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2005 CHRISTMAS CLOSURE

The Finance and Administration Committee recommends the adoption of the recommendation contained in the following report, April 5, 2005, from the Commissioner of Corporate Services:

1. RECOMMENDATIONS

It is recommended that:

1. The report is endorsed by Regional Council.

2. PURPOSE

The purpose of the report is to advise Committee and Council of the plan to close administrative operations during the period Monday, December 26, 2005 to Friday, December 30, 2005.

3. BACKGROUND

Last year we successfully implemented a planned closing to the general administration offices between Christmas and New Years. The plan arose out of negotiations with our respective Unions in 2002 combined with the use of float holidays and/or use of employee banked vacation/lieu time. The impact on staff was extremely positive and in the last three (3) years the Employer received acknowledgement of gratitude from many employees as well as from our Unions.

4. ANALYSIS AND OPTIONS

Commencing Christmas Day, Sunday, December 25 through to New Years Day, Sunday, January 1, 2006 there are three (3) statutory holidays and three (3) days available to be scheduled as work days – December 28, December 29, and 30. Our current collective agreements allow for a “corporate float day” in lieu of Remembrance Day, which could be observed during the 2005 Christmas Closure period.

Christmas falls on a Sunday and for the Region’s Christmas Closure: Monday, December 26th is Boxing Day and Tuesday, December 27th shall be scheduled as Christmas Day for those employees who normally work Monday to Friday. The “Corporate Float Day” would be scheduled for Wednesday, December 28th.

New Year's day falls on a Sunday this year, and the recommendation is that the Committee consider allowing the administrative operations to remain closed on Friday, December 30, 2005 and that it be recognized as the day for the statutory holiday of January 1, 2006. On Thursday, December 29th the employee must take a vacation day, lieu day or unpaid leave of absence. The net result would be a closure of administrative operations from December 26 to December 30. Normal administrative operations would resume on Monday, January 2, 2006.

It is recognized that a number of our Regional services are essential and require staffing on a 24/7 basis. As in past years, essential services will be expected to continue uninterrupted for our residents. Details will be provided to all line managers from Human Resource Services to ensure that Regional HR policy, employment legislation and collective agreements are preserved.

In addition to essential services such as EMS, LTC, Transit and various Transportation & Works services, Court Services cannot close according to legislation.

We would propose to advertise in the local media and on our website of the closure of our administrative operations from Monday December 26, 2005 to Friday December 30, 2005 with normal reopening on Monday, January 2, 2006.

5. FINANCIAL IMPLICATIONS

There is no additional cost as the Christmas closure will incorporate statutory days, a corporate float day, and an employee's vacation/lieu time.

6. LOCAL MUNICIPAL IMPACT

There is no local municipal impact. The proposed closure is consistent with practices in other municipalities.

7. CONCLUSION

The closure during the Christmas period improves staff morale at minimal cost to the corporation while ensuring essential services are delivered to the residents of the York Region.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause was included in the agenda for the May 5, 2005 Committee meeting.)