

Township of Southgate

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Staff Report FIRE2022-020

Title of Report: FIRE2022-020- Firefighter Years of Service Payment

Department: Fire

Council Date: November 23, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIRE2022-020 for information; and **That** Council approve the HR Coordinator to amend Southgate Policy #1 Personnel Policy 16 A) to separate an employee or council members years of service from their volunteer firefighter years of service.

Background:

Southgate Policy #1 Personnel Policy **Section 16 Separation Gifts a) Employees, Council Members & Volunteer Firefighters Years of Service Payment.** Employees, Council Members and volunteer Fire Fighters will receive a monetary payout for years of service, or for full time, permanent part time and seasonal employees, with the municipality in the amount of \$200.00 for each year of service (up to a maximum of 25 yrs.) for all staff with a minimum of five (5) years of service with the Township of Southgate starting Jan 1, 2000. The first year for which a gift may be paid out is 2000. Payout for the last year of service will be prorated on a monthly basis from January 1 to the last day of the month in which the employee or elected official terminates employment with Southgate. Separation gift does not apply if an employee is dismissed. **Employees and Council Members that also act as volunteer Fire Fighters in the same 12-month period only qualify for one year of service**

Staff Comments:

Staff would like Council to direct the Human Resource Coordinator to amend this section of the personnel policy to remove that Employees and Council Members that also act as a volunteer Firefighter in the same 12 month period only qualify for one year of service.

Employees or Council Members who decide to take on more responsibility by joining the Dundalk Fire Department to serve the community is largely done outside of their regular working hours. All training for the department is conducted on evenings and weekends. These individuals respond to calls after hours as well.

An unnamed employee recorded in one year 142.4 logged hours with the fire department outside of 7am – 4pm Monday – Friday time frame. This does not include the several volunteer events in a year attended for free by members. The case could be made to leave the policy the same if the employee only responded during regular business hours when they were scheduled on shift with the Township but these employees go above and beyond.

These staff members have two separate job descriptions and employment contracts with the Township which they must uphold both contract's requirements throughout the year. Staff believe since there are two separate employment contracts they should receive two separate separation gifts.

Currently there are two staff retiring from the fire department this year which this policy effects. One employee worked for the Township for several years and has served on the Dundalk Fire Department for 43 years. According to the current policy this employee will only receive payout from 2015 – date. The recommended change would allow the Township to reward this employee for their time served between 2000 – 2015 where they were also an employee of the Township as well as a Dundalk Fire Department Volunteer Firefighter.

The second employee was with the Dundalk Fire Department Prior to a position with the Township of Southgate. If this employee receives their separation gift from the Dundalk Fire Department after almost 20 years of service if they chose to retire within the next five years of, they will not be entitled to receive any separation gift from their employment which they have worked for to date approximately 9 years.

Staff believe by amending the policy it will better show appreciation to current and future employees/ Councillors that take on an extra role serving the community in their own time.

Financial Implications:

There will be no financial implications directly because of this report. Costs are budgeted by each department for separation gifts for their employees.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. Staff recommends that Council receive Staff Report FIRE2022-020 for information; and that Council approve the HR Coordinator to amend Southgate Policy #1 Personnel Policy 16 A) to separate an employee or council members years of service from their volunteer firefighter years of service.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Derek Malynyk, Fire Chief Official

CAO Approval: *Original Signed By*
Dave Milliner, CAO