

COUNTY OF RENFREW

BY-LAW NUMBER 53-01

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 of 1.5 times the employees annual salary, plus an additional 1.5 times annual salary in Accidental Death or Dismemberment benefits.

3. Extended Health Care

An Extended Health Care Plan (no deductible on prescribed drugs) will be provided. The premiums shall be shared 25% by the employee and 75% by the employer.

4. Semi-Private Hospital

The Employer shall pay 100% of the premiums for Semi-Private Hospital Coverage.

5. Dental Insurance

A Dental Plan equivalent to Blue Cross Dental Plan No. 9 will be provided (Prior Year O.D.A. Fee Schedule). The premiums will be shared 25% by the employee and 75% by the employer.

6. Optional Life Insurance

Employees may participate in an Optional Life Insurance 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 75% of the premiums for an Early Retirement Plan for full-time employees effective March 1, 2001.

8. Vision Care

The County of Renfrew will contribute 75% towards a Vision Care Program for all full-time employees only effective March 1, 2001.

ARTICLE 2 - PAID HOLIDAYS

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

ARTICLE 3 - OTHER ALLOWANCES**1. Mileage Allowance**

For the use of cars authorized by the employee's supervisor, employees will receive \$.41 per kilometre for the first 5000 kilometres per year and \$.35 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 shall be granted effective May 30, 2001, 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, 2001: Full-Time - \$125.00 per annum
Part-Time - \$ 65.00 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, 2002 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 Human Resources 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. In conjunction with the provisions of the Chief Administrative Officer's By-Law, the Chief Administrative Officer shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
4. This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
5. By-Law 48-01 is hereby repealed.
6. 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 November, 2001.

READ a second time this 28th day of November, 2001.

READ a third time and finally passed this 28th day of November, 2001.

BARRY MORAN, WARDEN

NORM LEMKE, CLERK

Revised: May 30, 2001

County of Renfrew Staff Salary Grid

Schedule "A"

Effective: January 1, 2001

<i>GROUP</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5 Job Rate</i>	<i>Merit</i>
<i>1</i>	<i>21,542</i>	<i>22,303</i>	<i>23,064</i>	<i>23,822</i>	<i>24,583</i>	<i>25,343</i>
<i>2</i>	<i>25,132</i>	<i>26,020</i>	<i>27,287</i>	<i>27,794</i>	<i>28,681</i>	<i>29,567</i>
<i>3</i>	<i>28,723</i>	<i>29,736</i>	<i>30,750</i>	<i>31,764</i>	<i>32,778</i>	<i>33,791</i>
<i>4</i>	<i>32,313</i>	<i>33,453</i>	<i>34,594</i>	<i>35,735</i>	<i>36,875</i>	<i>38,015</i>
<i>5</i>	<i>35,904</i>	<i>37,171</i>	<i>38,438</i>	<i>39,704</i>	<i>40,972</i>	<i>42,239</i>
<i>6</i>	<i>39,493</i>	<i>40,888</i>	<i>42,282</i>	<i>43,675</i>	<i>45,069</i>	<i>46,463</i>
<i>7</i>	<i>43,084</i>	<i>44,605</i>	<i>46,125</i>	<i>47,646</i>	<i>49,166</i>	<i>50,687</i>
<i>8</i>	<i>46,674</i>	<i>48,322</i>	<i>49,969</i>	<i>51,616</i>	<i>53,264</i>	<i>54,911</i>
<i>9</i>	<i>51,163</i>	<i>52,968</i>	<i>54,774</i>	<i>56,580</i>	<i>58,385</i>	<i>60,191</i>
<i>10</i>	<i>55,650</i>	<i>57,614</i>	<i>59,578</i>	<i>61,542</i>	<i>63,507</i>	<i>65,471</i>
<i>11</i>	<i>60,138</i>	<i>62,261</i>	<i>64,383</i>	<i>66,506</i>	<i>68,628</i>	<i>70,751</i>
<i>12</i>	<i>64,626</i>	<i>66,907</i>	<i>69,189</i>	<i>71,468</i>	<i>73,750</i>	<i>76,030</i>
<i>13</i>	<i>69,114</i>	<i>71,553</i>	<i>73,993</i>	<i>76,432</i>	<i>78,871</i>	<i>81,310</i>
<i>14</i>	<i>73,602</i>	<i>76,200</i>	<i>78,797</i>	<i>81,395</i>	<i>83,993</i>	<i>86,590</i>
<i>15</i>	<i>78,090</i>	<i>80,846</i>	<i>83,602</i>	<i>86,358</i>	<i>89,115</i>	<i>91,871</i>
<i>16</i>	<i>81,680</i>	<i>84,563</i>	<i>87,446</i>	<i>90,328</i>	<i>93,211</i>	<i>96,094</i>
<i>17</i>	<i>85,270</i>	<i>88,280</i>	<i>91,290</i>	<i>94,300</i>	<i>97,308</i>	<i>100,318</i>
<i>18</i>	<i>88,860</i>	<i>91,997</i>	<i>95,133</i>	<i>98,270</i>	<i>101,405</i>	<i>104,542</i>
<i>19</i>	<i>92,483</i>	<i>95,715</i>	<i>98,977</i>	<i>102,240</i>	<i>105,503</i>	<i>108,766</i>

County of Renfrew Staff Classifications and Salary Ranges
June 30, 2001

#	Salary	Positions
1	21,542 - 25,343	Data Entry Clerk, Labourer, Information Co-Ordinator
2	25,132 - 29,567	Maintenance Person, Accounting Clerk I, Secretary I
3	28,723 - 33,791	Secretary II-Roads, Resource Services Representative-O/W Customer Services Representative-O/W, Courtroom Clerk/Monitor, General Clerk/Cashier, Tourism Communications Co-Ordinator, Tourism Marketing Co-Ordinator
4	32,313 – 38,015	Accounting Clerk III, By-Law Officer/Resource Technician Administrative Assistant- All Departments, Secretary-Treasurer Land Division
5	35,904 – 42,239	Corridor Control Technician- Roads, Planning Technician, Executive Assistant- CAO, GIS Technician, Accounting Technician, Payroll Administrator, Child Care Assessment-O/W, IT Support Technician, Administrative Assistant-Finance-M/L, Local System Support/Resource Services Representative-O/W
6	39,493 – 46,463	Client Services Coordinator- M/L, Engineering Technician- Roads, Infrastructure Management Technician- Roads, Ontario Works Agent, Community Resource Centre Agent -O/W, Eligibility Review Officer-O/W, Family Support Worker-O/W
7	43,084 – 50,687	Information Technology Coordinator, Human Resources Coordinator, Patrol Supervisor, Construction Supervisor, Coordinator of Administration- M/L & B/M, Outreach Program Supervisor-B/M, Housekeeping & Maintenance Supervisor-ML
8	46,674 - 54,911	Economic Development Officer, Senior Planner, Child Care Coordinator- O/W, Coordinator of Services-O/W, Site Supervisor- O/W, Environmental Services Supervisor- M/L & B/M, Provincial Offences Supervisor, Food Services Supervisor - M/L & B/M, Client Programs Supervisor – M/L
9	51,163 – 60,191	Manager - Planning Services, Manager - Economic Development Services, Employee Health Coordinator-BM
10	55,650 – 65,471	Resident Care Coordinator M/L & B/M, Manager Infrastructure – Roads Capital Works, Manager Infrastructure- Roads Maintenance, Financial Services Officer, Housing Manager
11	60,138 – 70,751	N/a
12	64,626 – 76,030	Director of Nursing- M/L & B/M
13	69,114 - 81,310	N/a
14	73,602 – 86,590	Administrator- M/L & B/M
15	78,090 – 91,871	Director of Human Resources & Information Services, Director of Development & Property
16	81,680 – 96,094	Treasurer/Deputy Clerk/Acting CAO, Director of Community Services, Director of Public Works & Engineering
17	85,270 – 100,318	N/a
18	88,860 – 104,542	N/a
19	92,483 – 108,766	Chief Administrative Officer/Clerk

SCHEDULE "B"**ROADS OPERATIONAL CLASSIFICATIONS AND RATES**

Effective: January 1, 2001

Classification	Probationary Rate	Permanent Rate
Mechanic	18.26	18.89
Grader Operator	16.00	16.64
Truck/Equipment Operator	15.63	16.15
Sign Shop Fabricator	15.13	15.75
Labourer	11.98	12.52
Student	n/a	8.34

Resolution No. EX-C-97-09-103 approved the establishment of a ***shift premium allowance of \$0.50 cents per hour*** for scheduled, designated night shifts in the Roads Patrol Garages.

Lead hand rate applied on a pre-approved basis in recognition of an employee taking on additional responsibilities at \$0.75 cents per hour.

Revised: May, 2001