

COUNTY OF RENFREW

BY-LAW NUMBER 111-17

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. From age 71 to 75, "life coverage" will be at a rate of 50% of the coverage provided in the original plan for non-union employees.

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 \$8.50.

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 \$850.00 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 as follows:

- For all employees who retired prior to January 30, 2013 a lifetime maximum of \$25,000 for claims.
- For all employees who retire after January 29, 2013 a lifetime maximum of \$50,000 for claims.
- For all employees who retire after March 1, 2015 a lifetime maximum of \$75,000 for claims.
- For all employees who retire after February 1, 2016 a lifetime maximum of \$100,000 for all 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, 2016 employees will receive \$0.54 per kilometre for the first 5,000 kilometres per year and \$0.48 per kilometre for all kilometres over 5,000 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 \$75.00 per day.

3. Safety Footwear Allowance

- (a) Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:
Effective January 1, 2017: Full-time - \$275.00 per annum
Part-time - \$137.50 per annum
- (b) Employees who are required by nature of their job to wear 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" - Non-Union Additional Classifications and Rates

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2018 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 95-17 is hereby repealed.
5. This By-law shall come into force and be effective January 1, 2017, except where otherwise noted.

READ a first time this 29th day of November 2017.

READ a second time this 29th day of November 2017.

READ a third time and finally passed this 29th day of November 2017.

JENNIFER MURPHY, WARDEN

W. JAMES HUTTON, CLERK

County of Renfrew Non-Union Staff Salary Grid

Schedule "A"

Effective: January 1, 2017

Group		Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1		\$32,125	\$33,257	\$34,391	\$35,526	\$36,660	\$37,793
	hr. 1820	17.65	18.27	18.90	19.52	20.14	1,133.00
	hr. 2080	15.44	15.99	16.53	17.08	17.63	
2		\$37,429	\$38,748	\$40,070	\$41,391	\$42,713	\$44,032
	hr. 1820	20.57	21.29	22.02	22.74	23.47	1,319.00
	hr. 2080	17.99	18.63	19.26	19.90	20.54	
3		\$42,832	\$44,342	\$45,856	\$47,369	\$48,878	\$50,391
	hr. 1820	23.53	24.36	25.20	26.03	26.86	1,513.00
	hr. 2080	20.59	21.32	22.05	22.77	23.50	
4		\$48,172	\$49,864	\$51,555	\$53,248	\$54,938	\$56,630
	hr. 1820	26.47	27.40	28.33	29.26	30.19	1,692.00
	hr. 2080	23.16	23.97	24.79	25.60	26.41	
5		\$53,541	\$55,430	\$57,319	\$59,209	\$61,100	\$62,988
	hr. 1820	29.42	30.46	31.49	32.53	33.57	1,888.00
	hr. 2080	25.74	26.65	27.56	28.47	29.38	
6		\$58,845	\$60,921	\$62,997	\$65,074	\$67,153	\$69,229
	hr. 1820	32.33	33.47	34.61	35.75	36.90	2,076.00
	hr. 2080	28.29	29.29	30.29	31.29	32.29	
7		\$64,247	\$66,517	\$68,782	\$71,050	\$73,317	\$75,586
	hr. 1820	35.30	36.55	37.79	39.04	40.28	2,269.00
	hr. 2080	30.89	31.98	33.07	34.16	35.25	
8		\$69,553	\$72,006	\$74,460	\$76,917	\$79,370	\$81,825
	hr. 1820	38.22	39.56	40.91	42.26	43.61	2,455.00
	hr. 2080	33.44	34.62	35.80	36.98	38.16	
9		\$76,256	\$78,949	\$81,640	\$84,331	\$87,022	\$89,714
	hr. 1820	41.90	43.38	44.86	46.34	47.81	2,692.00
	hr. 2080	36.66	37.96	39.25	40.54	41.84	
10		\$82,962	\$85,890	\$88,818	\$91,747	\$94,673	\$97,601
	hr. 1820	45.58	47.19	48.80	50.41	52.02	2,928.00
	hr. 2080	39.89	41.29	42.70	44.11	45.52	
11		\$89,667	\$92,833	\$95,995	\$99,160	\$102,324	\$105,490
	hr. 1820	49.27	51.01	52.74	54.48	56.22	3,166.00
	hr. 2080	43.11	44.63	46.15	47.67	49.19	
12		\$96,372	\$99,773	\$103,174	\$106,577	\$109,977	\$113,380
	hr. 1820	52.95	54.82	56.69	58.56	60.43	3,403.00
	hr. 2080	46.33	47.97	49.60	51.24	52.87	
13		\$102,977	\$106,610	\$110,246	\$113,880	\$117,514	\$121,148
	hr. 1820	56.58	58.58	60.57	62.57	64.57	3,634.00
	hr. 2080	49.51	51.25	53.00	54.75	56.50	
14		\$109,681	\$113,554	\$117,424	\$121,295	\$125,166	\$129,038
	hr. 1820	60.26	62.39	64.52	66.65	68.77	3,872.00
	hr. 2080	52.73	54.59	56.45	58.31	60.18	
15		\$116,386	\$120,495	\$124,602	\$128,710	\$132,816	\$136,926
	hr. 1820	63.95	66.21	68.46	70.72	72.98	4,110.00
	hr. 2080	55.95	57.93	59.90	61.88	63.85	
16		\$121,790	\$126,089	\$130,387	\$134,686	\$138,984	\$143,282
	hr. 1820	66.92	69.28	71.64	74.00	76.36	4,298.00
	hr. 2080	58.55	60.62	62.69	64.75	66.82	
17		\$127,195	\$131,684	\$136,172	\$140,661	\$145,152	\$149,641
	hr. 1820	69.89	72.35	74.82	77.29	79.75	4,489.00
	hr. 2080	61.15	63.31	65.47	67.63	69.78	

Revised: February 2017

County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	32,125 – 36,660	<ul style="list-style-type: none"> • Administration Clerk • Data Entry Clerk 	<ul style="list-style-type: none"> • Labourer
2	37,429 – 42,713	<ul style="list-style-type: none"> • Logistics Clerk • Maintenance Person 	<ul style="list-style-type: none"> • Receptionist • Secretary I
3	42,832 – 48,878	<ul style="list-style-type: none"> • Accounting Clerk I • Administrative Assistant • Clerk/Cashier (Disclosure) • Collections Officer/General Clerk • Courtroom Clerk/Monitor • Customer Service Representative • General Clerk/Cashier 	<ul style="list-style-type: none"> • Intake Coordinator • Program Officer • Scheduling Clerk • Secretary II • Tourism Communications Coordinator
4	48,172 – 54,938	<ul style="list-style-type: none"> • Accounting Clerk I - Finance • Administrative Assistant • Administrative Assistant - Finance • Best Start Planner • Community Relations Coordinator • Contract Integration Coordinator • Data Analysis Coordinator • Early Years Literacy Specialist 	<ul style="list-style-type: none"> • Healthy Kids Community Challenge Project Coordinator • Information and Research Coordinator • Integration Coordinator • Licensed Home Visitor • Secretary/Treasurer Land Division
5	53,541 – 61,100	<ul style="list-style-type: none"> • Eligibility Coordinator • HR Generalist 	<ul style="list-style-type: none"> • Media Relations/Grants Coordinator • Tourism Marketing Coordinator
6	58,845 – 67,153	<ul style="list-style-type: none"> • Accounting Technician • Assistant Food Services Supervisor • Engineering Technician • Forestry & Trails Technician • GIS Technician • Infrastructure Coordinator 	<ul style="list-style-type: none"> • IT Technician • IT Technician/Webmaster • Junior Planner • Ontario Works Agent • Payroll Administrator • Trails Coordinator
7	64,247 – 73,317	<ul style="list-style-type: none"> • Asset Management Coordinator • Business Consultant • Early Years Supervisor • Client/Outreach Programs Supervisor • Construction Supervisor • Capital Projects Coordinator 	<ul style="list-style-type: none"> • Executive Assistant/Deputy Clerk • Human Resources Coordinator • Infrastructure Technician • Operations Coordinator • Patrol Supervisor • RCHC Site Supervisor • Systems Analyst
8	69,553 – 79,370	<ul style="list-style-type: none"> • Administration Supervisor • Business Development Officer • County Forester • Dietitian • Environmental Services Supervisor • Food Services Supervisor 	<ul style="list-style-type: none"> • Network Administrator • Prosecutor • Prosecutor (Bilingual) • Senior Planner • Supervisor, Ontario Works • Supervisor, Technical Services
9	76,256 – 87,022	<ul style="list-style-type: none"> • Employee Health Coordinator • Manager, Economic Development Services • Manager, Forestry & GIS 	<ul style="list-style-type: none"> • Manager, Planning Services • Manager, Real Property Assets • Physiotherapist • POA Manager

GROUP	SALARY (\$)	POSITION	
10	82,962 – 94,673	<ul style="list-style-type: none"> • Commander • Housing Manager • Manager, Child Care Services 	<ul style="list-style-type: none"> • Manager, Information Technology • Manager, Ontario Works • Resident Care Coordinator
11	89,667 – 102,324	<ul style="list-style-type: none"> • Manager, Infrastructure 	<ul style="list-style-type: none"> • Manager, Operations
12	96,372 – 109,977	<ul style="list-style-type: none"> • Deputy Chief Clinical Programs • Deputy Chief Operations 	<ul style="list-style-type: none"> • Director of Care
13	102,977 – 117,514	<ul style="list-style-type: none"> • Nurse Practitioner 	
14	109,681- 125,166	<ul style="list-style-type: none"> • Administrator, Miramichi Lodge 	
15	116,386 – 132,816		
16	121,790 – 134,984	<ul style="list-style-type: none"> • Director, Development & Property • Director, Emergency Services/Chief Paramedic Services • Director, Human Resources 	<ul style="list-style-type: none"> • Director, Public Works & Engineering • Director, Social Services
17	127,195 – 145,152	<ul style="list-style-type: none"> • Director, Finance/Treasurer 	<ul style="list-style-type: none"> • Director, Long Term Care

Revised: November 2017

SCHEDULE "B"

NON-UNION ADDITIONAL CLASSIFICATIONS AND RATES

Effective: January 1, 2017

Classification	Department	Probationary Rate	Permanent Rate
Mechanic	Public Works	\$29.59	\$30.61
Truck/Equipment Operator	Public Works	\$23.53	\$24.30
Sign Shop Fabricator	Public Works	\$22.77	\$23.73
Labourer	Public Works	\$18.03	\$18.87
Student	All		12.90
Lead Hand Premium	All		2.00
Grader Operator Premium	Public Works		1.25
Shift Premium	All		0.85
Weekend Premium	All		0.50
Commander Shift Premium	Emergency Services		0.75

Revised: February 2017