



BY – LAW No. 13-03

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO ESTABLISH THE TERMS AND CONDITIONS OF EMPLOYMENT IN THE YEAR 2013 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

WHEREAS the Council of the Corporation of the United Counties of Leeds and Grenville deems it advisable to establish County Officers and Staff under and subject to the provisions of a By-law; and

WHEREAS the Ontario 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 ENACTS AS FOLLOWS;

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. For the purposes of this Article only, the term full-time employee shall apply to any employee who has been appointed to a permanent position and who also works a standard week of 24 hours or more on an annual basis.
2. The Employer's obligation under this Article is limited to the payment of the premiums necessary to maintain the employee's enrolment in the benefits set out below. Eligibility for and entitlement to payment of benefits are subject to the terms and conditions of the policy or policies of insurance providing such benefits.

3. Life Insurance & Accidental Death and Dismemberment

The Employer shall pay one hundred percent (100%) of the premiums necessary in order to enrol and maintain the full-time employees under the age of sixty-five (65) in the following benefits:

- (a) Life insurance with coverage at 2 times annual earnings
- (b) Accidental life and dismemberment insurance with coverage at 2 times annual earnings

The Employer shall pay one hundred percent (100%) of the premiums necessary in order to enrol and maintain the full-time employees from the attainment of age sixty-five (65) to the attainment of age of seventy (70) in the following benefits:

- (c) Life insurance with coverage at 50% of the pre age 65 benefit amount
- (d) Accidental life and dismemberment insurance with coverage at 50% of the pre age 65 benefit amount

4. Extended Health Care

- (a) An Extended Health Care Plan will be provided. The premiums will be paid 100% by the Employer. The plan will include a deferred drug card with generic drug substitution and a \$10.00 dispensing fee cap / or the amount assigned by the Ontario Drug Benefit program whichever is higher. Annual deductibles are \$10.00 single and \$20.00 family are applied to all other health benefits.
- (b) In accordance with the terms and conditions of the policy of insurance providing the above benefits, benefits will be subject to integration with the Ontario Drug Benefit Program from the attainment of age sixty-five (65) to the attainment of age seventy (70).
- (c) Survivor Benefits: Healthcare benefits will be continued for the dependent spouse and children (including unborn) covered at the time of the plan member (employee's) death for a period of twelve (12) months from date of death.

6. Dental Insurance

- (a) A Dental Plan will be provided (Current Ontario Dental Association Fee Schedule). The premiums will be paid 100% by the Employer. The plan will include orthodontic coverage at 50% reimbursement for dependent children under 19 years of age to a lifetime maximum of \$2500.
- (b) Survivor Benefits: Dental benefits will be continued for dependent spouse and children covered at the time of the plan member (employee's) death for a period of three (3) months.

7. Optional Life Insurance

- (a) Employees may participate in an Optional Life Insurance Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.
- (b) Employees may participate in a Spousal Optional Life Insurance Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.
- (c) Employees may participate in a Dependent Life Insurance Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

8. Long Term Disability

The Employer shall pay one hundred percent (100%) of the premiums necessary in order to enrol and maintain the full-time employees under the age of sixty-five (65) in the Long Term Disability benefit insurance.

9. Vision Care

Vision care benefit is provided by the Employer to a maximum of \$330.00, including payment for eye exams, every two years in any twenty-four (24) month period, for employee, spouse and eligible dependents. Full-Time employees only may use the Vision Care Benefit towards personal corrective eye surgery.

10. Business Travel

Full-Time employees shall be covered for Accidental Death at 1 times their annual earnings while travelling on County business within the Province of Ontario.

PART B – Part-Time Employees

Part-time employees will receive 6% of regular pay in lieu of benefits payable on each bi-weekly cheque. This amount is not applicable to regular part-time employees who meet the eligibility criteria in Part A above.

ARTICLE 2 - PAID PUBLIC HOLIDAYS

PART A - Full-Time Employees

Thirteen paid holidays, which includes one floater, shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

PART B - Part-Time Employees

Eleven paid holidays shall be recognized. Specific days, eligibility and payment criteria are outlined in the Human Resources Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage

For the occasional use of vehicles authorized by the employee's supervisor, employees will receive the per kilometer rate as established by Counties Council.

2. Safety Footwear Allowance

(a) Employees who are required, by nature of their job, to wear safety footwear on a regular daily basis shall be provided the following annual allowance:

Effective January 1, 2011 Full-time - \$140.00 per annum

3. Ministry of Transportation Medical Examination

The employer shall reimburse full-time employees in the position of Equipment Operator, Mechanic and Patrol Supervisor for the cost of the Ministry of Transportation Medical Examination required for their DZ license up to one hundred dollars (\$100.00). A receipt is required.

ARTICLE 4 - RATES OF PAY

Schedule "A"-Non-Union Salary Grid and Classifications as attached effective January 1, 2013.

ARTICLE 5 – PENSION

The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement. It shall be a condition of employment that all full-time employees be covered by the Ontario Municipal Employees Retirement System (OMERS). Part-time employees may join in accordance with the provisions of OMERS and the Pensions Benefits Act. The Employer's obligation for OMERS contributions is prospective only and accordingly, there is no obligation on the Employer to purchase back-service for those employees enrolling in or who were previously enrolled in OMERS.

ARTICLE 6 - ADJUSTMENT DATE

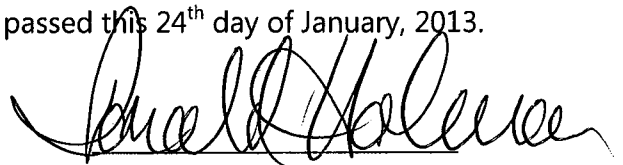
The next adjustment date shall be as deemed appropriate by Counties Council.

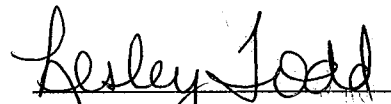
ARTICLE 7 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this By-law.
2. Any other amendments to this By-law shall be recommended by the Governance and Finance Committee to Counties Council in the form of a replacement By-law.
3. The Chief Administrative Officer shall be responsible for the administration of this By-law and will be accountable to Counties Council for its enforcement.

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4. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
 5. That any other By-laws, or parts of By-laws, contrary to or inconsistent with this By-law are hereby repealed.
 6. Any changes to benefits under Part A of this by-law shall come into force and take effect on the 1st day of the next month following the day of the passing of the by-law.
 7. This By-law shall come into force and take effect on the day of its passing.

By-law read a first, second and third time and finally passed this 24th day of January, 2013.


Ronald E. Holman, Warden


Lesley Todd, Clerk

**UNITED COUNTIES OF LEEDS AND GRENVILLE
SCHEDULE "A" TO BY-LAW NO. 13-03
2013 STAFF WAGE/SALARY CLASSIFICATIONS AND GRID**

HOURLY CLASSIFICATIONS									
Classification / Points Band and Wage Grid			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
			76%	80%	84%	88%	92%	96%	100%
A	200-399		14.25	15.00	15.75	16.50	17.25	18.00	18.75
B	400-599	Administration Support Clerk - ADM Equipment Operator 1 / Labourer - PW POA Administration Clerk (Part-time) - CS Weed Inspector (Seasonal) - PW	17.34	18.25	19.16	20.07	20.99	21.90	22.81
C	600-799	Accounting Clerk - CS Accounts Payable Clerk - CS Administrative Assistant - EMS Administrative Assistant - MVL Administrative Assistant - PW Employee Services Assistant - ADM Equipment Operator 2 - PW POA Clerk/Monitor (Part-time) - ADM POA Collections Clerk - CS POA Collections Officer - CS POA Administration Clerk - CS Stockkeeper / Garage Attendant - PW	20.10	21.07	22.03	22.99	23.95	24.63	25.64
D	800-999	Accounting Services Analyst - CS Activation Coordinator (Part-time) - MVL Administrative Specialist - HS Consent Granting Authority Coordinator - PW Court Services Representative - CS Deputy Clerk - ADM Divisional Support - CS Divisional Support - PW Employee Services Clerk - ADM Engineering Technician - PW Financial Analyst - CS Forest Technician - PW GIS Technician - PW MIS Support Analyst - CS	23.94	25.07	26.33	27.58	28.83	30.09	31.34
E	1000-1199	Accounting Services Coordinator - CS Database Administrator/Business Analyst - CS Employee Services Representative - ADM Exec. Assistant/Admin. Services Supervisor - HS CSS Fin. Analyst/Acct. Systems Supervisor - CS Facilities Supervisor - PW Forest Manager - PW Maintenance Supervisor - CSS Maintenance Supervisor - MVL Mechanic - PW MIS Communications Manager - CS Network Engineer - CS Patrol Supervisor - PW POA Supervisor - CS Policy and Program Review Analyst - CSS Project Supervisor - PW Purchasing Coordinator - CS Supervisor Dietary/Hskp/Laund - MVL Trainer - ADM	27.51	28.96	31.73	33.12	34.49	34.75	36.20

**SCHEDULE "A" TO BY-LAW NO. 13-03
2013 STAFF WAGE/SALARY CLASSIFICATIONS AND GRID**

SALARY CLASSIFICATIONS					
Classification / Points Band and Salary Ranges			MIN	MID	MAX
F	1200-1399	Public Safety Manager - ADM	\$ 60,993	\$ 66,802	\$ 72,611
		Assistant Director of Care - MVL			
		Economic Development Manager - ADM			
		GIS Manager - PW			
		Municipal Clerk - ADM			
		Program Supervisor - CSS			
		Public Works Coordinator - PW			
		Social Worker - MVL			
		Supervisor - EMS			
G	1400-1599	Commander - EMS	\$ 78,214	\$ 87,991	\$ 97,767
		Deputy Chief - EMS			
		Director of Care - MVL			
		Mgr. Accounting Services/Deputy Treasurer - CS			
		Mgr. CSS Financial Services - CS			
		Mgr. Human Resources - ADM			
		Mgr. Integrated Program Delivery - CSS			
		Mgr. Management Information Systems - CS			
		Mgr. Maple View Lodge - MVL			
		Mgr. Planning Services - PW			
		Mgr. Social Housing - CSS			
		Regeneration Project Manager - CSS			
H	1600-1799	Chief - EMS	\$ 94,417	\$ 106,196	\$ 117,974
I	1800-1999	Director of Corp Services/Treasurer - CS	\$ 104,007	\$ 117,042	\$ 130,076
		Director of Human Services - HS			
		Director of Works, Planning & Asset Mgmt. - PW			