

## COUNTY OF RENFREW

### BY-LAW NUMBER 11-19

#### 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 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 vehicles authorized by the employee's supervisor, the employee shall receive a mileage allowance established at the maximum automobile allowance rate approved by the Canada Revenue Agency (CRA).

### **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, 2019 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 71-18 is hereby repealed.
5. This By-law shall come into force and be effective January 1, 2019, except where otherwise noted.

READ a first time this 27<sup>th</sup> day of February 2019.

READ a second time this 27<sup>th</sup> day of February 2019.

READ a third time and finally passed this 27<sup>th</sup> day of February 2019.

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JENNIFER MURPHY, WARDEN

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PAUL V. MOREAU, CLERK

**County of Renfrew Non-Union Staff Salary Grid**

**Schedule "A"**

Effective: January 1, 2019

<b>Group</b>		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b> <b>Job Rate</b>	<b>Merit</b>
<b>1</b>	hr. 1820	<b>\$33,587</b> 18.45	<b>\$34,770</b> 19.10	<b>\$35,956</b> 19.76	<b>\$37,143</b> 20.41	<b>\$38,328</b> 21.06	<b>\$39,513</b> 1,185.00
	hr. 2080	16.15	16372	17.29	17.86	18.43	
<b>2</b>	hr. 1820	<b>\$39,132</b> 21.50	<b>\$40,511</b> 22.26	<b>\$41,893</b> 23.02	<b>\$43,274</b> 23.78	<b>\$44,656</b> 24.54	<b>\$46,036</b> 1,380.00
	hr. 2080	18.81	19.48	20.14	20.80	21.47	
<b>3</b>	hr. 1820	<b>\$44,781</b> 24.60	<b>\$46,360</b> 25.47	<b>\$47,942</b> 26.34	<b>\$49,524</b> 27.21	<b>\$51,102</b> 28.08	<b>\$52,684</b> 1,582.00
	hr. 2080	21.53	22.29	23.05	23.81	24.57	
<b>4</b>	hr. 1820	<b>\$50,363</b> 27.67	<b>\$52,133</b> 28.64	<b>\$53,901</b> 29.62	<b>\$55,671</b> 30.59	<b>\$57,438</b> 31.56	<b>\$59,207</b> 1,769.00
	hr. 2080	24.21	25.06	25.91	26376	27.61	
<b>5</b>	hr. 1820	<b>\$55,977</b> 30.76	<b>\$57,952</b> 31.84	<b>\$59,927</b> 32.93	<b>\$61,903</b> 34.01	<b>\$63,880</b> 35.10	<b>\$65,854</b> 1,974.00
	hr. 2080	26.91	27.86	28.81	29.76	30.71	
<b>6</b>	hr. 1820	<b>\$61,523</b> 33.80	<b>\$63,692</b> 35.00	<b>\$65,863</b> 36.19	<b>\$68,034</b> 37.38	<b>\$70,208</b> 38.58	<b>\$72,379</b> 2,171.00
	hr. 2080	29.58	30.62	31.66	32.71	33.75	
<b>7</b>	hr. 1820	<b>\$67,170</b> 36.91	<b>\$69,543</b> 38.21	<b>\$71,912</b> 39.51	<b>\$74,283</b> 40.81	<b>\$76,653</b> 42.12	<b>\$79,025</b> 2,372.00
	hr. 2080	32.29	33.43	34.57	35.71	36.85	
<b>8</b>	hr. 1820	<b>\$72,718</b> 39.95	<b>\$75,282</b> 41.36	<b>\$77,848</b> 42.77	<b>\$80,416</b> 44.18	<b>\$82,981</b> 45.59	<b>\$85,549</b> 2,568.00
	hr. 2080	34.96	36.19	37.43	38.66	39.89	
<b>9</b>	hr. 1820	<b>\$79,726</b> 43.81	<b>\$82,541</b> 45.35	<b>\$85,355</b> 46.90	<b>\$88,168</b> 48.44	<b>\$90,981</b> 49.99	<b>\$93,796</b> 2,815.00
	hr. 2080	38.33	39.68	41.04	42.39	43.74	
<b>10</b>	hr. 1820	<b>\$86,737</b> 47.66	<b>\$89,798</b> 49.34	<b>\$92,859</b> 51.02	<b>\$95,922</b> 52.70	<b>\$98,980</b> 54.38	<b>\$102,042</b> 3,062.00
	hr. 2080	41.70	43.17	44.64	46.12	47.59	
<b>11</b>	hr. 1820	<b>\$93,747</b> 51.51	<b>\$97,057</b> 53.33	<b>\$100,363</b> 55.14	<b>\$103,672</b> 56.96	<b>\$106,979</b> 58.78	<b>\$110,290</b> 3,311.00
	hr. 2080	45.07	46.66	48.25	49.84	51.43	
<b>12</b>	hr. 1820	<b>\$100,756</b> 55.36	<b>\$104,312</b> 57.31	<b>\$107,868</b> 59.27	<b>\$111,427</b> 61.22	<b>\$114,981</b> 63.18	<b>\$118,539</b> 3,558.00
	hr. 2080	48.44	50.15	51.86	53.57	55.28	
<b>13</b>	hr. 1820	<b>\$107,663</b> 59.16	<b>\$111,461</b> 61.24	<b>\$115,262</b> 63.33	<b>\$119,062</b> 65.42	<b>\$122,861</b> 67.51	<b>\$126,660</b> 3,799.00
	hr. 2080	51.76	53.59	55.41	57.24	59.07	
<b>14</b>	hr. 1820	<b>\$114,672</b> 63.01	<b>\$118,721</b> 65.23	<b>\$122,766</b> 67.45	<b>\$126,814</b> 69.68	<b>\$130,861</b> 71.90	<b>\$134,909</b> 4,048.00
	hr. 2080	55.13	57.08	59.02	60.97	62.91	
<b>15</b>	hr. 1820	<b>\$121,682</b> 66.86	<b>\$125,978</b> 69.22	<b>\$130,271</b> 71.58	<b>\$134,566</b> 73.94	<b>\$138,859</b> 76.30	<b>\$143,157</b> 4,298.00
	hr. 2080	58.50	60.57	62.63	64.70	66.76	
<b>16</b>	hr. 1820	<b>\$127,332</b> 69.96	<b>\$131,826</b> 72.43	<b>\$136,320</b> 74.90	<b>\$140,815</b> 77.37	<b>\$145,308</b> 79.84	<b>\$149,802</b> 4,494.00
	hr. 2080	61.22	63.38	65.54	67.70	69.86	
<b>17</b>	hr. 1820	<b>\$132,982</b> 73.07	<b>\$137,676</b> 75.65	<b>\$142,367</b> 78.22	<b>\$147,061</b> 80.80	<b>\$151,756</b> 83.38	<b>\$156,450</b> 4,694.00
	hr. 2080	63.93	66.19	68.45	70.70	72.96	

Revised: February 2019

## County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	33,587 - 38,328	<ul style="list-style-type: none"> <li>• Administration Clerk</li> <li>• Data Entry Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Labourer</li> </ul>
2	39,132 - 44,656	<ul style="list-style-type: none"> <li>• Logistics Clerk</li> <li>• Fundraising Coordinator</li> <li>• Maintenance Person</li> </ul>	<ul style="list-style-type: none"> <li>• Receptionist</li> <li>• Secretary I</li> </ul>
3	44,781 - 51,102	<ul style="list-style-type: none"> <li>• Accounting Clerk I</li> <li>• Administrative Assistant</li> <li>• Clerk/Cashier (Disclosure)</li> <li>• Courtroom Clerk/Monitor</li> <li>• Customer Service Representative</li> <li>• General Clerk/Cashier</li> <li>• Intake Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Program Officer</li> <li>• Scheduling Clerk</li> <li>• Secretary II</li> <li>• Tourism Communications Coordinator</li> <li>• Trails Coordinator</li> </ul>
4	50,363 - 57,438	<ul style="list-style-type: none"> <li>• Accounting Clerk I - Finance</li> <li>• Administrative Assistant</li> <li>• Administrative Assistant - Finance</li> <li>• Administrative Lead Hand, Human Resources</li> <li>• Best Start Planner</li> <li>• Community Relations Coordinator</li> <li>• Collections Clerk</li> <li>• Contract Integration Coordinator</li> <li>• Data Analysis Coordinator</li> <li>• Early Years Literacy Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Healthy Kids Community Challenge Project Coordinator</li> <li>• Information and Research Coordinator</li> <li>• Integration Coordinator</li> <li>• Licensed Home Visitor</li> <li>• Secretary/Treasurer Land Division</li> </ul>
5	55,977 - 63,880	<ul style="list-style-type: none"> <li>• Eligibility Coordinator</li> <li>• HR Generalist</li> </ul>	<ul style="list-style-type: none"> <li>• Media Relations/Grants Coordinator</li> <li>• Tourism Development Officer</li> </ul>
6	61,523 - 70,208	<ul style="list-style-type: none"> <li>• Accounting Technician</li> <li>• Assistant Food Services Supervisor</li> <li>• Engineering Technician</li> <li>• Forestry &amp; Trails Technician</li> <li>• GIS Technician</li> <li>• Infrastructure Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• IT Technician</li> <li>• IT Technician/Webmaster</li> <li>• Junior Planner</li> <li>• Ontario Works Agent</li> <li>• Payroll Administrator</li> </ul>
7	67,170 - 76,653	<ul style="list-style-type: none"> <li>• Asset Management Coordinator</li> <li>• Business Consultant</li> <li>• Early Years Supervisor</li> <li>• Client Programs Supervisor</li> <li>• Construction Supervisor</li> <li>• Capital Projects Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Assistant/Deputy Clerk</li> <li>• Human Resources Coordinator</li> <li>• Infrastructure Technician</li> <li>• Operations Coordinator</li> <li>• Patrol Supervisor</li> <li>• RCHC Site Supervisor</li> <li>• Systems Analyst</li> </ul>
8	72,718 - 82,981	<ul style="list-style-type: none"> <li>• Administration Supervisor</li> <li>• Business Development Officer</li> <li>• County Forester</li> <li>• Dietitian</li> <li>• Environmental Services Supervisor</li> <li>• Food Services Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Network Administrator</li> <li>• Prosecutor</li> <li>• Prosecutor (Bilingual)</li> <li>• Senior Planner</li> <li>• Supervisor, Ontario Works</li> <li>• Supervisor, Technical Services</li> </ul>

GROUP	SALARY (\$)	POSITION	
9	79,726 - 90,981	<ul style="list-style-type: none"> <li>Employee Health Coordinator</li> <li>Manager, Economic Development Services</li> <li>Manager, Forestry &amp; GIS</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Planning Services</li> <li>Manager, Real Property Assets</li> <li>Physiotherapist</li> <li>POA Manager</li> </ul>
10	86,737 - 98,980	<ul style="list-style-type: none"> <li>Commander</li> <li>Housing Manager</li> <li>Manager, Child Care Services</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Information Technology</li> <li>Manager, Ontario Works</li> <li>Resident Care Coordinator</li> </ul>
11	93,747 - 106,979	<ul style="list-style-type: none"> <li>Manager, Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Operations</li> </ul>
12	100,756 - 114,981	<ul style="list-style-type: none"> <li>Deputy Chief Clinical Programs</li> <li>Deputy Chief Operations</li> </ul>	<ul style="list-style-type: none"> <li>Director of Care</li> </ul>
13	107,663 - 122,861	<ul style="list-style-type: none"> <li>Nurse Practitioner</li> </ul>	
14	114,672 - 130,861	<ul style="list-style-type: none"> <li>Administrator, Miramichi Lodge</li> </ul>	
15	121,682 - 138,859		
16	127,332 - 145,308	<ul style="list-style-type: none"> <li>Director, Development &amp; Property</li> <li>Director, Emergency Services/Chief Paramedic Services</li> <li>Director, Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Director, Public Works &amp; Engineering</li> <li>Director, Social Services</li> </ul>
17	132,982 - 151,756	<ul style="list-style-type: none"> <li>Director, Finance/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>Director, Long Term Care</li> </ul>

Revised: February 2019

## SCHEDULE "B"

### NON-UNION ADDITIONAL CLASSIFICATIONS AND RATES

Effective: January 1, 2019

<b>Classification</b>	<b>Department</b>	<b>Probationary Rate</b>	<b>Permanent Rate</b>
Mechanic	Public Works	\$30.93	\$32.00
Truck/Equipment Operator	Public Works	\$24.60	\$25.41
Sign Shop Fabricator	Public Works	\$23.81	\$24.81
Labourer	Public Works	\$18.85	\$19.73
Student (under 18)	All		13.15
Student (18 and over)	All		14.00
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

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