

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Non-Union Vacation Entitlement – July 18, 2024

RECOMMENDATION:

That the Non-Union Vacation Entitlement report be received and that the updates to the non-union vacation entitlement be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- In June 2023, Town of Oakville council received updates to the Vacation Entitlement Procedure for non-union staff to ensure that the Town remains competitive for attraction and retention purposes and work-life balance.
- During negotiations between CUPE 5348 and OPL, the parties agreed to a single vacation entitlement chart for unionized staff that aligns with the Town of Oakville vacation entitlement chart.
- OPL recommends aligning the vacation entitlement chart for the non-union group. There is minimal financial impact as 98% of the non-union staff are permanent full-time and salaried. OPL currently has one part-time hourly staff as non-union.

BACKGROUND:

The Town of Oakville provided to Council on June 19, 2023 revisions to the Vacation Entitlement Procedure for non-union staff. The updates included changes to the vacation entitlement chart which has shorten the time it takes to get the next level of vacation.

These updates for Town of Oakville non-union staff were made to ensure that the Town remains competitive to attract and retain staff in addition to positively impacting employees' mental health and work-life balance.

As of June 21, 2024, OPL and CUPE 5348 agreed to a vacation entitlement chart to align with the Town of Oakville for unionized staff. OPL is now looking to implement the same chart for all non-union staff.

COMMENT/OPTIONS:

With the recent changes to the CUPE 5348 and to continue to align with the Town of Oakville where possible, OPL recommends updating the vacation entitlement chart for the non-union group. If approved the changes would come into effect as of July 1, 2024. Non-union employees who are entitled to an increase in vacation will receive a pro-rated amount for the remainder of the year.

The current vacation entitlement chart is:

Years of Service	Number of Weeks Annually	% of Earnings (PT paid in lieu)
Less than 2 years	2	4
More than 2 years but less than 5 years	3	6
More than 5 years but less than 15 years	4	8
More than 15 years but less than 25 years	5	10
25 years and over	6	12

The updated vacation entitlement chart would be as follows:

Years of Service	Number of Weeks Annually	% of Earnings (PT/CAS paid in lieu)
Start – 6 years	3	6
7 -13 years	4	8
14 -19 years	5	10
20 years and over	6	12

With 98% of the non-union group as salaried employees, there is minimal financial impact for the update to the vacation entitlement chart. The approximate cost would be less than \$1000.00.

The Vacation Entitlement Procedure will be updated with revised vacation entitlement chart, if approved.

Prepared by:
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Submitted by:
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