



Human Resources Committee Agenda

Thursday, October 19, 2017
Council Chambers
Administration Centre, Walkerton

1. Declaration of Pecuniary Interest
2. Information Items
 - HR Policy C2 - Paid Holidays (attached)
3. Rise and Report
4. Next Meeting
 - November 2, 2017
5. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Human Resources Committee

From: Marianne Nero
Director of Human Resources

Date: October 19, 2017

Re: Policy Change - C2 - Paid Holidays

Recommendation:

That HR Policy C2-Paid Holidays be adopted.

Background:

The County of Bruce recognizes paid holidays for staff as outlined in HR Policy C2-Paid Holidays. The Policy currently reflects an exception in how staff observe Remembrance Day when it falls on a weekend. Currently, the policy states,

1. "Where any of the above holidays (except Remembrance Day) falls on a Saturday or Sunday, the preceding Friday or succeeding Monday will be designated by the Corporation as the holiday in lieu of the holiday falling on these days. If Remembrance Day falls on a Saturday or a Sunday, it will be replaced as a 'floater' holiday, which must be taken between November 11 and December 31 of that year. This provision will not apply to employees who work shifts."

The proposed change to HR Policy C2-Paid Holidays would align the manner in which paid holidays which may fall on a weekend are observed. This would decrease complexity which is currently present in the payroll system and tracking of individual observed floater days. Further, this would align processes and closures of County facilities.

For example, the Collective Agreement between the County and CUPE Local 255.13 Highways which states,

- 16.06 "If any of the above holidays fall on a Saturday or Sunday, the Employer shall establish the Monday and/or Tuesday subsequent to the holiday as the day to be observed as the holiday."



The County of Bruce seeks to offer fairness and transparency in its processes. This change would align to the manner in which holidays are observed and this year close Bruce County Administration Centre and other non-essential services in observance of Remembrance Day (November 11th) this year on the following Monday, November 13th.

Financial/Staffing/Legal/IT Considerations:

There are no financial, staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

The Senior Management Team have been provided information.

Link to Strategic Goals and Elements:

Not applicable.

Approved by:

Kelley Coulter
Chief Administrative Officer



The Corporation of the County of Bruce

Policy: C2 – Paid Holidays

Section: C – Benefits

Department: Human Resources

Effective: November 21, 1995

Revised: May 9, 2013

1. Coverage:

All non-union permanent employees. Unionized employees will follow the applicable provisions of their collective agreement.

2. Policy Statement:

The following paid holidays will be recognized by the Corporation. Regular full-time employees will be allowed one day's leave from work and will be paid one day's pay at their regular rate of pay, subject to the conditions expressed below. Regular part-time employees will receive paid holidays on a pro-rata basis.

New Year's Day	Civic Holiday
Family Day	Labour Day
Easter Monday	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

3. Procedures:

1. This section does not apply to any employee who fails to work his full scheduled regular day of work preceding or his full scheduled regular day of work following the designated holiday unless the employee is on vacation or authorized leave of absence with pay.
2. An employee on leave of absence without pay will not be eligible for pay for any designated holiday, which falls within the period of such leave.
3. Where any of the above holidays (except Remembrance Day) falls on a Saturday or Sunday, the preceding Friday or succeeding Monday will be designated by the Corporation as the holiday in lieu of the holiday falling on these days. If Remembrance Day falls on a Saturday or a Sunday, it will be replaced as a 'floater' holiday, which must be taken between November 11 and December 31 of that year. This provision will not apply to employees who work shifts.
4. Where any of these holidays occur during an employee's vacation period, an extra day of vacation will be allowed.
5. Where any of the above holidays occur during an illness, that day will not be charged against the employee's sick leave credits.
6. An employee who qualifies for a Paid Holiday is entitled to take the day off work and be paid for the Holiday. Alternatively, he/she can agree in writing to work on the Paid Holiday and be paid either:
 7. their regular rate of pay for hours worked on the Paid Holiday, plus they will receive another day and a half off with pay at their regular rate at a time mutually agreeable to the employee and the Department Head, or
 8. Paid Holiday pay plus time and a half for the hours worked on the Paid Holiday.
9. Permanent employees who elect to work a paid holiday as outlined in #6 above, may sign a blanket approval form to cover all time worked on paid holidays. The approval form may be requested from the employee's Department Head.

County of Bruce Policies and Procedures
Revision Tracking Sheet

Date	Revision – Description
March 15, 2012	Specified provisions for compensating employees who WORK on a paid holiday. (#6 & 7)
July 5, 2012	Specified provisions for compensating employees who WORK on a paid holiday. (#6) Approved July 5 Council summer session.
May 9, 2013	Add ‘permanent’ under Coverage



The Corporation of the County of Bruce

Policy: C2 – Paid Holidays

Section: C – Benefits

Department: Human Resources

Effective: November 21, 1995

Revised: October 19, 2017

1. Coverage:

All non-union permanent employees. Unionized employees will follow the applicable provisions of their collective agreement.

2. Policy Statement:

The following paid holidays will be recognized by the Corporation. Regular full-time employees will be allowed one day's leave from work and will be paid one day's pay at their regular rate of pay, subject to the conditions expressed below. Regular part-time employees will receive paid holidays on a pro-rata basis.

New Year's Day	Civic Holiday
Family Day	Labour Day
Easter Monday	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

3. Procedures:

1. This section does not apply to any employee who fails to work his full scheduled regular day of work preceding or his full scheduled regular day of work following the designated holiday unless the employee is on vacation or authorized leave of absence with pay.
2. An employee on leave of absence without pay will not be eligible for pay for any designated holiday, which falls within the period of such leave.
3. Where any of the above holidays falls on a Saturday or Sunday, the preceding Friday or succeeding Monday will be designated by the Corporation as the holiday in lieu of the holiday falling on these days. This provision will not apply to employees who work shifts.
4. Where any of these holidays occur during an employee's vacation period, an extra day of vacation will be allowed.
5. Where any of the above holidays occur during an illness, that day will not be charged against the employee's sick leave credits.
6. An employee who qualifies for a Paid Holiday is entitled to take the day off work and be paid for the Holiday. Alternatively, he/she can agree in writing to work on the Paid Holiday and be paid either:
 7. their regular rate of pay for hours worked on the Paid Holiday, plus they will receive another day and a half off with pay at their regular rate at a time mutually agreeable to the employee and the Department Head, or
 8. Paid Holiday pay plus time and a half for the hours worked on the Paid Holiday.
9. Permanent employees who elect to work a paid holiday as outlined in #6 above, may sign a blanket approval form to cover all time worked on paid holidays. The approval form may be requested from the employee's Department Head.

County of Bruce Policies and Procedures
Revision Tracking Sheet

Date	Revision – Description
March 15, 2012	Specified provisions for compensating employees who WORK on a paid holiday. (#6 & 7)
July 5, 2012	Specified provisions for compensating employees who WORK on a paid holiday. (#6) Approved July 5 Council summer session.
May 9, 2013	Add 'permanent' under Coverage
Oct 19, 2017	Changed to align observance of Remembrance Day when falling on a weekend to be observed as a "float day" to observing on the preceding Friday or succeeding Monday.