



## BY – LAW No. 19-69

### The Corporation of the United Counties of Leeds and Grenville

**A BY-LAW TO ESTABLISH THE TERMS AND CONDITIONS OF EMPLOYMENT IN THE YEAR 2020 FOR COUNTY OFFICERS AND STAFF UNDER AND SUBJECT TO THE PROVISIONS OF THIS BY-LAW FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE EXCEPTING THOSE STAFF IN A COLLECTIVE BARGAINING UNIT AND TO AMEND POLICIES D-4, E-2 AND E-4 OF BY-LAW 97-20, A BY-LAW TO ESTABLISH HUMAN RESOURCES POLICIES AND PROCEDURES FOR EMPLOYEES OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

**WHEREAS** the Council of the Corporation of the United Counties of Leeds and Grenville deems it advisable to establish the terms and conditions of employment for County Officers and Staff under and subject to the provisions of a by-law; and

**WHEREAS** the Municipal Act empowers Council to pass such a by-law establishing the remuneration of such officers and staff.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACT AS FOLLOWS:**

1. **THAT** the remuneration for non-union employees of the Corporation of the United Counties of Leeds and Grenville for the calendar year 2020 shall be as set out in Schedule "A" attached and forming part of this By-law.
2. **THAT** non-union employee benefits included in By-law No. 97-20 being a By-law to Establish Human Resources Policies and Procedures for Employees of the United Counties of Leeds and Grenville be amended as follows:
  - a. Insurance and Health Benefits
    1. Extended Health Care: The plan will include a pay direct drug card with mandatory generic drug substitution.

2. Paramedical Coverage: Professional services maximum per year will be \$2,100 per year, per employee/eligible dependant.
3. Hearing Aid Coverage: \$700 every 36 months per employee/eligible dependant.
4. Dental Insurance: Major restorative maximum \$1,500 per year with a 50% co-pay per employee/eligible dependent.
5. Vision Care: \$390/24 month period per employee/eligible dependent; Eye Exam: \$100/24 month period per employee/eligible dependent.

b. Human Resources Policy D-4 (attached and forming part of this By-law)

Full-time employees will be permitted three (3) working days per payroll year to be taken in half-hourly increments, to attend personal medical appointments for themselves and/or immediate family members (spouse, child, and parent).

c. Human Resources Policy E-2 (attached and forming part of this By-law)

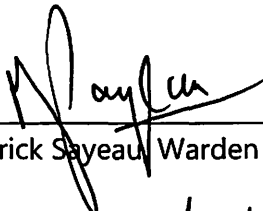
Each employee shall be allowed two (2) holidays to be known as a Floating Holiday. The date and time for taking the Floating Holiday shall be mutually agreed upon.


d. Human Resources Policy E-4 (attached and forming part of this By-law)

1. Upon hire, vacation will be pro-rated on the number of months divided by 12 times 15 to the nearest half-day.
2. In the vacation year during which the employee will complete one (1) full year of employment, he/she will be credited with fifteen (15) working days of vacation leave.
3. In the vacation year during which the employee will complete five (5) full years of employment, he/she will be credited with twenty (20) working days of vacation leave.

3. **THAT** all other non- union employee benefits remain unchanged.
4. **THAT** any by-laws or parts of by-laws contrary or inconsistent with this By-law hereby repealed.
5. **THAT** this By-law shall come into force and take effect on January 1, 2020.

By-law read a first, second and third time and finally passed this 19<sup>th</sup> day of December, 2019.

  
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Patrick Sayeau, Warden

  
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Lesley Todd, Clerk

**UNITED COUNTIES OF LEEDS AND GRENVILLE**  
**SCHEDULE "A" TO BY-LAW NO. 19-69**  
**2020 STAFF WAGE/SALARY CLASSIFICATIONS AND GRID**

<b>HOURLY CLASSIFICATIONS</b>								
<b>Classification / Points Band and Wage Grid</b>		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
		<b>76%</b>	<b>80%</b>	<b>84%</b>	<b>88%</b>	<b>92%</b>	<b>96%</b>	<b>100%</b>
A	200-399	16.08	16.93	17.77	18.62	19.46	20.31	21.16
B	400-599	19.58	20.60	21.64	22.66	23.70	24.73	25.76
C	600-799	22.00	23.16	24.32	25.47	26.63	27.79	28.95
D	800-999	26.89	28.32	29.73	31.15	32.56	33.98	35.40
E	1000-1199	31.06	32.69	34.33	35.97	37.61	39.23	40.87

**UNITED COUNTIES OF LEEDS AND GRENVILLE**  
**SCHEDULE "A" TO BY-LAW NO. 20-xx**  
**2020 STAFF WAGE/SALARY CLASSIFICATIONS AND GRID**

<b>SALARY CLASSIFICATIONS</b>					
<b>Classification / Points Band and Salary Ranges</b>		<b>MIN</b>	<b>MID</b>	<b>MAX</b>	
F	1200-1399	Asset and Facilities Supervisor - CSS	\$ 74,544	\$ 81,644	\$ 88,743
		County Clerk - ADM			
		Economic Development Manager - ADM			
		GIS Manager - CS			
		IT Client Services Supervisor CS			
		Health and Safety/Human Resources Supervisor - CS			
		Network Manager - CS			
		Program Supervisor - CSS			
		Supervisor - PS			
		Support Service Supervisor - MVL			
G	1400-1599	Commander - PS	\$ 88,313	\$ 99,353	\$ 110,392
		Deputy Chief - PS			
		Director of Care - MVL			
		Mgr. Accounting Services/Deputy Treasurer - CS			
		Mgr. Childrens Services - CSS			
		Mgr. Financial Services - CSS			
		Mgr. Engineering and Operations - PW			
		Mgr. Integrated Program Delivery - CSS			
		Mgr. Human Resources - CS			
		Mgr. Planning Services - PW			
Mgr. Social Housing - CSS					
Mgr. Technical Services - CS					
H	1600-1799	Administrator - MVL	\$ 106,566	\$ 119,887	\$ 133,208
		Chief - EMS			
		Treasurer - CS			
I	1800-1999	Director of Corporate Services - CS	\$ 117,497	\$ 132,184	\$ 146,872
		Director of Community and Social Services - CSS			
		Director of Public Works - PW			



## United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	D-4
Policy:	<b>Sick Leave and Short-Term Disability Programs</b>	Date Issued: By-Law:	21-01-1999 (99-01)
Coverage:	All Non-Union Employees	Revision No.	3
Page 1 of 4		Revision Date:	01-01-2020

### **POLICY STATEMENT:**

The Counties will provide income protection through a sick leave and short-term disability program in order to protect the earnings of full-time employees. The term full-time employee shall apply to any employee who has been appointed to a permanent position and works a standard work week of 24 hours or more on an annual basis.

### **PURPOSE:**

The purpose of the full-time employees' sick leave and short-term disability programs described in this policy are to compensate full-time employees for loss of income due to absence from work because of legitimate personal illness or injury.

### **DEFINITION:**

The sick leave / short term disability year shall run from the first day of the first pay commencing the payroll year and ending the last day of the last pay of the same year. (The payroll year is defined as the one year period for which a T4 is issued).

### **PROCEDURE:**

#### **Full-Time Employees:**

The following terms are established for the full-time employee' sick leave and short-term disability (STD) programs:

1. Full-time employees who have successfully completed their six (6) month probationary period who experience absences of two (2) working days or less due to illness or injury will be paid for at 100 percent of gross salary by means of sick leave to a maximum of seven (7) working days per payroll year (prorated for employees with service between six months and one year) provided sufficient sick leave credits exist in that bank.
2. Where an employee uses the equivalent of three (3) working days or fewer sick leave days during the payroll year, he/she will be credited with one (1) day of full pay or the equivalent time off in the following payroll year. The scheduled time off will be mutually agreed upon by the employee and his/her immediate supervisor. An exception would occur when an employee is on an authorized leave of absence in excess of twenty (20) working days in a payroll year.



# United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	D-4
Policy:	<b>Sick Leave and Short-Term Disability Programs</b>	Date Issued:	21-01-1999
Coverage:	All Non-Union Employees	By-Law:	(99-01)
Page 2 of 4		Revision No.	3
		Revision Date:	01-01-2020

3. For absences of three (3) working days or more, all full-time employees who have successfully completed their six (6) month probationary period will be covered by the short-term disability program for absences due to illness or injury from the third (3<sup>rd</sup>) day of absence on the following basis and in the following order:

- (i) Six (6) months to one (1) year of service: two (2) day waiting period followed by sixteen (16) weeks at 66 2/3% of their regular wages
- (ii) One (1) or more years of service:

Order/Level	Coverage (% based on regular wages)	Maximum combined coverage per year
1	2 day waiting period (0%)	16 weeks (or 80 working days)
2	10 weeks at 100%	
3	6 weeks at 85%	

(iii) For the two (2) day waiting period for short-term disability, employees will be permitted to use up to two (2) sick leave days from #1 above so long as the employee has enough sick leave credits available.

4. The maximum number of hours of sick leave and STD combined permitted per payroll year is five hundred and ninety-five (595) for full-time employees working a thirty-five (35) hour work week and six hundred and eighty (680) for full-time employees working a forty (40) hour work week (prorated based on the full-time employee's regularly scheduled working hours), regardless of the number of occasions the Sick Leave and/or STD is accessed and under no circumstances will a full-time employee be entitled to more than seventeen (17) calendar weeks per occurrence (including sick leave). Where a short-term disability claim overlaps two (2) payroll years under no circumstances will a full-time employee be entitled to more than seventeen (17) calendar weeks for that short-term disability claim.

5. Full-time employees shall have the option to top up their sick leave to 100% of their regular wages by using unused vacation or lieu time.

6. Full-time employees will be permitted three (3) working days per payroll year, to be taken in half hourly increments, to attend personal medical appointments for themselves and/or immediate family members (spouse, child or



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Page 3 of 4		Revision Date:	01-01-2020

parent). Operational requirements permitting, it is understood that this time must be authorized in advance by the full-time employee's immediate supervisor.

7. The Employer will require certification of illness or disability when sick leave exceeds five (5) consecutive days. The employer shall pay 100% of the costs of such certificate. In the case of prolonged illness, the employee shall submit such periodic reports on the employee's condition at the Employer's request. An employee may be required to have an independent medical examination by a qualified medical physician. In such cases, the Employer will pay the costs of the examination.
8. The Counties reserves the right to ascertain the validity of all claims made under the sick leave and short-term disability programs. Employees may be required to substantiate any absence for illness claim by the submission of the attending Physician's Certificate of Illness. Applicable costs involved will be paid by the Counties.
9. In the event that abuse of sick leave is suspected or where legitimate but excessive sick leave or short-term disability use occurs, the employer reserves the right to request a medical certificate / doctor's note from a duly recognized medical practitioner, dated and signed, stating the employee is unable to perform his/her duties and indicating probable duration of the illness or disability. In addition, an employee may be required to have a medical examination by a Physician appointed by the Counties. Applicable costs involved will be paid by the Counties.
10. A recurrent illness or disability as certified by a qualified medical practitioner is considered to be the same illness or disability if separated by less than three (3) months of active full-time work (based on the full-time employees regularly scheduled hours (prorating not permitted).
11. Vacation entitlement and service do not accrue after 17 weeks until the employee is back to full-time work.
12. Employees on sick leave or short-term disability shall not be eligible for merit increments, and wage increases as granted by Council, until the employee is back to full-time work.
13. The Employee Services Department will be responsible for keeping records of the number of days or ½ days any employee is absent because of illness or disability.





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Page 4 of 4		Revision Date:	01-01-2020

14. While an employee is on sick leave or short-term disability the Counties will maintain all benefits to which to employee is normally entitled to at the time of absence.
15. An employee who is absent due to sickness or injury shall give as much notice as reasonably possible to their immediate supervisor of his/her intended date of return to work.

### Part-Time Employees:

1. Part-time employees who receive a percentage in lieu of benefits are subject to the requirements to provide proof of illness or disability satisfactory to the employer. The employer shall pay 100% of the cost of the certificate.

### REFERENCES:

- **Ontario Human Rights Code**
- **Ontario Occupational Health and Safety Act**
- HR Policy #D-1, Long Term Disability Plan
- HR Policy #E-9, Attendance Control
- HR Policy #E-11, Accommodation
- HR Policy #G-3, Workers' Compensation



## United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	E-2
Policy:	<b>Statutory &amp; Paid Holidays</b>	Date Issued: By-Law:	21-08-1997 (97-20)
Coverage:	All Full-Time Employees	Revision No.	1 (99-01)
Page 1 of 2		Revision Date:	01-01-2020

### POLICY STATEMENT:

Full-time employees of the Counties are entitled to a designated number of paid holidays each calendar year. Eligibility is specified below.

### PROCEDURE:

- The following shall be observed by the Counties as paid holidays for full-time employees:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	½ day Christmas Eve
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	½ day New Year's Eve

Any other statutory day proclaimed hereafter by the Federal or Provincial Government shall be recognized as an additional holiday.

In addition to the holidays listed above, each employee shall be allowed two (2) additional holidays to be known as a Floating Holiday. The date and time for taking the Floating Holiday shall be mutually agreed upon by the employer and employee. A Floating Holiday cannot be carried from one calendar year to the next.

Any other holidays that may be declared by the Warden of the Counties.

When any of the above holidays fall on a Saturday or Sunday, the preceding Friday or succeeding Monday shall be designated by the Chief Administrative Officer as a holiday in lieu of the holiday falling on the Saturday or Sunday.

When any of the above holidays occur during a vacation period, an extra day's vacation is allowed.

A newly hired or terminated employee shall be entitled to a Floating Holiday if he/she is employed for more than six (6) months in the calendar year.

**2. Compensation for Holidays Worked**

- (a) Employees shall be paid time and one-half for work performed on the above holidays and in addition shall receive a day off with pay or the equivalent pay.
- (b) When a holiday falls during a scheduled vacation period, an additional day off with pay will be granted.
- (c) Any day in lieu of a paid holiday in this Article will be at a mutually agreeable time. If the parties are unable to agree, the Employer will determine the time off.

**3. Compensation for Holidays Falling On Scheduled Day Off**

If a paid holiday is observed on an employee's scheduled day off and the employee does not work on that day, he/she shall be allowed another day off with pay at a time agreeable to him/her and to the Department Head.

4. Paid statutory holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workers Compensation).



## United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	E-4
Policy:	Vacation	Date Issued: By-Law:	21-10-2010 (10-92)
Coverage:	All Non-Union Employees	Revision No.	4
Page 1 of 3		Revision Date:	01-02-2020

### POLICY STATEMENT:

Each Manager/Director or designate is responsible for scheduling vacation dates for employees in a manner that shall be as fair as possible to all employees and shall ensure minimum disruption of service in the Department.

### PROCEDURE:

#### A. Full-Time Employees

1. For the purposes of calculating vacation entitlement at the beginning of the vacation year, the vacation year shall run from the first day of the first pay commencing the payroll year and ending the last day of the last pay of the same year. (The payroll year is defined as the year period for which a T4 is issued.)
2. The following schedule shall be used to calculate vacations for full-time employees:
  - (i) Upon hire, vacation will be pro-rated on the number of months divided by 12 times 15 to the nearest half-day.
  - (ii) In the vacation year during which the employee will complete one (1) full year of employment, he/she will be credited with fifteen (15) working days of vacation leave.
  - (iii) In the vacation year during which the employee will complete five (5) full years of employment, he/she will be credited with twenty (20) working days of vacation leave.
  - (iv) In the vacation year during which the employee will complete eleven (11) years of employment, he/she will be credited with twenty-five (25) working days of vacation leave.
  - (v) In the vacation year during which the employee will complete twenty-two (22) years of employment, he/she will be credited with thirty (30) working days of vacation leave.
  - (vi) In the vacation year during which the employee will complete thirty (30) years of employment, he/she will be credited with thirty-five (35) working days of vacation leave.



## United Counties of Leeds & Grenville

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Page 2 of 3		Revision Date:	01-02-2020

2. Upon termination of employment or if an employee transfers to part-time employment or bargaining unit position he/she will be paid the pro-rated monthly portion of unused vacation that was credited at the beginning of the payroll year. Conversely, an employee will be responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from the beginning of the payroll year. Where the employee has utilized vacation in excess of the prorated amount, the employee will consent to the deduction of any monies owed from his/her final pay or first pay as a part-time employee or other benefits.
3. A full-time employee may carryover 10 days vacation (ie. Up to 70 / 80 hours) to the subsequent payroll year. Employees hired before January 1, 1995, may carry over 15 days vacation and employees hired before January 1, 1985 may carry over 20 days vacation.

Although the United Counties of Leeds and Grenville allows vacation carry over, employees are urged to enjoy vacation time during the year in which it is earned.

Unless there is a specifically authorized carry over, all vacation should be taken prior to the last day of the last payroll of each vacation year or it will be paid out on the final payroll of the year.

Requests for carry over should be made on or before November 15<sup>th</sup> of the current vacation year to the employee's Supervisor and will be approved by the Manager, as well as Employee Services. In considering such requests, the Employer will give every consideration to its operational requirements.

The carried over vacation must be used in the subsequent year by October 15<sup>th</sup>, or will be paid out to the employee on the second payroll in October based on the previous year's rate of pay.

### **B. Part-Time Employees**

1. Vacation pay for part-time employees shall be in accordance with the Employment Standards Act payable at the year-end or upon termination/transfer.
2. Part-time accrued vacation pay shall be paid in a lump sum on the payday on which the employee takes vacation. In the event the employee does not take his or her vacation in complete weeks, vacation pay for the amount of vacation to be taken shall be paid on the payday for the period in which the vacation falls.



## United Counties of Leeds & Grenville

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Coverage:	All Non-Union Employees	Revision No.	4
Page 3 of 3		Revision Date:	01-02-2020

### C. General

1. Employees must take a minimum of ten (10) days vacation (ie. 70 / 80 hours) whether paid or unpaid in each vacation year in accordance with the ***Employment Standards Act***.
2. For the purpose of vacation entitlement, years of employment shall mean the combined years of employment as a full-time and a regular part-time employee. Part-time service is based on cumulative hours worked (Ref. Part "B" above).
3. All vacation is to be taken in agreement with the employee's Supervisor. Length of service on active payroll will be given consideration in choice of vacation periods. All employees will be entitled to two (2) weeks of earned vacation consecutively. Consecutive earned vacation periods of more than two (2) weeks may be obtained with the expressed permission of the employee's Supervisor. Vacation may not be taken in anything less than one-half (½) days.
4. Vacation requests must be made in advance in writing, preferably at least by ten (10) working days. Employees should not make any vacation commitments until vacation scheduling has been approved in writing by the immediate supervisor.
5. Sick leave may be substituted for vacation leave where it can be established by the employee, by Doctor's certificate, an illness or accident occurred while on vacation.
6. Vacation credits will not accrue while an employee is on Long Term Disability, in receipt of Workplace Safety and Insurance benefits, or on a Leave of Absence in excess of thirty (30) days except where defined by the Ontario ***Employment Standards Act***.