

COUNTY OF RENFREW

BY-LAW NUMBER 25-08

EMPLOYMENT BY-LAW # 1 FOR 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 and Accidental Death or Dismemberment.

3. **Extended Health Care**

The Employer shall pay 100% of the premiums for the Extended Health Care Plan. There is a drug dispensing fee cap of \$7.50.

4. **Dental Plan**

The employer shall pay 100% of the standard dental plan (prior year ODA schedule).

In additional, major restorative coverage is provided at 50% co-insurance to a maximum of \$2,000 per year per insured. Orthodontic coverage is provided at 50% co-insurance to a lifetime maximum of \$2,000 per insured.

5. **Health Care Spending Account**

In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$750.00 annually. This is prorated for new employees.

6. **Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance**

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

7. **Early Retiree Benefit**

The employer shall pay 100% of the premiums for employees who qualify under OMERS for an Early Retirement Plan for full-time employees with a lifetime maximum of \$25,000 for claims.

ARTICLE 2 - PAID HOLIDAYS

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

ARTICLE 3 - OTHER ALLOWANCES

1. **Mileage Allowance**

For the use of cars authorized by the employee's supervisor, effective March 1, 2008 employees will receive \$0.52 per kilometre for the first 5000 kilometres per year and \$0.46 per kilometre for all kilometres over 5000 per year.

2. **Meals, Gratuities and Incidental Expenses**

While attending conferences, conventions, seminars, workshops or business meetings, employees will receive actual expenses supported by receipts of up to \$45.00 per day.

3. **Meeting Availability Allowance**

Meeting availability allowance will be provided, at the approval of the Chief Administrative Officer, at \$150.00 per month to those employees who are required to attend evening and other special meetings routinely in the performance of their duties.

4. **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, 2006: Full-Time - \$160.00 per annum
Part-Time - \$80.00 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 - RATES OF PAY

Schedule "A" - Non-Union Salary Grid and Classifications
Schedule "B" - Roads Operational Classifications and Rates

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2008 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate 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. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-Law 106-07 is hereby repealed.
5. This By-law shall come into force and be effective upon the passing thereof, except where otherwise noted.

READ a first time this 28th day of February 2008.

READ a second time this 28th day of February 2008.

READ a third time and finally passed this 28th day of February 2008.

JANICE VISNESKIE, WARDEN

NORM LEMKE, CLERK

County of Renfrew Staff Salary Grid
Schedule "A"
Effective: January 1, 2007

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	\$25,833	\$26,745	\$27,657	\$28,569	\$29,482	\$30,393
2	\$30,141	\$31,205	\$32,268	\$33,332	\$34,396	\$35,460
3	\$34,445	\$35,662	\$36,877	\$38,094	\$39,308	\$40,524
4	\$38,752	\$40,120	\$41,487	\$42,856	\$44,222	\$45,590
5	\$43,057	\$44,576	\$46,097	\$47,616	\$49,136	\$50,655
6	\$47,364	\$49,036	\$50,709	\$52,380	\$54,051	\$55,723
7	\$51,670	\$53,494	\$55,316	\$57,140	\$58,963	\$60,788
8	\$55,976	\$57,952	\$59,926	\$61,903	\$63,879	\$65,853
9	\$61,358	\$63,523	\$65,688	\$67,855	\$70,021	\$72,187
10	\$66,741	\$69,097	\$71,451	\$73,807	\$76,163	\$78,518
11	\$72,123	\$74,669	\$77,214	\$79,759	\$82,305	\$84,850
12	\$77,504	\$80,239	\$82,975	\$85,709	\$88,446	\$91,182
13	\$82,886	\$85,810	\$88,737	\$91,662	\$94,588	\$97,512
14	\$88,270	\$91,386	\$94,499	\$97,615	\$100,730	\$103,847
15	\$93,653	\$96,957	\$100,262	\$103,569	\$106,873	\$110,178
16	\$97,956	\$101,414	\$104,872	\$108,329	\$111,785	\$115,243

Revised: April 2007

County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION
1	25,833 – 30,393	Data Entry Clerk, Labourer
2	30,141 – 35,460	Maintenance Person, Secretary I, Receptionist
3	34,445 – 40,524	Accounting Clerk I, Administrative Assistant-RCHC, Customer Service Representative, Courtroom Clerk/Monitor, Employment Services Representative, General Clerk/Cashier, Information Coordinator, Intake Coordinator, Secretary II, Tourism Communications Coordinator, Program Officer, Scheduling Clerk
4	38,752 – 45,590	Administrative Assistant, Administrative Assistant/Finance, Community Relations Coordinator, Integration Coordinator, Secretary/Treasurer Land Division
5	43,057 – 50,655	Eligibility Coordinator, Executive Assistant-CAO, GIS Technician, I.T. Technician, I.T. Technician/Webmaster, Media Relations/Grants Coordinator, Referral Services Agent, Tourism Marketing Coordinator, Capital Assets Project Coordinator
6	47,364 – 55,723	Accounting Technician, Asset Management Technician, Corridor Control Technician/911 Coordinator, Employment Services Agent, Engineering Technician, Family Support Worker, Public Works Technician, Ontario Works Agent, Payroll Administrator, Planning Technician
7	51,670 – 60,788	Business Consultant, Client Programs Supervisor, Client/Outreach Programs Supervisor, Construction Supervisor, Coordinator of Administration, Forestry Technician, GIS Coordinator, Human Resources Coordinator, Patrol Supervisor, Supervisor, Engineering Services, Systems Analyst
8	55,976 – 65,853	Business Development Officer, Dietitian, Environmental Services Supervisor, Food Services Supervisor, Network Administrator, Prosecutor, Prosecutor (Bilingual), POA Supervisor, Senior Planner, Supervisor – Ontario Works
9	61,358 – 72,187	Paramedic Service District Manager, Manager-Economic Development Services, Manager-Real Property Assets, Employee Health Coordinator, Manager of Child Care Services, Manager of Forestry Services, Manager of Planning Services
10	66,741 – 78,518	Housing Manager, Manager-Information Technology, Ontario Works Manager, Resident Care Coordinator
11	72,123 – 84,850	Financial Services Officer, Paramedic Service Deputy Chief – Logistics, Paramedic Service Deputy Chief – Quality Programs/Community Emergency Management Coordinator, Manager-Capital Works, Manager-Maintenance
12	77,504 – 91,182	Paramedic Service Deputy Chief - Operations, Director of Care
13	82,886 – 97,512	Nurse Practitioner
14	88,270 – 103,847	
15	93,653 – 110,178	Administrator-Bonnechere Manor, Administrator-Miramichi Lodge, Director-Development & Property, Director-Emergency Services/Chief Paramedic Service, Director-Human Resources, Director-Information Technology
16	97,956 – 115,243	Director-Community Services, Director-Public Works & Engineering, Treasurer/Deputy Clerk

Revised: February 2008

SCHEDULE "B"**ROADS OPERATIONAL CLASSIFICATIONS AND RATES**
Effective: January 1, 2007

Classification	Probationary Rate	Permanent Rate
Mechanic	21.90	22.65
Truck/Equipment Operator	18.75	19.35
Sign Shop Fabricator	18.14	18.89
Labourer	14.37	15.03
Student	n/a	10.01
Lead Hand Premium		\$2.00/hr
Grader Operator Premium		\$1.00/hr

Effective January 1, 2006, the shift premium allowance will be increased to \$0.60 cents per hour for scheduled, designated night shifts in the Roads Patrol Garages.

Revised: April 2007