

# COUNTY OF RENFREW

## BY-LAW NUMBER 10-12

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

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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 January 1, 2012 employees will receive \$0.53 per kilometre for the first 5000 kilometres per year and \$0.47 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, 2013 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 70-11 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 22nd day of February 2012.

READ a second time this 22nd day of February 2012.

READ a third time and finally passed this 22nd day of February 2012.

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ROBERT SWEET, WARDEN

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W. JAMES HUTTON, CLERK

# County of Renfrew Staff Salary Grid

## Schedule "A"

Effective: January 1, 2012

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	\$29,240	\$30,271	\$31,303	\$32,335	\$33,367	\$34,399
2	\$34,067	\$35,268	\$36,471	\$37,673	\$38,876	\$40,078
3	\$38,986	\$40,361	\$41,738	\$43,114	\$44,489	\$45,865
4	\$43,845	\$45,385	\$46,925	\$48,466	\$50,004	\$51,544
5	\$48,732	\$50,451	\$52,172	\$53,892	\$55,612	\$57,331
6	\$53,560	\$55,450	\$57,340	\$59,230	\$61,121	\$63,011
7	\$58,477	\$60,542	\$62,605	\$64,670	\$66,733	\$68,798
8	\$63,306	\$65,540	\$67,774	\$70,009	\$72,242	\$74,477
9	\$69,408	\$71,858	\$74,308	\$76,758	\$79,207	\$81,656
10	\$75,510	\$78,176	\$80,842	\$83,507	\$86,171	\$88,836
11	\$81,614	\$84,495	\$87,375	\$90,255	\$93,136	\$96,017
12	\$87,717	\$90,813	\$93,909	\$97,004	\$100,101	\$103,197
13	\$93,728	\$97,036	\$100,345	\$103,653	\$106,960	\$110,269
14	\$99,831	\$103,355	\$106,879	\$110,402	\$113,925	\$117,449
15	\$105,934	\$109,673	\$113,412	\$117,150	\$120,889	\$124,629
16	\$110,853	\$114,766	\$118,678	\$122,591	\$126,503	\$130,416
17	\$115,772	\$119,858	\$123,943	\$128,029	\$132,116	\$136,202

Revised: February 2012

## County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	29,240 – 34,399	<ul style="list-style-type: none"> <li>• Data Entry Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Labourer</li> </ul>
2	34,067 – 40,078	<ul style="list-style-type: none"> <li>• Maintenance Person</li> <li>• Receptionist</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary I</li> </ul>
3	38,986 – 45,865	<ul style="list-style-type: none"> <li>• Accounting Clerk I - ES</li> <li>• Administrative Assistant</li> <li>• Child Care Facilitator</li> <li>• Collections Officer / General Clerk</li> <li>• Courtroom Clerk / Monitor</li> <li>• General Clerk/Cashier</li> </ul>	<ul style="list-style-type: none"> <li>• Intake Coordinator</li> <li>• Program Officer</li> <li>• Scheduling Clerk</li> <li>• Secretary II</li> <li>• Tourism Communications Coordinator</li> </ul>
4	43,845 – 51,544	<ul style="list-style-type: none"> <li>• Accounting Clerk I - Finance</li> <li>• Administrative Assistant</li> <li>• Administrative Assistant - Finance</li> <li>• Community Relations Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Information Coordinator</li> <li>• Integration Coordinator</li> <li>• Secretary/Treasurer Land Division</li> </ul>
5	48,732 – 57,331	<ul style="list-style-type: none"> <li>• Eligibility Coordinator</li> <li>• Executive Assistant - CAO</li> <li>• GIS Technician</li> <li>• IT Technician</li> </ul>	<ul style="list-style-type: none"> <li>• IT Technician / Webmaster</li> <li>• Media Relations / Grants Coordinator</li> <li>• Tourism Marketing Coordinator</li> </ul>
6	53,560 – 63,011	<ul style="list-style-type: none"> <li>• Accounting Technician</li> <li>• Corridor Control Technician / 911 Coordinator</li> <li>• Engineering Technician</li> <li>• Forester</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure Coordinator</li> <li>• Junior Planner</li> <li>• Payroll Administrator</li> <li>• Public Works Technician</li> </ul>
7	58,477 – 68,798	<ul style="list-style-type: none"> <li>• Assistant Food Services Supervisor</li> <li>• Business Consultant</li> <li>• Client Programs Supervisor</li> <li>• Client / Outreach Programs Supervisor</li> <li>• Construction Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• GIS Coordinator</li> <li>• Human Resources Coordinator</li> <li>• Operations Coordinator</li> <li>• Patrol Supervisor</li> <li>• RCHC Site Supervisor</li> <li>• Systems Analyst</li> </ul>
8	63,306 – 74,477	<ul style="list-style-type: none"> <li>• Business Development Officer</li> <li>• Dietitian</li> <li>• Environmental Services Supervisor</li> <li>• Food Services Supervisor</li> <li>• Human Resources Coordinator – Homes</li> <li>• Network Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Prosecutor</li> <li>• Prosecutor (Bilingual)</li> <li>• Senior Planner</li> <li>• Supervisor - Engineering Services</li> <li>• Supervisor of Technical Services</li> <li>• Supervisor - Ontario Works</li> </ul>
9	69,408 – 81,656	<ul style="list-style-type: none"> <li>• Employee Health Coordinator</li> <li>• Manager of Child Care Services</li> <li>• Manager - Economic Development Services</li> <li>• Manager of Forestry Services</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Planning Services</li> <li>• Manager - Real Property Assets</li> <li>• POA Manager</li> </ul>
10	75,510 – 88,836	<ul style="list-style-type: none"> <li>• Housing Manager</li> <li>• Manager of Information Technology</li> <li>• Ontario Works Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Paramedic Service District Manager</li> <li>• Resident Care Coordinator</li> </ul>

GROUP	SALARY (\$)	POSITION	
11	81,614 – 96,017	<ul style="list-style-type: none"> <li>• Financial Services Officer</li> <li>• Paramedic Service Deputy Chief - Logistics</li> <li>• Paramedic Service Deputy Chief - Quality Programs / Community Emergency Management Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Capital Works</li> <li>• Manager of Operations</li> </ul>
12	87,717 – 103,197	<ul style="list-style-type: none"> <li>• Paramedic Service Deputy Chief - Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Care</li> </ul>
13	93,728 – 110,269	<ul style="list-style-type: none"> <li>• Nurse Practitioner</li> </ul>	
14	99,831 – 117,449		
15	105,934 – 124,629	<ul style="list-style-type: none"> <li>• Administrator - Bonnechere Manor</li> <li>• Administrator - Miramichi Lodge</li> <li>• Director - Development &amp; Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director - Emergency Services / Chief Paramedic Service</li> </ul>
16	110,853 – 130,416	<ul style="list-style-type: none"> <li>• Director - Human Resources</li> <li>• Director - Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Director - Public Works &amp; Engineering</li> </ul>
17	115,772 – 136,202	<ul style="list-style-type: none"> <li>• Treasurer / Deputy Clerk</li> </ul>	

Revised: February 2012

## SCHEDULE "B"

### ROADS OPERATIONAL CLASSIFICATIONS AND RATES Effective: January 1, 2012

Classification	Probationary Rate	Permanent Rate
Mechanic	26.93	27.85
Truck/Equipment Operator	21.42	22.11
Sign Shop Fabricator	20.72	21.59
Labourer	16.41	17.18
Student	n/a	11.75
Lead Hand Premium		\$2.00/hr
Grader Operator Premium		\$1.00/hr
Shift Premium		0.60

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