

**TOWNSHIP OF WHITEWATER REGION  
BY-LAW # 02-07-78**

**EMPLOYMENT BY-LAW # 5  
TOWNSHIP OFFICERS AND STAFF**

**WHEREAS** the Council of the Township of Whitewater Region deems it advisable to employ Municipal 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;

**AND WHEREAS** the Council of the Township of Whitewater Region deems it appropriate to repeal By-law 02-02-54

**NOW THEREFORE** the Council of the Corporation of the Township of Whitewater Region enacts as follows:

**ARTICLE 1 - INSURANCE AND HEALTH BENEFITS**

**PART A - Full-Time Employees**

**1. 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.

**2. 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.

**3. Semi-Private Hospital**

The premiums shall be shared 25% by the employee and 75% by the employer for Semi-Private Hospital Coverage.

**4. 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.

**5. 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.

**6. Pension**

i) The Employer will provide OMERS to all full time employees consistent to the terms and condition of pension program.

**7. Long-Term Disability**

Long-Term Disability premium shall be shared 25% by the employee and 75% by the employer.

**ARTICLE 2 - PAID HOLIDAYS**

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

### ARTICLE 3 - OTHER ALLOWANCES

#### 1. Car Allowance

a) For the occasional use of cars authorized by the employee's supervisor, employees will receive \$0.35 per kilometre.

#### 2. 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, 2001: Full-Time - \$125.00 per annum  
Part-Time - \$65.00 per annum

### ARTICLE 4 - EMPLOYEE RELATIONS COMMITTEES

There shall be an employee Relations Committee comprised of employee representatives who may meet for the purpose of reviewing the current Employment By-Laws and recommending changes.

Proposals for the following year may be submitted in writing to the Chief Administrative Officer provided such proposals are submitted within sixty (60) days prior to the next adjustment date as established by Council, at which time the proposals shall be placed before the appropriate Committee for consideration. The Committee may meet with the Employee Relations Committee to discuss the proposals.

The recommendations of the Committee to amend this by-law requires the approval of Council.

### ARTICLE 5 - RATES OF PAY

Schedule "A: - Non-Union Salary Grid and Classifications.

### ARTICLE 6 - ADJUSTMENT DATE

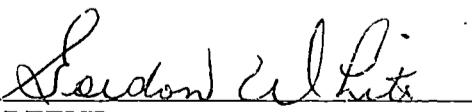
The next adjustment date shall be January 1, 2003 or earlier as deemed appropriate by Council.

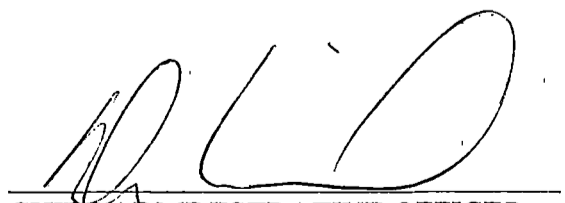
### ARTICLE 7 - ENFORCEMENT AND GENERAL

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 appropriate Committee to 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.

This by-law shall come into force and take effect on the day of final passing thereof and become retroactive to January 1, 2002.

READ a first, second and finally passed on the third reading this 17<sup>th</sup> Day of July, 2002.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

**TOWNSHIP OF WHITEWATER REGION  
COMPENSATION GRID  
January 1, 2002**

**TABLE #1:**

GROUP	POINTS	POSITION
9	451 +	Chief Administrative Officer/Clerk
8	401 - 450	Public Works Supervisor
7	351 - 400	Deputy Chief Administrative Officer/Treasurer, Senior Plant Operator
6	301 - 350	Chief Building Official
5	251 - 300	Plant Operator
4	201 - 250	Accounts Receivable Clerk, Accounts Payable Clerk
3	151 - 200	Administrative Assistant
2	101 - 150	Secretary/Receptionist
1	1 - 100	Consolidation Clerk

**TABLE #2: SIX STEP WAGE GRID SYSTEM**

GROUP	POINTS	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
9	450 +	Chief Administrative Officer/Clerk	\$56,863	\$58,569	\$60,326	\$62,135	\$64,000	\$65,920
8	401 - 450	Public Works Supervisor	\$49,755	\$51,247	\$52,785	\$54,368	\$56,000	\$57,680
7	351 - 400	Deputy Chief Administrative Officer/Treasurer, Senior Plant Operator	\$46,201	\$47,587	\$49,014	\$50,485	\$52,000	\$53,560
6	301 - 350	Chief Building Official	\$42,647	\$43,926	\$45,244	\$46,601	\$48,000	\$49,440
5	251 - 300	Plant Operator	\$39,093	\$40,266	\$41,474	\$42,718	\$44,000	\$45,320
4	201 - 250	Accounts Receivable Clerk, Accounts Payable Clerk	\$35,539	\$36,605	\$37,703	\$38,834	\$40,000	\$41,200
3	151 - 200	Administrative Assistant	\$31,985	\$32,945	\$33,933	\$34,951	\$36,000	\$37,080
2	101 - 150	Secretary/Receptionist	\$23,100	\$23,793	\$24,507	\$25,242	\$26,000	\$26,780
1	1 - 100	Consolidation Clerk	\$19,546	\$20,133	\$20,737	\$21,359	\$22,000	\$22,660