

COUNTY OF RENFREW

BY-LAW NUMBER 70-11

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 \$65.00 per day.

3. **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 27, 2010: Full-Time - \$180.00 per annum
Part-Time - \$90.00 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, 2012 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 25-11 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 September 2011.

READ a second time this 28th day of September 2011.

READ a third time and finally passed this 28th day of September 2011.

ROBERT SWEET, WARDEN

W. JAMES HUTTON, CLERK

County of Renfrew Staff Salary Grid

Schedule "A"

Effective: January 1, 2011

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	\$28,388	\$29,389	\$30,391	\$31,393	\$32,395	\$33,397
2	\$33,075	\$34,241	\$35,409	\$36,576	\$37,744	\$38,911
3	\$37,850	\$39,185	\$40,522	\$41,858	\$43,193	\$44,529
4	\$42,568	\$44,063	\$45,558	\$47,054	\$48,548	\$50,043
5	\$47,313	\$48,982	\$50,652	\$52,322	\$53,992	\$55,661
6	\$52,000	\$53,835	\$55,670	\$57,505	\$59,341	\$61,176
7	\$56,774	\$58,779	\$60,782	\$62,786	\$64,789	\$66,794
8	\$61,462	\$63,631	\$65,800	\$67,970	\$70,138	\$72,308
9	\$67,386	\$69,765	\$72,144	\$74,522	\$76,900	\$79,278
10	\$73,311	\$75,899	\$78,487	\$81,075	\$83,661	\$86,249
11	\$79,237	\$82,034	\$84,830	\$87,626	\$90,423	\$93,220
12	\$85,162	\$88,168	\$91,174	\$94,179	\$97,185	\$100,191
13	\$90,998	\$94,210	\$97,422	\$100,634	\$103,845	\$107,057
14	\$96,923	\$100,345	\$103,766	\$107,186	\$110,607	\$114,028
15	\$102,849	\$106,479	\$110,109	\$113,738	\$117,368	\$120,999
16	\$107,624	\$111,423	\$115,221	\$119,020	\$122,818	\$126,617
17	\$112,400	\$116,367	\$120,333	\$124,300	\$128,268	\$132,235

Revised: March 2011

County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	28,388 – 33,397	<ul style="list-style-type: none"> • Data Entry Clerk 	<ul style="list-style-type: none"> • Labourer
2	33,075 – 38,911	<ul style="list-style-type: none"> • Maintenance Person • Receptionist 	<ul style="list-style-type: none"> • Secretary I
3	37,850 – 44,529	<ul style="list-style-type: none"> • Accounting Clerk I - ES • Administrative Assistant • Collections Officer / General Clerk • Courtroom Clerk / Monitor • General Clerk/Cashier 	<ul style="list-style-type: none"> • Intake Coordinator • Program Officer • Scheduling Clerk • Secretary II • Tourism Communications Coordinator
4	42,568 – 50,043	<ul style="list-style-type: none"> • Accounting Clerk I - Finance • Administrative Assistant • Administrative Assistant - Finance • Community Relations Coordinator 	<ul style="list-style-type: none"> • Information Coordinator • Integration Coordinator • Secretary/Treasurer Land Division
5	47,313 – 55,661	<ul style="list-style-type: none"> • Eligibility Coordinator • Executive Assistant - CAO • GIS Technician 	<ul style="list-style-type: none"> • IT Technician • IT Technician / Webmaster • Media Relations / Grants Coordinator • Tourism Marketing Coordinator
6	52,000- 61,176	<ul style="list-style-type: none"> • Accounting Technician • Asset Management Technician • Corridor Control Technician / 911 Coordinator • Engineering Technician 	<ul style="list-style-type: none"> • Forester • Junior Planner • Payroll Administrator • Public Works Technician
7	56,774 – 66,794	<ul style="list-style-type: none"> • Assistant Food Services Supervisor • Business Consultant • Client Programs Supervisor • Client / Outreach Programs Supervisor • Construction Supervisor 	<ul style="list-style-type: none"> • GIS Coordinator • Human Resources Coordinator • Operations Coordinator • Patrol Supervisor • RCHC Site Supervisor • Systems Analyst
8	61,462 – 72,308	<ul style="list-style-type: none"> • Business Development Officer • Dietitian • Environmental Services Supervisor • Food Services Supervisor • Human Resources Coordinator – Homes • Network Administrator 	<ul style="list-style-type: none"> • Prosecutor • Prosecutor (Bilingual) • Senior Planner • Supervisor - Engineering Services • Supervisor of Technical Services • Supervisor - Ontario Works
9	67,386 – 79,278	<ul style="list-style-type: none"> • Employee Health Coordinator • Manager of Child Care Services • Manager - Economic Development Services • Manager of Forestry Services 	<ul style="list-style-type: none"> • Manager of Planning Services • Manager - Real Property Assets • POA Manager
10	73,311 – 86,249	<ul style="list-style-type: none"> • Housing Manager • Manager of Information Technology • Ontario Works Manager 	<ul style="list-style-type: none"> • Paramedic Service District Manager • Resident Care Coordinator

GROUP	SALARY (\$)	POSITION	
11	79,237 – 93,220	<ul style="list-style-type: none"> • Financial Services Officer • Paramedic Service Deputy Chief - Logistics • Paramedic Service Deputy Chief - Quality Programs / Community Emergency Management Coordinator 	<ul style="list-style-type: none"> • Manager of Capital Works • Manager of Operations
12	85,162 – 100,191	<ul style="list-style-type: none"> • Paramedic Service Deputy Chief - Operations 	<ul style="list-style-type: none"> • Director of Care
13	90,998 – 107,057	<ul style="list-style-type: none"> • Nurse Practitioner 	
14	96,923 – 114,028		
15	102,849 – 120,999	<ul style="list-style-type: none"> • Administrator - Bonnechere Manor • Administrator - Miramichi Lodge • Director - Development & Property 	<ul style="list-style-type: none"> • Director - Emergency Services / Chief Paramedic Service
16	107,624 – 126,617	<ul style="list-style-type: none"> • Director - Human Resources • Director - Social Services 	<ul style="list-style-type: none"> • Director - Public Works & Engineering
17	112,400 – 132,235	<ul style="list-style-type: none"> • Treasurer / Deputy Clerk 	

Revised: September 2011

SCHEDULE "B"

ROADS OPERATIONAL CLASSIFICATIONS AND RATES Effective: January 1, 2011

Classification	Probationary Rate	Permanent Rate
Mechanic	26.15	27.04
Truck/Equipment Operator	20.80	21.47
Sign Shop Fabricator	20.12	20.96
Labourer	15.93	16.68
Student	n/a	11.75
Lead Hand Premium		\$2.00/hr
Grader Operator Premium		\$1.00/hr
Shift Premium		0.60

Revised: March 2011