

**CORPORATION OF
THE TOWNSHIP OF WHITEWATER REGION**

BY-LAW # 07-08-301

EMPLOYMENT BY-LAW # 10 FOR 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 Bylaws 02-02-55 and 06-06-240;

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 Non Union Employees

1. Life Insurance

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage of 2 times the employees annual salary, plus an additional 2 times annual salary in Accidental Death or Dismemberment benefits.

2. Extended Health Care

An Extended Health Care Plan will be provided. The premiums shall be shared 20% by the employee and 80% by the employer.

3. Semi-Private Hospital

The premiums shall be shared 20% by the employee and 80% by the employer for Semi-Private Hospital Coverage.

4. Dental Insurance

A standard Dental Plan will be provided (O.D.A. Fee Schedule in effect on the treatment date). The premiums will be shared 20% by the employee and 80% by the employer.

5. Pension

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

6. Long-Term Disability

Long-Term Disability premium shall be shared 20% by the employee and 80% by the employer.

7. Vision Care

The maximum coverage in any 24 month period shall be one hundred and fifty dollars (\$150). Coverage is for full-time employees only.

8. Early Retirement Benefit Plan

The Employee shall be eligible for an Early Retirement Benefit Plan (EHC and Dental only) if they contribute 100% to its costs up to age 65 if they qualify in accordance with OMERS Guidelines. The Plan includes a \$25,000 cap for claims.

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. Mileage Allowance

For the occasional use of cars authorized by the employee's supervisor, employees will receive \$0.45 per kilometre.

2. Car Allowance

That a car allowance of \$75.00 per month be paid to the Chief Administrative Officer and the Deputy Fire Chief for the use of their personal vehicle when travelling within the County of Renfrew.

3. Meals Gratuities and Incidentals Expenses

When on municipal business authorized by Council outside of the Township of Whitewater Region, municipal officers and staff shall be entitled to receive the following expense allowances:

i) Costs actually incurred for accommodation and parking(receipts required)

ii) Costs for meals:

\$45.00 per day when within the County of Renfrew:
\$8 – Breakfast, \$12 – Lunch, \$25 – Supper;

\$65 per day when outside the County of Renfrew
\$12 – Breakfast, \$18 – Lunch, \$35 – Supper.

No receipts will be required. When the meals are provided by the event, the reimbursement for that specific meal is not eligible.

iii) Registration Fees (where applicable);

iv) Use of Public Transportation for municipal business;

4. Safety Footwear Allowance

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, 2007:

Full-Time - \$150.00 per annum,

Part-Time -\$75.00 per annum

ARTICLE 4 - EMPLOYEE RELATIONS COMMITTEES

There shall be annual review of this bylaw by the employees and council 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 require 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, 2008 or earlier as deemed appropriate by Council.

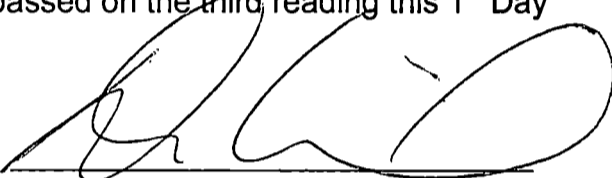
ARTICLE 7 - ENFORCEMENT AND GENERAL

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.
5. Bylaws 02-02-55 and 06-06-240 are hereby repealed.

Notwithstanding Article 1, Sections 2,3,4 and 8 and Article 3, Sections 1 & 3 of this by-law shall become retroactive to January 1, 2007.

READ a first, second and finally passed on the third reading this 1st Day of August, 2007


MAYOR


CAO/CLERK

**TOWNSHIP OF WHITEWATER REGION
COMPENSATION GRID
January 1, 2007**

TABLE #1:

GROUP	POSITION
9	Chief Administrative Officer/Clerk
8	Public Works Supervisor, Plant Manager
7	Deputy Chief Administrative Officer/Treasurer, Chief Building Official/Bylaw Enforcement Officer
6	Landfill Site Operations Manager, Deputy Treasurer
5	Plant Operator
4	Accounts Receivable Clerk
3	Accounting Technician
2	Secretary/Receptionist
1	Landfill Site Operator

TABLE #2: SIX STEP WAGE GRID SYSTEM

GROUP	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
9	Chief Administrative Officer/Clerk	\$71,976	\$74,136	\$76,360	\$78,651	\$81,011	\$83,441
8	Public Works Supervisor, Plant Manager	\$59,346	\$61,126	\$62,960	\$64,848	\$66,794	\$68,798
7	Deputy Chief Administrative Officer/Treasurer, Chief Building Official/Bylaw Enforcement Officer	\$54,601	\$56,238	\$57,925	\$59,663	\$61,455	\$63,299
6	Landfill Site Operations Manager, Deputy Treasurer	\$49,435	\$50,918	\$52,446	\$54,021	\$55,641	\$57,310
5	Plant Operator	\$45,317	\$46,676	\$48,077	\$49,519	\$51,005	\$52,535
4		\$41,196	\$42,432	\$43,705	\$45,017	\$46,367	\$47,759
3	Accounting Technician Accounts Receivable Clerk	\$37,078	\$38,189	\$39,336	\$40,515	\$41,731	\$42,983
2	Secretary/Receptionist Landfill Site Operator	\$31,195	\$32,131	\$33,095	\$34,088	\$35,110	\$36,164
1		\$26,737	\$27,539	\$28,365	\$29,216	\$30,092	\$30,995

TABLE #3: SIX STEP PART TIME WAGE GRID SYSTEM

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Manager of Fire Services	\$11,310	\$12,439	\$13,571	\$13,911	\$14,257	\$14,614
Deputy Fire Chief	\$ 6,786	\$ 7,916	\$ 9,047	\$ 9,274	\$ 9,506	\$ 9,744