



EXECUTIVE COMMITTEE MEETING

DATE: Thursday, October 11, 2018
LOCATION: Four Points by Sheraton
Frank's Bar & Grill –Golf Room
100, Rice Street
Edmundston, NB
TIME: 6:00 p.m.

MINUTES OF MEETING

1. Call meeting to order and welcome

Chair, Mr. Jean-Pierre Ouellet, called the meeting to order at 6:15 p.m., and welcomed everyone.

Members attending	
Mr. Jean-Pierre Ouellet, Chair	Mayor of Haut-Madawaska
Mr. France Roussel, Vice-Chair	Mayor of Drummond
Mrs. Brigitte Martin	Representing the Local Service District
Staff Attending	
Mrs. Johanne Thibodeau	Finance Director
Mr. Paul Albert	Solid Waste Interim Director
Mrs. Catherine Dufour	Operations Director for the Planning service

2. Sick leave

The objective of the meeting was to review the policy on sick leave and severance pay because we have to honor the policies that were in place before the policy that was accepted last February 28 by the members of the Board of NWRSC.

After discussions, the members present decided to modify and clarify the policy accepted on February 28, 2018. We have attached a copy of the revised (clarified) policy concerning sick leave, severance pay, medical coverage and dental coverage.

3. Severance pay

Discussed at point 2.

4. Adjournment

The meeting was adjourned by the Chair at 9:00p.m.

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JEAN-PIERRE OUELLET, Chair

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FRANCE ROUSSEL, Vice-Chair



REVISED (CLARIFIED) POLICY

1. SICK LEAVE

GENERAL

- 1) The purpose of sick leave is to protect employees from undue financial loss in the case of prolonged illness.
- 2) Sick leave shall not be used to replace annual or other leave.
- 3) Employees shall accumulate sick leave credits at a rate of 1.25 day/month for each calendar month of continuous work up to a maximum of 86 working days (120 calendar days), covering the period before eligibility for long-term disability, which starts on the 121st day. When the maximum of 86 working days is reached, sick days shall stop accumulating.
- 4) During sick leave, an employee must have worked the majority (50% + 1) of the working days in the month to accumulate sick leave and/or annual leave credits.

SPECIAL RULES:

- i. Employee sick leave is paid in cases of justified absence and for days when the employee would normally have worked. Employees who are absent shall inform their director that they are unable to work at the start of their regular working day;
 - ii. A medical certificate shall be required after three (3) consecutive days of absence. The medical certificate shall indicate the date of return to work. In case of long-term sick leave, the employer may require a medical report attesting that the employee is not fit to return to work;
 - iii. When the employer has reason to believe that there has been abuse of sick leave, such as repeated use for no valid reason, that disturbs operations, the employer is entitled to require a meeting with the employee and to take the appropriate disciplinary measures.
- 5) Unless there is a reorganization of operations in the office, it shall be the policy of the employer to maintain the employee's position for a period of one (1) year on receipt of a medical report.
 - 6) Starting at the adoption of the new revised policy on sick leave on February 28, 2018, accumulated sick leave CANNOT be exchanged for cash.

2. SEVERANCE PAY after 20 years of service (does not apply to dismissal).

- 1) Severance pay in the amount of one week per year of service shall be paid to the employee after 20 years of service with NWRSC (does not apply to dismissal).

CLARIFICATION

However, note that the former policies of each sector shall be honored until the adoption of the new policy, that is, until February 28, 2018. Moreover, as per the letter received from Hermel Vienneau, Transition Manager for Regions 1 and 4, all benefits of Solid Waste and Planning employees have been transferred to NWRSC.

SICK LEAVE:

- **Solid Waste:**

Their former policy stipulated that 100% of their sick leave could be exchanged for cash. This policy shall be maintained until February 28, 2018. Since the employees in this sector have not received any indemnity for their previous benefits, their sick leave shall be deemed to have accumulated beginning at the creation of COGERNO in 1997.

Revised and clarified policy=when employees leave, 100% of the balance of their sick leave can be exchanged for cash from the start of their employment at COGERNO until February 28, 2018.

- **Planning and Governance:**

Their former policy stipulated that their accumulated sick days were eligible for a salary allowance instead of such leave. This policy shall be maintained until February 28, 2018.

Revised and clarified policy=However, since their former benefits were returned to employees on June 30, 2012, before NWRSC was created on January 1, 2013, and since precedents in the order of 50% have been created since 2013, this is what we will continue to apply. When employees leave, 50% of the balance of their sick leave can be exchanged for cash for the period from July 1, 2012, to February 28, 2018.

- **Governance:**

Governance has followed the same policy as Development since the creation of NWRSC.

Revised and clarified policy=Under their policy, 50% of the balance of their sick leave can be exchanged for cash. Thus when employees leave, 50% of the balance of their sick leave can be exchanged for cash for the period from January 1, 2013, to February 28, 2018.

SEVERANCE PAY after 20 years of service (does not apply to dismissal).

- **Solid Wastes:**

Their former policy stipulated that these employees did not receive severance pay in any situation. This policy shall be maintained until February 28, 2018. These employees will keep their years of seniority since 1997 for calculating their 20 years of service.

Revised and clarified policy=So employees with 20 years of service since being hired by COGERNO will be eligible for one week per year of service starting February 28, 2018.

- **Planning:**

Their former policy stipulated that these employees received one week per year of service. This policy shall be maintained until February 28, 2018. These employees will keep their years of seniority since being hired by the former Madawaska Planning Commission for calculating their years of seniority.

Revised and clarified policy=However, since their former benefits were returned to employees on creation of NWRSC, payment of one week per year of service shall begin on January 1, 2013, only. So employees with 20 years of service since being hired by the Madawaska Planning Commission will be eligible for one week per year of service starting January 1, 2013.

- **Governance:**

Governance has followed the same policy as planning since the creation of NWRSC, except that no benefits for prior years were transferred.

Revised and clarified policy=So under this policy, employees are entitled to one week per year of service after 20 years of service since January 1, 2013.

3. MEDICAL AND DENTAL COVERAGE

- **Revised and clarified policy=**An extension of Medical and Dental coverage (Great West) for a period of six (6) months is offered to permanent full-time employees who retire or whose position is abolished after restructuring (layoff). This benefit cannot be exchanged for money in any fashion if the employee in question declines the offer.