

COUNTY OF RENFREW

BY-LAW NUMBER 71-18

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 July 1, 2018 employees will receive \$0.55 per kilometre for the first 5,000 kilometres per year and \$0.49 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 55-18 is hereby repealed.
5. This By-law shall come into force and be effective January 1, 2018, except where otherwise noted.

READ a first time this 27th day of June 2018.

READ a second time this 27th day of June 2018.

READ a third time and finally passed this 27th day of June 2018.

JENNIFER MURPHY, WARDEN

W. JAMES HUTTON, CLERK

County of Renfrew Non-Union Staff Salary Grid

Schedule "A"

Effective: January 1, 2018

Group		Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	hr. 1820	\$32,768 18.00	\$33,922 18.64	\$35,079 19.27	\$36,237 19.91	\$37,393 20.55	\$38,549 1,156.00
	hr. 2080	15.75	16.31	16.86	17.42	17.98	
2	hr. 1820	\$38,178 20.98	\$39,523 21.72	\$40,871 22.46	\$42,219 23.20	\$43,567 23.94	\$44,913 1,346.00
	hr. 2080	18.35	19.00	19.65	20.30	20.95	
3	hr. 1820	\$43,689 24.00	\$45,229 24.85	\$46,773 25.70	\$48,316 26.55	\$49,856 27.39	\$51,399 1,543.00
	hr. 2080	21.00	21.74	22.49	23.23	23.97	
4	hr. 1820	\$49,135 27.00	\$50,861 27.95	\$52,586 28.89	\$54,313 29.84	\$56,037 30.79	\$57,763 1,726.00
	hr. 2080	23.62	24.45	25.28	26.11	26.94	
5	hr. 1820	\$54,612 30.01	\$56,539 31.07	\$58,465 32.12	\$60,393 33.18	\$62,322 34.24	\$64,248 1,926.00
	hr. 2080	26.26	27.18	28.11	29.04	29.96	
6	hr. 1820	\$60,022 32.98	\$62,139 34.14	\$64,257 35.31	\$66,375 36.47	\$68,496 37.64	\$70,614 2,118.00
	hr. 2080	28.86	29.87	30.89	31.91	32.93	
7	hr. 1820	\$65,532 36.01	\$67,847 37.28	\$70,158 38.55	\$72,471 39.82	\$74,783 41.09	\$77,098 2,315.00
	hr. 2080	31.51	32.62	33.73	34.84	35.95	
8	hr. 1820	\$70,944 38.98	\$73,446 40.35	\$75,949 41.73	\$78,455 43.11	\$80,957 44.48	\$83,462 2,505.00
	hr. 2080	34.11	35.31	36.51	37.72	38.92	
9	hr. 1820	\$77,781 42.74	\$80,528 44.25	\$83,273 45.75	\$86,018 47.26	\$88,762 48.77	\$91,508 2,746.00
	hr. 2080	37.39	38.72	40.04	41.35	42.67	
10	hr. 1820	\$84,621 46.50	\$87,608 48.14	\$90,594 49.78	\$93,582 51.42	\$96,566 53.06	\$99,553 2,987.00
	hr. 2080	40.68	42.12	43.55	44.99	46.43	
11	hr. 1820	\$91,460 50.25	\$94,690 52.03	\$97,915 53.80	\$101,143 55.57	\$104,370 57.35	\$107,600 3,230.00
	hr. 2080	43.97	45.52	47.07	48.63	50.18	
12	hr. 1820	\$98,299 54.01	\$101,768 55.92	\$105,237 57.82	\$108,709 59.73	\$112,177 61.64	\$115,648 3,471.00
	hr. 2080	47.26	48.93	50.59	52.26	53.93	
13	hr. 1820	\$105,037 57.71	\$108,742 59.75	\$112,451 61.79	\$116,158 63.82	\$119,864 65.86	\$123,571 3,707.00
	hr. 2080	50.50	52.28	54.06	55.85	57.63	
14	hr. 1820	\$111,875 61.47	\$115,825 63.64	\$119,772 65.81	\$123,721 67.98	\$127,669 70.15	\$131,619 3,950.00
	hr. 2080	53.79	55.69	57.58	59.48	61.38	
15	hr. 1820	\$118,714 65.23	\$122,905 67.53	\$127,094 69.83	\$131,284 72.13	\$135,472 74.44	\$139,665 4,193.00
	hr. 2080	57.07	59.09	61.10	63.12	65.13	
16	hr. 1820	\$124,226 68.26	\$128,611 70.67	\$132,995 73.07	\$137,380 75.48	\$141,764 77.89	\$146,148 4,384.00
	hr. 2080	59.72	61.83	63.94	66.05	68.16	
17	hr. 1820	\$129,739 71.29	\$134,318 73.80	\$138,895 76.32	\$143,474 78.83	\$148,055 81.35	\$152,634 4,579.00
	hr. 2080	62.37	64.58	66.78	68.98	71.18	

Revised: February 2018

County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	32,768 - 37,393	<ul style="list-style-type: none"> • Administration Clerk • Data Entry Clerk 	<ul style="list-style-type: none"> • Labourer
2	38,178 - 43,567	<ul style="list-style-type: none"> • Logistics Clerk • Fundraising Coordinator • Maintenance Person 	<ul style="list-style-type: none"> • Receptionist • Secretary I
3	43,689 - 49,856	<ul style="list-style-type: none"> • Accounting Clerk I • Administrative Assistant • Clerk/Cashier (Disclosure) • Courtroom Clerk/Monitor • Customer Service Representative • General Clerk/Cashier • Intake Coordinator 	<ul style="list-style-type: none"> • Program Officer • Scheduling Clerk • Secretary II • Tourism Communications Coordinator • Trails Coordinator
4	49,135 - 56,037	<ul style="list-style-type: none"> • Accounting Clerk I - Finance • Administrative Assistant • Administrative Assistant - Finance • Administrative Lead Hand, Human Resources • Best Start Planner • Community Relations Coordinator • Collections Clerk • 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	54,612 - 62,322	<ul style="list-style-type: none"> • Eligibility Coordinator • HR Generalist 	<ul style="list-style-type: none"> • Media Relations/Grants Coordinator • Tourism Marketing Coordinator
6	60,022 - 68,496	<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
7	65,532 - 74,783	<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	70,944 - 80,957	<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

GROUP	SALARY (\$)	POSITION	
9	77,781 - 88,762	<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
10	84,621 - 96,566	<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	91,460 - 104,370	<ul style="list-style-type: none"> Manager, Infrastructure 	<ul style="list-style-type: none"> Manager, Operations
12	98,299 - 112,177	<ul style="list-style-type: none"> Deputy Chief Clinical Programs Deputy Chief Operations 	<ul style="list-style-type: none"> Director of Care
13	105,037 - 119,864	<ul style="list-style-type: none"> Nurse Practitioner 	
14	111,875 - 127,669	<ul style="list-style-type: none"> Administrator, Miramichi Lodge 	
15	118,714 - 135,472		
16	124,226 - 141,764	<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	129,739 - 148,055	<ul style="list-style-type: none"> Director, Finance/Treasurer 	<ul style="list-style-type: none"> Director, Long Term Care

Revised: February 2018

SCHEDULE "B"

NON-UNION ADDITIONAL CLASSIFICATIONS AND RATES

Effective: January 1, 2018

Classification	Department	Probationary Rate	Permanent Rate
Mechanic	Public Works	\$30.18	\$31.22
Truck/Equipment Operator	Public Works	\$24.00	\$24.79
Sign Shop Fabricator	Public Works	\$23.23	\$24.20
Labourer	Public Works	\$18.39	\$19.25
Student	All		13.15
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: April 2018