

COUNTY OF RENFREW

BY-LAW NUMBER 4-05

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. In addition to the basic plan, effective January 1, 2005, a Health Care Spending Account (HCSA) is established for every full time employee enrolled in the benefit plan. The HCSA is set at \$750.00 annually.

4. Semi-Private Hospital

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

5. Dental Insurance

A standard Dental Plan will be provided (Prior Year O.D.A. Fee Schedule). The premiums will be shared 25% by the employee and 75% by the employer.

Major restorative coverage is provided at a cost shared 50% by the employer and 50% by the employee to a maximum of \$2,000 per year per insured.

Orthodontic coverage is provided at a cost shared 50% by the employer and 50% by the employee to a lifetime maximum of \$2,000 per insured.

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 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, 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 will be provided, 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 - \$150.00 per annum
Part-Time - \$75.00 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, 2005 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. 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 60-04 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 26th day of January, 2005.

READ a second time this 26th day of January, 2005.

READ a third time and finally passed this 26th day of January, 2005..

ROBERT SWEET, WARDEN

NORM LEMKE, CLERK

Revised: January 2005

County of Renfrew Staff Salary Grid

Schedule "A"

Effective: January 1, 2004

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	\$23,539	\$24,369	\$25,200	\$26,031	\$26,862	\$27,693
2	\$27,463	\$28,432	\$29,401	\$30,370	\$31,340	\$32,309
3	\$31,385	\$32,493	\$33,601	\$34,709	\$35,816	\$36,924
4	\$35,309	\$36,555	\$37,801	\$39,048	\$40,294	\$41,540
5	\$39,232	\$40,616	\$42,001	\$43,386	\$44,770	\$46,155
6	\$43,156	\$44,679	\$46,203	\$47,726	\$49,249	\$50,772
7	\$47,079	\$48,741	\$50,402	\$52,064	\$53,725	\$55,387
8	\$51,003	\$52,803	\$54,603	\$56,403	\$58,203	\$60,003
9	\$55,907	\$57,880	\$59,853	\$61,827	\$63,800	\$65,773
10	\$60,811	\$62,957	\$65,103	\$67,249	\$69,396	\$71,542
11	\$65,715	\$68,035	\$70,354	\$72,673	\$74,993	\$77,312
12	\$70,618	\$73,110	\$75,603	\$78,095	\$80,588	\$83,080
13	\$75,522	\$78,187	\$80,853	\$83,518	\$86,184	\$88,849
14	\$80,427	\$83,266	\$86,104	\$88,943	\$91,781	\$94,620
15	\$85,332	\$88,343	\$91,355	\$94,367	\$97,378	\$100,390
16	\$89,253	\$92,404	\$95,554	\$98,704	\$101,854	\$105,004
17	\$93,178	\$96,466	\$99,755	\$103,044	\$106,332	\$109,621
18	\$97,100	\$100,527	\$103,954	\$107,381	\$110,808	\$114,235
19	\$101,024	\$104,590	\$108,155	\$111,721	\$115,286	\$118,852
20	\$104,424	\$108,110	\$111,795	\$115,481	\$119,166	\$122,852
21	\$107,824	\$111,630	\$115,435	\$119,241	\$123,046	\$126,852

County of Renfrew Staff Classifications and Salary Ranges
January 1, 2004

GROUP	SALARY (\$)	POSITION
1	23,539 - 27,693	Data Entry Clerk, Labourer
2	27,463 – 32,309	Maintenance Person, Secretary I
3	31,385 – 36,924	Accounting Clerk I, Customer Service Representative, Courtroom Clerk/Monitor, Employment Services Representative, General Clerk/Cashier, Information Coordinator, Secretary II, Tourism Communications Coordinator
4	35,309 – 41,540	Administrative Assistant, Administrative Assistant/Finance, Community Relations Coordinator, Secretary/Treasurer Land Division
5	39,232 – 46,155	Child Care Eligibility Assessment Officer, Executive Assistant-CAO, GIS Technician, I.T. Technician, I.T. Technician/Webmaster, Media Relations/Grants Coordinator, Tourism Marketing Coordinator
6	43,156 – 50,772	Accounting Technician, Corridor Control Technician/911 Coordinator, Eligibility Review Officer, Employment Services Agent, Engineering Technician, Family Support Worker, Infrastructure Management Technician, Ontario Works Agent, Payroll Administrator, Planning Technician
7	47,079 – 55,387	By-Law Officer/Resource Technician, Client Programs Supervisor, Client/Outreach Programs Supervisor, Construction Supervisor, Coordinator of Administration, Forestry Technician, GIS Coordinator, Human Resources Coordinator, Patrol Supervisor, Systems Analyst
8	51,003 – 60,003	Business Development Officer, Coordinator of Operations, Dietitian, Environmental Services Supervisor, Food Services Supervisor, POA Supervisor, Senior Planner
9	55,907 – 65,773	Paramedic Service District Manager, Manager-Economic Development Services, Manager-Real Property Assets, Employee Health Coordinator
10	60,811 – 71,542	Housing Manager, Ontario Works Manager, Resident Care Coordinator
11	65,715 – 77,312	Financial Services Officer, Paramedic Service Deputy Chief – Logistics, Paramedic Service Deputy Chief – Quality Programs, Manager-Capital Works, Manager-Maintenance, Manager-Planning & Forestry Services
12	70,618 – 83,080	Paramedic Service Deputy Chief - Operations, Director of Care
13	75,522 – 88,849	Nurse Practitioner
14	80,427 – 94,620	
15	85,332 – 100,390	Administrator-Bonnechere Manor, Administrator-Miramichi Lodge, Director-Development & Property, Director-Emergency Services/Chief Paramedic Service, Director-Human Resources, Director-Information Technology
16	89,253 – 105,004	Director-Community Services, Director-Public Works & Engineering, Treasurer/Deputy Clerk
17	93,178 – 109,621	N/A
18	97,100 – 114,235	N/A
19	101,024 – 118,852	N/A
20	104,424 – 122,852	N/A
21	107,824 – 126,852	Chief Administrative Officer/Clerk

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

Effective: January 1, 2004

Classification	Probationary Rate	Permanent Rate
Mechanic	19.95	20.64
Grader Operator	17.83	18.39
Truck/Equipment Operator	17.08	17.64
Sign Shop Fabricator	16.53	17.21
Labourer	13.09	13.69
Student	n/a	9.12

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. 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 \$1.00 per hour.

Revised: March 2004