

**TOWNSHIP OF HORTON
BY-LAW NUMBER 2018-41**

EMPLOYMENT BY-LAW FOR TOWNSHIP OFFICERS AND STAFF

WHEREAS the Council of the Corporation of the Township of Horton deems it advisable to employ Township 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 Township of Horton 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, based on \$100,000.
3. **Extended Health Care**
The Employer shall pay 100% of the premiums for the Extended Health Care Plan, including a standard Employee Assistance Plan.
4. **Dental Plan**
The employer shall pay 100% of the standard dental plan Level II (prior year ODA schedule).
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 \$750.00 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. **Long Term Disability Insurance**

Employees shall pay 100% of the premiums of the Long Term Disability Benefit.
8. **Employee Assistance Plan**

The Employer shall pay 100% of the premiums for the Employee Assistance Plan.

ARTICLE 2 - PAID HOLIDAYS

Thirteen paid holidays, which include three floating 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, effective January 1, 2018 will receive \$0.54 per kilometre for the first 5000 kilometres per year and \$0.48 per kilometre for all kilometres over 5000 per year. The rate per kilometre is to be the same as the County of Renfrew rates and may change throughout the year if the County changes their rates.

2. 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 *maximum* annual allowance:

Effective January 01, 2018: Full-Time - \$250.00 per annum
Part-Time - \$140.00 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

The Summer Student, the Rink Attendant and any Casual Labourer rate of pay shall be the applicable minimum wage based on age. All other rates are in accordance with Schedule "A" - Salary Grid and Classification, hereto attached.

In addition to Schedule "A" the CAO/Clerk shall be paid the meeting remuneration rate for each Special Council meeting, Committee meeting and Regular Council Meeting attended outside the normal office working hours of 35hr/wk.

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 Policy 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 General Government Committee to 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. This By-law shall come into force and be effective upon the passing thereof, except where otherwise noted.
5. By-law 2018-23 shall be rescinded in its entirety

READ a first and Second Time this 15th day of May 2018.

READ a Third Time and Passed this 15th day of May 2018.

MAYOR Robert Kingsbury

CAO/CLERK Suzanne Klatt

Township of Horton Staff Salary Grid and Classifications

Schedule "A" to By-law 2018-18

Effective: January 1, 2018

| LEVEL | SALARY \$ | POSITION |
|--------------|---------------------|---|
| 1 | \$36,311 - \$40,869 | Receptionist/Clerk Landfill Attendant/Labourer |
| 2 | \$41,612 - \$46,835 | Community Liaison Officer, Driver/Operator, Administrative Assistant |
| 3 | \$46,109 - \$51,897 | Administrative/Executive Assistant |
| 4 | \$56,183 - \$63,235 | Deputy Clerk/Treasurer, Public Works Superintendent |
| 5 | \$66,677 - \$75,046 | Public Works Manager |
| 6 | \$70,395 - \$79,231 | Treasurer/Tax Collector |
| 7 | \$85,755 - \$96,518 | CAO/Clerk |

Any employee who is currently being paid at a higher rate of pay than the rates identified within this Schedule shall have their pay rate frozen effective December 31, 2014 until such time that the rate of pay is equal to the salary within the appropriate group.

Those employees who have a frozen rate of pay are still entitled to move forward on the salary grid pending approval during their annual performance review commencing January 1, 2015.

Those employees who have a frozen rate of pay will be entitled to the annual COLA adjustment as a lump sum payment only until such time as their rate of pay is equal to the salary within the appropriate group effective January 1, 2015.