

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON MAY 28, 2019
FROM:	WILLIAM C. COXHEAD MANAGING DIRECTOR, CORPORATE SERVICES AND CHIEF HUMAN RESOURCES OFFICER
SUBJECT:	REDUCED HOURS OF OPERATION (HOLIDAY CLOSURE)

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and Chief Human Resources Officer, this Report **BE RECEIVED** for information purposes and that the Holiday Closure Period **BE APPROVED** for 2019 - 2023.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None

BACKGROUND

The purpose of this report is to inform and seek Councils approvals of the upcoming holiday closure periods.

Since 1993, City Hall and other community based service locations have closed and/or remained open at reduced service levels during the Holiday Closure Period. The Holiday Period is from noon December 24 to January 2.

The Corporation has a Letter of Understanding with CUPE 101 which states:

“Council may, in its sole discretion, decide on a closure/reduction of hours during any or all of the Holiday Closure Periods”, “in the event of such declaration, all operations except those deemed essential by the employer will be halted”.

Management employees generally follow the same practice.

Fire Services, the Dearness Home, Outside Operations, Parks and Recreation Operations will operate at regular service levels during the Holiday Closure Period.

CONCLUSION

Civic Administration recommends that a Holiday Closure Period between noon December 24, to January 2 of the following year be approved for 2019 to 2023.

The practice of reducing hours and services and/or closing some offices during the Holiday Period has been in existence for over 20 years and has the benefit of:

- During the Holiday Period demand for certain services is reduced and this reduction provides an opportunity to adjust staffing levels and enable the use vacation as well as other accumulated paid time off (for example time off in lieu of overtime).
- Required time off during the Holiday Period provides a mechanism to help reduce the Corporations liabilities regarding a pay out of vacation and other accumulated paid time off.
- Allowing employees to take required time off is in keeping with our Mental Health Strategy of encouraging a work life balance.

Civic Administration believes that ending the practice would have a significant adverse impact on employee morale.

PREPARED BY:	PREPARED AND RECOMMENDED BY:
PAT FOTO MANAGER, ORGANIZATIONAL SUPPORT SERVICES, HUMAN RESOURCES	WILLIAM C. COXHEAD MANAGING DIRECTOR, CORPORATE SERVICES AND CHIEF HUMAN RESOURCES OFFICER

Cc: Sandra Datars Bere, Managing Director, Housing, Social Services and Dearness Home
Kevin Dickens, Manager, Employment and Income Support Services
Scott Stafford, Managing Director, Parks and Recreation
Lynne Livingstone, Manager Director, Neighbourhood, Children and Fire Services