

## COUNTY OF RENFREW

### BY-LAW NUMBER 4-03

#### 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 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. Effective March 1, 2001, Vision Care is provided with an employer contribution maximum of \$150.00 every two years for all full-time employees only.

**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.

## **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 \$.42 per kilometre for the first 5000 kilometres per year and \$.36 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, 2004 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 46-02 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 29<sup>th</sup> day of January, 2003.

**READ** a second time this 29<sup>th</sup> day of January, 2003.

**READ** a third time and finally passed this 29<sup>th</sup> day of January 2003.

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BILL SCHWEIG, WARDEN

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NORM LEMKE, CAO

*Revised: January, 2003*

## ***County of Renfrew Staff Salary Grid***

Schedule "A"

Effective: January 1, 2003

<b><i>GROUP</i></b>	<b><i>Step 1</i></b>	<b><i>Step 2</i></b>	<b><i>Step 3</i></b>	<b><i>Step 4</i></b>	<b><i>Step 5 Job Rate</i></b>	<b><i>Merit</i></b>
<b><i>1</i></b>	<b><i>22,854</i></b>	<b><i>23,661</i></b>	<b><i>24,469</i></b>	<b><i>25,273</i></b>	<b><i>26,080</i></b>	<b><i>26,886</i></b>
<b><i>2</i></b>	<b><i>26,663</i></b>	<b><i>27,605</i></b>	<b><i>28,949</i></b>	<b><i>29,487</i></b>	<b><i>30,427</i></b>	<b><i>31,368</i></b>
<b><i>3</i></b>	<b><i>30,473</i></b>	<b><i>31,547</i></b>	<b><i>32,623</i></b>	<b><i>33,699</i></b>	<b><i>34,774</i></b>	<b><i>35,849</i></b>
<b><i>4</i></b>	<b><i>34,280</i></b>	<b><i>35,491</i></b>	<b><i>36,701</i></b>	<b><i>37,911</i></b>	<b><i>39,120</i></b>	<b><i>40,330</i></b>
<b><i>5</i></b>	<b><i>38,090</i></b>	<b><i>39,435</i></b>	<b><i>40,779</i></b>	<b><i>42,122</i></b>	<b><i>43,467</i></b>	<b><i>44,811</i></b>
<b><i>6</i></b>	<b><i>41,898</i></b>	<b><i>43,378</i></b>	<b><i>44,857</i></b>	<b><i>46,335</i></b>	<b><i>47,814</i></b>	<b><i>49,293</i></b>
<b><i>7</i></b>	<b><i>45,708</i></b>	<b><i>47,321</i></b>	<b><i>48,934</i></b>	<b><i>50,547</i></b>	<b><i>52,160</i></b>	<b><i>53,774</i></b>
<b><i>8</i></b>	<b><i>49,516</i></b>	<b><i>51,265</i></b>	<b><i>53,012</i></b>	<b><i>54,759</i></b>	<b><i>56,508</i></b>	<b><i>58,255</i></b>
<b><i>9</i></b>	<b><i>54,279</i></b>	<b><i>56,194</i></b>	<b><i>58,110</i></b>	<b><i>60,025</i></b>	<b><i>61,941</i></b>	<b><i>63,857</i></b>
<b><i>10</i></b>	<b><i>59,040</i></b>	<b><i>61,122</i></b>	<b><i>63,206</i></b>	<b><i>65,290</i></b>	<b><i>67,374</i></b>	<b><i>69,458</i></b>
<b><i>11</i></b>	<b><i>63,800</i></b>	<b><i>66,053</i></b>	<b><i>68,303</i></b>	<b><i>70,556</i></b>	<b><i>72,808</i></b>	<b><i>75,060</i></b>
<b><i>12</i></b>	<b><i>68,562</i></b>	<b><i>70,981</i></b>	<b><i>73,403</i></b>	<b><i>75,820</i></b>	<b><i>78,242</i></b>	<b><i>80,660</i></b>
<b><i>13</i></b>	<b><i>73,323</i></b>	<b><i>75,911</i></b>	<b><i>78,499</i></b>	<b><i>81,087</i></b>	<b><i>83,674</i></b>	<b><i>86,261</i></b>
<b><i>14</i></b>	<b><i>78,084</i></b>	<b><i>80,841</i></b>	<b><i>83,596</i></b>	<b><i>86,352</i></b>	<b><i>89,108</i></b>	<b><i>91,864</i></b>
<b><i>15</i></b>	<b><i>82,846</i></b>	<b><i>85,769</i></b>	<b><i>88,693</i></b>	<b><i>91,617</i></b>	<b><i>94,542</i></b>	<b><i>97,466</i></b>
<b><i>16</i></b>	<b><i>86,654</i></b>	<b><i>89,713</i></b>	<b><i>92,771</i></b>	<b><i>95,829</i></b>	<b><i>98,887</i></b>	<b><i>101,946</i></b>
<b><i>17</i></b>	<b><i>90,463</i></b>	<b><i>93,656</i></b>	<b><i>96,850</i></b>	<b><i>100,043</i></b>	<b><i>103,234</i></b>	<b><i>106,428</i></b>
<b><i>18</i></b>	<b><i>94,272</i></b>	<b><i>97,600</i></b>	<b><i>100,927</i></b>	<b><i>104,255</i></b>	<b><i>107,580</i></b>	<b><i>110,908</i></b>
<b><i>19</i></b>	<b><i>98,115</i></b>	<b><i>101,544</i></b>	<b><i>105,004</i></b>	<b><i>108,466</i></b>	<b><i>111,928</i></b>	<b><i>115,390</i></b>

**County of Renfrew Staff Classifications and Salary Ranges**  
**January 1, 2003**

#	Salary	Positions
1	22,854 – 26,886	Data Entry Clerk, Labourer, Information Co-Ordinator
2	26,663 – 31,368	Maintenance Person, Accounting Clerk I, Secretary I
3	30,473 – 35,849	Secretary II, Employment Services Representative, General Clerk/Cashier, Customer Services Representative, Courtroom Clerk/Monitor, Tourism Communications Co-ordinator, Tourism Marketing Co-ordinator
4	34,280 – 40,330	Accounting Clerk III, By-Law Officer/Resource Technician Administrative Assistant, Secretary-Treasurer Land Division
5	38,090 – 44,811	Corridor Control Technician- Roads, Planning Technician, GIS Technician, Executive Assistant- CAO, Accounting Technician, Payroll Administrator, Child Care Assessment, IT Technician, IT Technician/Webmaster Administrative Assistant-Finance
6	41,898 – 49,293	Engineering Technician- Roads, Infrastructure Management Technician- Roads, Ontario Works Agent, Employment Services Agent, Eligibility Review Officer, Family Support Worker
7	45,708 – 53,774	Human Resources Coordinator, Patrol Supervisor, Construction Supervisor, Coordinator of Administration, Systems Analyst Client/Outreach Programs Supervisor
8	49,516 – 58,255	Business Development Officer, Senior Planner, Child Care Coordinator, Coordinator of Operations, Provincial Offences Supervisor, Food Services Supervisor, Dietary Supervisor, Client Programs Supervisor, Environmental Services Supervisor
9	54,279 – 63,857	Manager - Planning Services, Manager - Economic Development Services, Employee Health Coordinator
10	59,040 – 69,458	Resident Care Coordinator, Manager Infrastructure – Roads Capital Works, Manager Infrastructure- Roads Maintenance, Financial Services Officer, Housing Manager, Network Engineer, Ontario Works Manager, Land Ambulance Services Manager
11	63,800 – 75,060	N/a
12	68,562 – 80,660	Director of Care
13	73,323 – 86,261	N/a
14	78,084 – 91,864	Administrator-B/M & M/L
15	82,846 – 97,466	Director of Human Resources & Information Services, Director of Development & Property
16	86,654 – 101,946	Treasurer/Deputy Clerk/Acting CAO, Director of Community Services, Director of Public Works & Engineering
17	90,463 – 106,428	N/a
18	94,272 – 110,908	N/a
19	98,115 – 115,390	Chief Administrative Officer/Clerk

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

Effective: January 1, 2003

<b>Classification</b>	<b>Probationary Rate</b>	<b>Permanent Rate</b>
Mechanic	19.37	20.04
Grader Operator	16.97	17.65
Truck/Equipment Operator	16.58	17.13
Sign Shop Fabricator	16.05	16.71
Labourer	12.71	13.29
Student	n/a	8.85

Resolution No. EX-C-97-09-103 approved the establishment of a ***shift premium allowance of \$0.50cents per hour*** for scheduled, designated night shifts in the Roads Patrol Garages. Effective July 1, 2002, the shift premium allowance will be increased to \$0.55 cents per hour.

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: January 2003