



BY – LAW No. 12-60

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AMEND SCHEDULE "A" TO BY-LAW NO. 97-20, BEING A BY-LAW TO ESTABLISH HUMAN RESOURCES POLICIES AND PROCEDURES FOR EMPLOYEES OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE, BY AMENDING POLICIES B-9 AND F-2

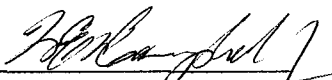
WHEREAS it is deemed desirable to amend certain policies contained in Schedule "A" to By-law No. 97-20, Being a By-law to Establish Human Resources Policies and Procedures for Employees of the Corporation of the United Counties of Leeds and Grenville; and

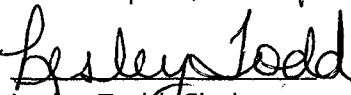
WHEREAS Schedule "A" of By-law 97-20 will be amended by revising Policies B-9 and F-2;

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

1. **THAT** the attached Policy #B-9 – Travel be inserted to update the Human Resources Policies and Procedures Manual (By-law 97-20); and
2. **THAT** the attached Policy #F-2 – Employee Reimbursement for Expenses be inserted to update the Human Resources Policies and Procedures Manual (By-law 97-20); and
3. **THAT** this By-law shall take effect and come into force on the date of its passage; and
4. **THAT** any other By-laws, or parts of By-laws contrary to or inconsistent with this By-law, are hereby repealed.

By-law read a first, second and third time and finally passed this 22nd day of November 22, 2012


Mel Campbell, Warden


Lesley Todd, Clerk

Section:	Human Resources	Policy No.	F-2
Policy:	Employee Reimbursement for Expenses	Date Issued:	Aug 21/97
Coverage:	All Employees	By-Law:	97-20
Page	1 of 6	Revision Date:	Nov. 22/12

POLICY STATEMENT:

A policy to establish guidelines and standards for ensuring proper reimbursement for expenses incurred while doing business on behalf of the Counties including attending job-related events such as meetings, training sessions, seminars, workshops, conventions and conferences.

This policy:

- sets out guidelines for allowable expenses;
- establishes approval requirements, and
- defines procedures for requesting reimbursement.

A. PROCEDURE:

1. Attendance at a function may be considered for reimbursement/payment in advance if the primary purpose of attending the function is:
 - directly related to his/her present job with the Counties, or attendance will significantly benefit the Counties;
 - sponsored by a recognized association or similar organization, and
 - expenditures fall within the Division's professional development budget.
2. The Counties assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.
3. Where there is clear conflict between the terms of a collective agreement and the terms of this policy, the collective agreement shall prevail.
4. Individuals travelling and attending functions on behalf of the Counties should exercise good judgement with respect to incurring expenses. Related expenses must be deemed to be reasonable, appropriately documented and properly authorized. Itemized receipts are required to be provided with the expense form for all expenses incurred.

5. The Counties will audit, from time to time, expense claims to ensure compliance with this policy and may request additional supporting information from an employee.
6. Where it is found that inappropriate or fraudulent use of this policy has occurred, the Employer may implement disciplinary action, up to and including discharge from employment, in accordance Policy #H-2.
7. Each year as part of the annual budget process, Directors will plan for conferences and conventions estimating costs to be incurred expecting they may be modified during the year once the budget has been approved. Approval of the budget shall constitute formal approval to attend, subject to the completion of the appropriate forms.
8. All questions and concerns regarding this policy should be directed to the respective Supervisor/Manager for consideration and action as required.

B. Allowable Expenses

If an employee attends an approved job-related activity, all allowable expenditures will be reimbursed. Original itemized receipts are required for all expenses unless otherwise noted. Subject to approval, the following expenses may be reimbursed:

1. **Registration Fees** will be paid in accordance with the schedule established with the function on an actual cost basis. Registration fees for conventions and conferences will be paid in advance by the Counties where possible. If the registration fee is paid by the employee, full reimbursement shall be made. No registration fees will be paid for a spouse or family member unless authorized by Counties Council.
2. **Transportation Expenses** shall be incurred and reimbursed in accordance to Policy #B-9 – Travel.
3. **Accommodations** if an overnight stay is required, may be reimbursed at a rate in accordance with the room rates provided with the function or at the hotel's

corporate/government rate for a standard room. Exceptions include if a conference extends more than one day or if a function begins before 10 a.m. or ends after 7 p.m. and the travel distance is more than 150 km, subject to the Directors pre-approval.

4. **Meals and Miscellaneous** expenditures for which reimbursement will be made shall be up to the following rates:

Per Meal Rate:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$45.00
Miscellaneous	\$15.00

Per Diem Rate: \$105.00

- meals for staff while travelling or attending activities on behalf of the Counties tips at 15% maximum up to the per meal rate;
- alcohol is excluded from the rates. The Counties will not be held accountable if there is an incident by an employee under the influence while attending a conference;
- additional meals may be approved if travel time is before 7 a.m. or after 7 p.m.;
- meals included with the registration package will be reduced from the per diem rate (exception only will be for staff who cannot be accommodated who have special diet requirements or extenuating circumstances approved by the Director);
- meals required due to overtime (over three hours) or otherwise where circumstances warrant;
- meals for persons other than staff as may be appropriate at the discretion of a Director or the Chief Administrative Officer;
- meals at meetings hosted by the Counties, as approved by a Director, the Chief Administrative Officer or a standing committee;
- such other expenditures as may be approved by Council from time to time.

If a function requires an employee to be present both before and after lunch and/or the dinner period and no meals are provided, meal expenses may be reimbursed up to the meal/per diem rates (including taxes and gratuities).

Original itemized receipts must be submitted.

If an overnight stay is required, meals and miscellaneous expenses that would not be incurred otherwise may be reimbursed on a per diem basis rather than an individual basis. This allowance may not exceed \$105.00 per day and is to cover daily expenses such as meals, personal telephone calls, etc. The daily rate is calculated on a 24-hour basis and not a working day basis. It shall begin from the time of leaving for the function until the time of arrival home.

5. **Other work-related expenses** incurred may be reimbursed when substantiated by appropriate itemized receipts and approved by the Director.

C. Out of Province Conference and Conventions

Subject to the approvals outlined in this policy, all conferences or conventions outside of the Province of Ontario must be approved by the Counties Council. Attendance at such conferences is limited to the CAO and Directors, only one conference or convention per year, and the content is exclusively relevant to the CAO or Director's responsibilities.

D. Application and Approval

An application for attendance at job-related events should be completed on **External Training and Conference Request Form** and forwarded to the employee's Supervisor/Manager or Director for approval.

If attendance at a function requires an employee to be absent during normal working hours, the employee will be paid their regular hourly wage, subject to approval by the appropriate official. If approval is not granted, time off work will not be paid by the Counties and adequate notice must be given.

All time spent at a function in excess of regular working hours will not be considered overtime. This includes extended course hours, travel time, overnight stays and other activities.

E. Payment in Advance

The Counties will provide payment in advance for employees to cover reasonable out-of-pocket expenses for job-related events lasting more than one day. Payments in advance are limited to 75% of expected expenses to be incurred excluding mileage. The employee must complete the prescribed **Payment in Advance Request Form** and submit to the employee's Supervisor/Manager no more than three weeks prior to a proposed event. The signed form must be submitted to the applicable Accounting Services Department for payment to be processed at least seven working days prior to the proposed event.

If an advance is provided, upon return the actual expense receipts must be reconciled with the advance amount. The attendee is responsible for reimbursing the Counties for any funds that were advanced in excess of the authorized expenses.

F. Reimbursement

Requests for reimbursement of expenses should be made on the **Travel Expense Claim Form** and be submitted within 60 days of the event.

Receipts must accompany all other expenses submitted for reimbursement.

Expenses incurred by a spouse or companion such as additional accommodation expenses, golf tournaments, dinner, etc., are personal expenses and **will not** be paid by the Counties.

G. Course Evaluation

In order for the Counties to obtain the maximum benefit for their training dollars, employees attending job-related events may be required to:

- complete a report providing details of the event;
- provide handouts to staff/supervisor, or
- make a presentation at a staff meeting.

H. Forms

The following Forms are available on the United Counties of Leeds and Grenville intranet site:

1. External Training and Conference Request Form
2. Travel Expense Claim Form
3. Payment in Advance Request Form

Section:	Human Resources	Policy No.	B-9
Policy:	Travel	Date Issued: By-Law:	Aug. 21/97 (97-20)
Coverage:	All Employees	Revision No.	2
Page 1 of 4		Revision Date:	Nov. 22/12

POLICY STATEMENT:

From time to time employees are required to travel in the conduct of Counties' business. The Counties provides a per kilometre rate to be paid to employees required to use their own motor vehicle while on Counties' business, as well as policies on other means of travel while on Counties' business.

PROCEDURE:**A. General:**

1. The Counties assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.
2. Individuals travelling and attending functions on behalf of the Counties should exercise good judgement with respect to incurring expenses. Related expenses must be deemed to be reasonable, appropriately documented and properly authorized as per Policy #F-2 – Employee Reimbursement for Expenses.
3. Where there is clear conflict between the terms of a collective agreement and the terms of this policy, the collective agreement shall prevail.
4. The Counties will audit, from time to time, expense claims to ensure compliance with this policy and may request additional supporting information from an employee.
5. Where it is found that inappropriate or fraudulent use of this policy has occurred, the Employer may implement disciplinary action up to and including discharge from employment, in accordance with Policy #H-2 – Discipline and Dismissal Policy.

6. Directors may develop interdepartmental guidelines, approved by the Chief Administrative Officer, to assist in the administering of this policy. Any guidelines will be attached to the policy as an addendum.
7. All travel claims will be submitted using the **Travel Expense Claim Form** and be approved by the employee's Supervisor.
8. If an employee chooses a more expensive means of transportation, only the most economical equivalent charges will be allowed, except under the following conditions:
 - during winter months when road conditions are hazardous
 - if timing is an issue
 - other extenuating circumstances as approved.

In all such cases, the employee requires the approval of the Director prior to using a more expensive means of transportation.

B. Motor Vehicles:

1. Employees who use their motor vehicles on Counties' business will be eligible for reimbursement at the per kilometre rate established by Counties Council from time to time.
2. The mileage rate shall be measured as a roundtrip from the employee's work location to the event or the employee's home, whichever is less.
3. Travel associated with normal commuting between an employee's home and employment home base is not reimbursable. If an employee is required to travel to an alternative office location within Leeds and Grenville from their home, travel expenses will not incur unless specified otherwise by operational policy.
4. It is the employee's responsibility to cover all motor vehicle expenses related to maintenance, fuel, licensing, proper insurance coverage and any and all other expenses incidental to the operation of the motor vehicle.
5. It is the employee's responsibility to obtain and maintain a valid driver's license.

The employee while on Counties' business for any reason shall be liable for:

- any and all towing charges received;
 - any and all fines and/or charges issued by the Police or any enforcement agency under any legislation including parking violations;
 - any increase in their automobile insurance premiums as a result of using their vehicle for Counties' business or as a consequence of such use.
6. When more than one employee within the organization traveling to the same destination for the same time period, carpooling is expected. Mileage will be paid to only the designated driver for every four employees required to travel to the same destination unless approved in advance by their Supervisor/Manager or Director.
 7. In the event the employee is required to pay for parking while on Counties' business, the employee may submit a receipt for reimbursement.
 8. If the employee is parking on the street where receipts are not provided at parking meters, it is recommended this will only be used if parking for a short period of time. A declaration of the parking fee from the employee will be acceptable.
 9. Toll road charges such as 407 ETR will be reimbursed upon submission of the receipt or invoice.

C. Other Modes of Transportation:

1. Employees may use other modes of transportation when the total cost of travel is less than the use of a motor vehicle or pursuant to Clause A-6 above. Such modes of transportation include:
 - air
 - rail
 - bus
 - rented vehicle

2. Travel cancellation insurance shall only be approved if there is a chance the trip would be cancelled. In such instances, the Director's approval shall be required prior to purchasing the insurance.
3. Other incidental travel expenses shall be reimbursed, such as taxi fares, subway and public transit.

D. Forms

The **Travel Expense Claim Form** is located on the United Counties of Leeds and Grenville Intranet site.