the paragraph above. The current practice is to give full-time employees a minimum of the following:

DURING	VACATION ENTITLEMENT BASED ON FULL YEAR'S SERVICE
Up to Dec 31 <sup>st</sup> of Year 1	Prorate to 2 weeks equivalent (10 working days)
Year 1 to Year 2 inclusive	2 weeks (10 working days)
Years 2 to 5 inclusive	3 weeks (15 working days)
Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Years 16+	6 weeks (30 working days)

It is important to note that the above table applies only if it hasn't been determined to be otherwise through an employment contract – in other words, the above table sets the minimum standard and some employees receive a greater number of weeks.

In all cases involving vacation pay entitlements, the practice currently exceeds the minimum requirements of the *Act*. The recommendation below exceeds the requirements of the *Employment Standards Act* and does not increase administrative burden beyond current practice.

The District of Vanderhoof Vacation Pay entitlement is as follows:

The vacation year shall be deemed as the calendar year January 01 – December 31.

Staff employees joining the District of Vanderhoof will have 15 vacation days the first year; thereafter, receiving one day per additional year of service to a maximum of 30 days.

Staff employees who are unable to, because of District requirements, utilize their complete vacation entitlement in any one year, may, with approval of Council, carry over a portion, to a maximum of one week of their vacation entitlement to the next vacation year.

Employees who do not complete one year of employment will be entitled to vacation pay of 6%.

**Recommended Motion:**

***THAT the Board of Directors of the Central Coast Regional District approves the existing vacation pay entitlement.***

**Options:**

1. Approve the recommendation.
2. The Board may elect to state other percentage rates of vacation pay for casual, seasonal and/or part-time employees and they may amend the number of weeks of vacation entitlement for full-time employees beyond those presented in the recommendation.
3. The Board may elect to state a separate percentage rate of vacation pay, or otherwise clarify vacation pay for seasonal (read: swimming pool) employees, who, because of the requirement for continuous employment, perpetually receive 4.0% of earnings, despite sometimes coming back to the regional district for several consecutive seasons.

## 5.05 Sick Days

### Background:

Currently employees are not entitled to paid sick days except at the discretion of the CAO. The Board is asked to consider creating a policy informed entitlement and is further asked to comment on what the accrual rate should be. Effective January 1, 2022, BC's first-ever permanent paid sick leave comes into effect with 5 paid sick days each year after 90 days of employment. All employees are eligible for this benefit. At the December meeting the Board expressed an interest in what others are doing, discussed the options and requested finance to respond.

At the December regular board meeting the following motion was passed:

21-12-07 THAT the Board of Directors of the Central Coast Regional District approve the amendments to Policy A-29 Personnel Policy to make sick leave to 1.5 days a month for sick leave, and that Administration do further research on financial aspects.

To help frame the discussion it should be noted that CCRD employees in the remote location of Bella Coola experience challenges accessing medical specialists and have to travel a minimum of 6 driving hours or a 1-hour plane ride to access specific medical services. Staff retention at the CCRD is also an issue that needs to be considered while viewing the recommended motions below.

There are no direct extra costs of paying sick leave except for possible associated costs in bringing in casual and part-time resources to cover the work load of the person who is on sick leave.

### Discussion:

In practice, it is important to note that full-time employees at the regional district have benefitted from an undefined number of sick days annually, and have taken those days away from work without penalty in remuneration. The number of actual sick days has varied from employee to employee, depending on individual circumstance. Part-time and seasonal employees have not been paid when and if absent for illness or injury – past entitlement per the *Employment Standards Act* was 3 days of unpaid sick leave.

The Cariboo Regional District was contacted and they offer 13 sick days to their employees and the sick days do not accumulate but are renewed annually. Mount Waddington Regional District was contacted and they offer 18 days to their full-time and part-time employees and the paid sick days are allowed to accumulate to a maximum of 100 days and employees have the option of being paid out in cash for 1/3 of those days at retirement (they forfeit the other 2/3). qathet Regional District offers 9 days annually to their employees and sick days are allowed to accumulate to a maximum of 30 days and are not paid out ever.

### Recommendation:

***THAT the Board of Directors of the Central Coast Regional District approves sick leave at 1.5 days per month.***

### Options:

1. Approve the recommended resolution.

2. The Board may choose a different number of days.

Submitted by: Evangeline Hanuse  
Evangeline Hanuse, Corporate Officer

Approved by:   
Curtis Slingerland, Chief Administrative Officer