

The Corporation of the Township of Whitewater Region

By-law Number 17-12-1015

Employment By-Law for Township Officers and Staff for the Corporation of the Township of Whitewater Region

Whereas, the Council of the Township of Whitewater Region deems it expedient and necessary to employ Municipal Officers and Staff under and subject to the provisions of a by-law; and

Whereas, the Municipal Act, 2001 S.O. 2001 c.25 as amended empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such Officers and Staff;

Now therefore 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 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).

Major Restorative/Dentures also included – 50/50 co-insurance to a maximum of two thousand dollars (\$2,000) annually per insured.

The Dental premiums shall be shared 20% by the employee and 80% 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

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 20% by the employee and 80% by the employer.

8. Vision

The maximum coverage in any 24-month period shall be four hundred dollars (\$400).

Coverage is for full-time employees and/or their dependents (\$400 total – not per person).

9. Early Retirement

The Employer shall contribute 75% of premiums for an Early Retirement Benefit Plan (EHC and Dental only) 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

Thirteen paid holidays shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual D#2 updated from time to time.

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

For the occasional use of cars authorized by the employee's supervisor, municipal officers and staff shall receive the amount consistent with the Canada Revenue Agency (CRA) rates for travel.

2. 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 to a maximum of:

\$45.00 per day when within the County of Renfrew: \$12 – Breakfast, \$13 – Lunch, \$20 – Supper;

\$75 per day when outside the County of Renfrew

\$14 – Breakfast, \$21 – Lunch, \$40 – 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;

3. 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:

Full-Time - \$200.00 per annum

ARTICLE 4 – ANNUAL REVIEW

There shall be annual review of this by-law by the non-union employees and council representative who may meet for the purpose of reviewing the current employment by-law and recommending changes.

Proposals for the following year may be submitted in writing to the Chief Administrative Officer/Clerk provided such proposals are submitted within sixty (60) days prior to the next adjustment date as established by Council.

ARTICLE 5 - RATES OF PAY

Schedule "A" Non-Union Salary Grid and Classifications
(effective January 1, 2018).

ARTICLE 6 – ADMINISTRATIVE DUTIES

Schedule "B" Organizational Chart

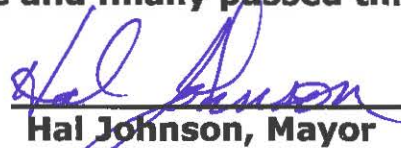
ARTICLE 7 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2019 or earlier as deemed appropriate by Council.

ARTICLE 8 - 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 in the form of a replacement by-law.
3. The Chief Administrative Officer/Clerk 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-laws 17-01-920 and 17-07-972 are hereby repealed.
6. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 6th day of December, 2017.



Hal Johnson, Mayor



Robert H.A. Tremblay, Clerk

TOWNSHIP OF WHITEWATER REGION
Schedule "A" By-law 17-12-1015

GROUP	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
							JOB RATE
11 2000+	Chief Administrative Officer / Clerk	\$102,941	\$106,029	\$109,208	\$112,486	\$115,861	\$119,336
		\$56.56	\$58.26	\$60.00	\$61.81	\$63.66	\$65.57
		\$49.49	\$50.98	\$52.50	\$54.08	\$55.70	\$57.37
10 1400 - 1499	Treasurer / Deputy Chief Administrative Officer Manager of Physical Services	\$82,942	\$85,430	\$87,991	\$90,634	\$93,351	\$96,152
		\$45.61	\$46.98	\$48.39	\$49.84	\$51.33	\$52.87
		\$39.88	\$41.07	\$42.30	\$43.57	\$44.88	\$46.23
9 1100 - 1199	Fire Chief / CEMC Chief Building Official / Manager of Building & Property Services Manager of Community Services	\$78,155	\$80,499	\$82,914	\$85,402	\$87,964	\$90,603
		\$42.94	\$44.23	\$45.56	\$46.92	\$48.33	\$49.78
		\$37.57	\$38.70	\$39.86	\$41.06	\$42.29	\$43.56
8 1000 - 1099	Supervisor of Safety & Solid Waste Supervisor of Arenas & Parks Supervisor of Roads	\$71,906	\$74,063	\$76,285	\$78,574	\$80,934	\$83,362
		\$39.51	\$40.69	\$41.91	\$43.17	\$44.47	\$45.80
		\$34.57	\$35.61	\$36.68	\$37.78	\$38.91	\$40.08
7 900 - 999	Deputy Fire Chief	\$65,105	\$67,057	\$69,070	\$71,144	\$73,277	\$75,475
		\$35.77	\$36.84	\$37.95	\$39.09	\$40.26	\$41.47
		\$31.30	\$32.24	\$33.21	\$34.20	\$35.23	\$36.29
6 800 - 899	Deputy Clerk Deputy Treasurer Fire Station Captain	\$59,681	\$61,470	\$63,317	\$65,214	\$67,172	\$69,185
		\$32.79	\$33.77	\$34.79	\$35.83	\$36.91	\$38.01
		\$28.69	\$29.55	\$30.44	\$31.35	\$32.29	\$33.26
5 700 - 799		\$56,001	\$57,733	\$59,519	\$61,360	\$63,257	\$65,214
		\$30.77	\$31.72	\$32.70	\$33.71	\$34.76	\$35.83
		\$26.92	\$27.76	\$28.61	\$29.50	\$30.41	\$31.35
4 600 - 699	Revenue Coordinator Fire Captain Executive Assistant Recreation / Accounts Receivable Coordinator	\$54,255	\$55,880	\$57,558	\$59,285	\$61,062	\$62,895
		\$29.81	\$30.70	\$31.63	\$32.57	\$33.55	\$34.56
		\$26.08	\$26.87	\$27.67	\$28.50	\$29.36	\$30.24
3 500 - 599	Landfill Operator Landfill / Facilities Operator Firefighter	\$48,830	\$50,293	\$51,802	\$53,355	\$54,956	\$56,608
		\$26.83	\$27.63	\$28.46	\$29.32	\$30.20	\$31.10
		\$23.48	\$24.18	\$24.91	\$25.65	\$26.42	\$27.22
2 400 - 499	Arena Operator II	\$41,081	\$42,313	\$43,586	\$44,891	\$46,238	\$47,627
		\$22.57	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17
		\$19.75	\$20.34	\$20.95	\$21.58	\$22.23	\$22.90
1 300 - 399	Crossing Guard Arena Operator I	\$35,211	\$36,268	\$37,354	\$38,475	\$39,630	\$40,819
		\$19.35	\$19.93	\$20.52	\$21.14	\$21.77	\$22.43
		\$16.93	\$17.44	\$17.96	\$18.50	\$19.05	\$19.62

Schedule "B" – By-law 17-12-1015

