

COUNTY OF RENFREW

BY-LAW NUMBER 20-00

*** EMPLOYMENT BY-LAW #1 * COUNTY OFFICERS AND STAFF**

WHEREAS the Council of the Corporation of the County of Renfrew deems it advisable to employ 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 regulating the appointment, duties and remuneration of such Officers and Staff;

NOW THEREFORE the Council of the Corporation of the County of Renfrew enacts as follows:

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. Pension

The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.

2. Life Insurance

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage of 1.5 times the employees annual salary, plus an additional 1.5 times annual salary in Accidental Death or Dismemberment benefits.

3. Extended Health Care

An Extended Health Care Plan (no deductible on prescribed drugs) will be provided. The premiums shall be shared 25% by the employee and 75% by the employer.

4. Semi-Private Hospital

The Employer shall pay 100% of the premiums for Semi-Private Hospital Coverage.

5. Dental Insurance

A Dental Plan equivalent to Blue Cross Dental Plan No. 9 will be provided (Prior Year O.D.A. Fee Schedule). The premiums will be shared 25% by the employee and 75% by the employer.

6. Optional Life Insurance

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.

ARTICLE 2 - PAID HOLIDAYS

Thirteen paid holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. Car Allowance

(a) Car allowance shall be granted to those employees who are required to have a vehicle and use it routinely in the performance of their duties. The allowance will be \$150.00 per month plus \$.37 per kilometre for the first 5000 kilometres per year and \$.31 per kilometre for all kilometres over 5000 per year.

(b) For the occasional use of cars authorized by the employee's supervisor, employees will receive \$.37 per kilometre.

2. Uniform and Safety Footwear Allowance

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

Effective January 1, 1991: Full-Time - \$110.00 per annum

Part-Time - \$ 65.00 per annum

(b) Employees who are required by nature of their job to wear uniforms and/or safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - EMPLOYEE RELATIONS COMMITTEES

There shall be three Employee Relations Committees comprised of employee representatives who may meet for the purpose of reviewing the current Employment By-Laws and recommending changes. One Committee will have three Administration/Secretarial staff: one from each of Bonnechere Manor, Miramichi Lodge and the County Administration Offices. The second Committee will have three Roads employees: one from each patrol. The third will have three representatives from Ontario Works: one from each office location.

Proposals for the following year may be submitted in writing to the Director of Human Resources provided such proposals are submitted within sixty (60) days prior to the next adjustment date as established by Council, at which time the proposals shall be placed before the Finance & Administration Committee for consideration. The Finance & Administration Committee may meet with the Employee Relations Committees to discuss the proposals.

The recommendations of the Finance & Administration Committee to amend this by-law require the approval of County Council.

ARTICLE 5 - RATES OF PAY

Schedule "A" - Non-Union Salary Grid and Classifications

Schedule "B" - Roads Operational Classifications and Rates

ARTICLE 6 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2001 or earlier as deemed appropriate by 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 Finance & Administration Committee to County Council in the form of a replacement by-law.

3. In conjunction with the provisions of the Chief Administrative Officer's By-Law, the Chief Administrative Officer shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.

4. This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

5. By-Law 12-00 is hereby repealed.

6. This By-law shall come into force and be effective on January 1, 2000.

READ a first time this 26th day of April, 2000.

READ a second time this 26th day of April, 2000.

READ a third time and finally passed this 26th day of April, 2000.

BARRY MORAN, WARDEN

NORM LEMKE, CLERK

Revised Apr/00

County of Renfrew
Schedule "A"
STAFF SALARY GRID
Effective: January 1, 2000

<i>GROUP</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5 Job Rate</i>	<i>Merit</i>
<i>1</i>	<i>20,706</i>	<i>21,437</i>	<i>22,168</i>	<i>22,898</i>	<i>23,629</i>	<i>24,360</i>
<i>2</i>	<i>24,157</i>	<i>25,010</i>	<i>26,228</i>	<i>26,715</i>	<i>27,567</i>	<i>28,420</i>
<i>3</i>	<i>27,608</i>	<i>28,582</i>	<i>29,557</i>	<i>30,531</i>	<i>31,506</i>	<i>32,480</i>
<i>4</i>	<i>31,059</i>	<i>32,155</i>	<i>33,251</i>	<i>34,348</i>	<i>35,444</i>	<i>36,540</i>
<i>5</i>	<i>34,510</i>	<i>35,728</i>	<i>36,946</i>	<i>38,164</i>	<i>39,382</i>	<i>40,600</i>
<i>6</i>	<i>37,961</i>	<i>39,301</i>	<i>40,641</i>	<i>41,980</i>	<i>43,320</i>	<i>44,660</i>
<i>7</i>	<i>41,412</i>	<i>42,874</i>	<i>44,335</i>	<i>45,797</i>	<i>47,258</i>	<i>48,720</i>
<i>8</i>	<i>44,863</i>	<i>46,446</i>	<i>48,030</i>	<i>49,613</i>	<i>51,197</i>	<i>52,780</i>
<i>9</i>	<i>49,177</i>	<i>50,912</i>	<i>52,648</i>	<i>54,384</i>	<i>56,119</i>	<i>57,855</i>
<i>10</i>	<i>53,491</i>	<i>55,378</i>	<i>57,266</i>	<i>59,154</i>	<i>61,042</i>	<i>62,930</i>
<i>11</i>	<i>57,804</i>	<i>59,844</i>	<i>61,885</i>	<i>63,925</i>	<i>65,965</i>	<i>68,005</i>
<i>12</i>	<i>62,118</i>	<i>64,310</i>	<i>66,503</i>	<i>68,695</i>	<i>70,888</i>	<i>73,080</i>
<i>13</i>	<i>66,432</i>	<i>68,776</i>	<i>71,121</i>	<i>73,466</i>	<i>75,810</i>	<i>78,155</i>
<i>14</i>	<i>70,746</i>	<i>73,242</i>	<i>75,739</i>	<i>78,236</i>	<i>80,733</i>	<i>83,230</i>
<i>15</i>	<i>75,059</i>	<i>77,708</i>	<i>80,358</i>	<i>83,007</i>	<i>85,656</i>	<i>88,305</i>
<i>16</i>	<i>78,510</i>	<i>81,281</i>	<i>84,052</i>	<i>86,823</i>	<i>89,594</i>	<i>92,365</i>
<i>17</i>	<i>81,961</i>	<i>84,854</i>	<i>87,747</i>	<i>90,640</i>	<i>93,532</i>	<i>96,425</i>
<i>18</i>	<i>85,412</i>	<i>88,427</i>	<i>91,441</i>	<i>94,456</i>	<i>97,470</i>	<i>100,485</i>
<i>19</i>	<i>88,894</i>	<i>92,000</i>	<i>95,136</i>	<i>98,272</i>	<i>101,409</i>	<i>104,545</i>

County of Renfrew
Staff Classifications and Salary Ranges
January 1, 2000

#	Points	Salary	Positions
1	300-399	20,706 - 24,360	Data Entry Clerk, Labourer
2	400-499	24,157 - 28,420	Maintenance Person, Accounting Clerk I, Sign Fabricator- Roads, Secretary I
3	500-599	27,608 - 32,480	Secretary II-Roads, Resource Services Representative-O/W Customer Services Representative-O/W
4	600-699	31,059 - 36,540	Accounting Clerk III, By-Law Officer/Resource Technician Administrative Assistant- All Depts, Secretary-Treasurer Land Division
5	700-799	34,510 - 40,600	Corridor Control Technician- Roads, Planning Technician, Executive Assistant- CAO , GIS Technician, Accounting Technician, Compensation & Benefits Coordinator, Child Care Assessment-O/W, Administrative Assistant-Finance-M/L Local System Support/Resource Services Representative-O/W
6	800-899	37,961 - 44,660	Client Services Coordinator- M/L, Engineering Technician- Roads, Infrastructure Management Technician- Roads, Ontario Works Agent- O/W, Community Resource Centre Agent -O/W, Eligibility Review Officer-O/W, Family Support Worker-O/W
7	900-999	41,412 - 48,720	MIS Coordinator, Human Resources Coordinator, Patrol Supervisor, Construction Supervisor, Coordinator of Administration- B/M, Client Programs Supervisor – M/L
8	1000-1099	44,863 - 52,780	Economic Development Officer, Senior Planner, Child Care Coordinator- O/W, Coordinator of Services-O/W, Site Supervisor- O/W, Environmental Services Supervisor- M/L & B/M Client Programs Supervisor B B/M, Food Services Supervisor - M/L & B/M
9	1100-1199	49,177 - 57,855	n/a
10	1200-1299	53,491 - 62,930	Manager Infrastructure – Roads Capital Works, Manager Infrastructure- Roads Maintenance, Financial Services Officer, Resident Care Coordinator B M/L & B/M
11	1300-1399	57,804 – 68,005	Program Manager - B/M
12	1400-1499	62,118 – 73,080	Director of Nursing- M/L & B/M
13	1500-1599	66,432 – 78,155	n/a
14	1600-1699	70,746 – 83,230	Director of Planning & Economic Development, Administrator - ML/BM Director of Human Resources, Director of Property & Housing
15	1700-1799	75,059 – 88,305	Treasurer/Deputy Clerk/Acting CAO, County Engineer, Director of Community Services, Director of Long Term Care Facilities
16	1800-1899	78,510 – 92,365	n/a
17	1900-1999	81,961 – 96,425	n/a
18	2000-2099	85,412 – 100,485	n/a
19	2100-2199	88,894 – 104,545	Chief Administrative Officer/Clerk

SCHEDULE "B"

ROADS OPERATIONAL CLASSIFICATIONS AND RATES

Effective: January 1, 2000

Classification	Probationary Rate	Permanent Rate
Mechanic	17.55	18.16
Grader Operator	15.38	15.99
Truck/Equipment Operator	15.02	15.53
Labourer	11.52	12.03
Student	n/a	8.02

Resolution No. EX-C-97-09-103 approved the establishment of a ***shift premium allowance of \$.46 cents per hour*** for scheduled, designated night shifts in the Roads Patrol Garages effective November 1, 1997.

Lead hand rate applied on a pre-approved basis in recognition of an employee taking on additional responsibilities at fifty cents per hour.

Revised: March 13, 2000

County of Renfrew
Schedule "A"
STAFF SALARY GRID
Effective: July 1, 2000

<i>GROUP</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5 Job Rate</i>	<i>Merit</i>
<i>1</i>	<i>21,017</i>	<i>21,759</i>	<i>22,501</i>	<i>23,241</i>	<i>23,983</i>	<i>24,725</i>
<i>2</i>	<i>24,519</i>	<i>25,385</i>	<i>26,621</i>	<i>27,116</i>	<i>27,981</i>	<i>28,846</i>
<i>3</i>	<i>28,022</i>	<i>29,011</i>	<i>30,000</i>	<i>30,989</i>	<i>31,979</i>	<i>32,967</i>
<i>4</i>	<i>31,525</i>	<i>32,637</i>	<i>33,750</i>	<i>34,863</i>	<i>35,976</i>	<i>37,088</i>
<i>5</i>	<i>35,028</i>	<i>36,264</i>	<i>37,500</i>	<i>38,736</i>	<i>39,973</i>	<i>41,209</i>
<i>6</i>	<i>38,530</i>	<i>39,891</i>	<i>41,251</i>	<i>42,610</i>	<i>43,970</i>	<i>45,330</i>
<i>7</i>	<i>42,033</i>	<i>43,517</i>	<i>45,000</i>	<i>46,484</i>	<i>47,967</i>	<i>49,451</i>
<i>8</i>	<i>45,536</i>	<i>47,143</i>	<i>48,750</i>	<i>50,357</i>	<i>51,965</i>	<i>53,572</i>
<i>9</i>	<i>49,915</i>	<i>51,676</i>	<i>53,438</i>	<i>55,200</i>	<i>56,961</i>	<i>58,723</i>
<i>10</i>	<i>54,293</i>	<i>56,209</i>	<i>58,125</i>	<i>60,041</i>	<i>61,958</i>	<i>63,874</i>
<i>11</i>	<i>58,671</i>	<i>60,742</i>	<i>62,813</i>	<i>64,884</i>	<i>66,954</i>	<i>69,025</i>
<i>12</i>	<i>63,050</i>	<i>65,275</i>	<i>67,501</i>	<i>69,725</i>	<i>71,951</i>	<i>74,176</i>
<i>13</i>	<i>67,428</i>	<i>69,808</i>	<i>72,188</i>	<i>74,568</i>	<i>76,947</i>	<i>79,327</i>
<i>14</i>	<i>71,807</i>	<i>74,341</i>	<i>76,875</i>	<i>79,410</i>	<i>81,944</i>	<i>84,478</i>
<i>15</i>	<i>76,185</i>	<i>78,874</i>	<i>81,563</i>	<i>84,252</i>	<i>86,941</i>	<i>89,630</i>
<i>16</i>	<i>79,688</i>	<i>82,500</i>	<i>85,313</i>	<i>88,125</i>	<i>90,938</i>	<i>93,750</i>
<i>17</i>	<i>83,190</i>	<i>86,127</i>	<i>89,063</i>	<i>92,000</i>	<i>94,935</i>	<i>97,871</i>
<i>18</i>	<i>86,693</i>	<i>89,753</i>	<i>92,813</i>	<i>95,873</i>	<i>98,932</i>	<i>101,992</i>
<i>19</i>	<i>90,227</i>	<i>93,380</i>	<i>96,563</i>	<i>99,746</i>	<i>102,930</i>	<i>106,113</i>

County of Renfrew
Staff Classifications and Salary Ranges
July 1, 2000

#	Points	Salary	Positions
1	300-399	21,017 - 24,725	Data Entry Clerk, Labourer
2	400-499	24,519 - 28,846	Maintenance Person, Accounting Clerk I, Sign Fabricator- Roads, Secretary I
3	500-599	28,022 - 32,967	Secretary II-Roads, Resource Services Representative-O/W Customer Services Representative-O/W
4	600-699	31,525 – 37,088	Accounting Clerk III, By-Law Officer/Resource Technician Administrative Assistant- All Depts, Secretary-Treasurer Land Division
5	700-799	35,028 – 41,209	Corridor Control Technician- Roads, Planning Technician, Executive Assistant- CAO , GIS Technician, Accounting Technician, Compensation & Benefits Coordinator, Child Care Assessment-O/W, Administrative Assistant-Finance-M/L Local System Support/Resource Services Representative-O/W
6	800-899	38,530 – 45,330	Client Services Coordinator- M/L, Engineering Technician- Roads, Infrastructure Management Technician- Roads, Ontario Works Agent- O/W, Community Resource Centre Agent -O/W, Eligibility Review Officer-O/W, Family Support Worker-O/W
7	900-999	42,033 – 49,451	MIS Coordinator, Human Resources Coordinator, Patrol Supervisor, Construction Supervisor, Coordinator of Administration- B/M, Client Programs Supervisor – M/L
8	1000-1099	45,536 - 53,572	Economic Development Officer, Senior Planner, Child Care Coordinator- O/W, Coordinator of Services-O/W, Site Supervisor- O/W, Environmental Services Supervisor- M/L & B/M Client Programs Supervisor B B/M, Food Services Supervisor - M/L & B/M
9	1100-1199	49,915 – 58,723	n/a
10	1200-1299	54,293 – 63,874	Manager Infrastructure – Roads Capital Works, Manager Infrastructure- Roads Maintenance, Financial Services Officer, Resident Care Coordinator B M/L & B/M
11	1300-1399	58,671 – 69,025	Program Manager - B/M
12	1400-1499	63,050 – 74,176	Director of Nursing- M/L & B/M
13	1500-1599	67,428 - 79,327	n/a
14	1600-1699	71,807 – 84,478	Director of Planning & Economic Development, Administrator- M/L & B/M Director of Human Resources, Director of Property & Housing
15	1700-1799	76,185 – 89,630	Treasurer/Deputy Clerk/Acting CAO, County Engineer, Director of Community Services, Director of Long Term Care Facilities
16	1800-1899	79,688 – 93,750	n/a
17	1900-1999	83,190 – 97,871	n/a
18	2000-2099	86,693 – 101,992	n/a
19	2100-2199	90,227 – 106,113	Chief Administrative Officer/Clerk

SCHEDULE "B"

ROADS OPERATIONAL CLASSIFICATIONS AND RATES

Effective: July 1, 2000

Classification	Probationary Rate	Permanent Rate
Mechanic	17.81	18.43
Grader Operator	15.61	16.23
Truck/Equipment Operator	15.25	15.76
Labourer	11.69	12.21
Student	n/a	8.14

Resolution No. EX-C-97-09-103 approved the establishment of a **shift premium allowance of \$.46 cents per hour** for scheduled, designated night shifts in the Roads Patrol Garages effective November 1, 1997.

Lead hand rate applied on a pre-approved basis in recognition of an employee taking on additional responsibilities at fifty cents per hour.

Revised: March 13, 2000