

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 66-2016

Being a by-law to set the Terms and Conditions of
Employment of the Non-Union Personnel of the
Town of Renfrew for the years 2015, 2016, 2017,
2018 and 2019.

WHEREAS the Council of the Corporation of the Town of Renfrew deems it advisable to employ Non-Union staff under and subject to the provisions of a by-law; and

WHEREAS the *Ontario Municipal Act, 2001*, as amended, empowers Council to pass such a by-law to fix the remuneration and to regulate the provision of pensions, sick leave, health and other benefits of such employees; and

WHEREAS Council deems it desirable, expedient and in the public interest to enact such a by-law with respect to those employees who are Non-Union employees of the Town of Renfrew.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:


1. **THAT** the Mayor and the Clerk or Treasurer be, and hereby are, authorized to do or to cause to be done all such manner of act or thing as may be required in order to give full force and effect to this By-Law.
2. **THAT** the Terms and Conditions be amended in accordance with the attached summary of changes hereto and marked as Schedule "A", which shall form part of this By-Law.
3. **THAT** this By-Law shall come into force and take effect upon the passing thereof and have retroactivity to January 1, 2015.

READ a first and second time this 27th day of September 2016.

READ a third time and passed this 27th day of September 2016.



MAYOR, Don Eady



CLERK, Kim R. Bulmer

SCHEDULE "A"
to BY-LAW 66-2016

**SUMMARY OF CHANGES TO THE TERMS AND CONDITIONS OF EMPLOYMENT
FOR NON-UNION PERSONNEL FOR THE YEARS 2015 To 2019**

- * Remove all references to Parking Enforcement/Animal Control Officers

Article 1 first paragraph: re-number as 1.01

add "non-union" before "positions" in the first line

remove "of the following positions within the establishment"

remove "and Commissions"

1.01 } Delete these two articles and replace with "1.02 *The non-union positions*
1.02 } *include: Chief Librarian, Accountant/Deputy-Treasurer, Chief Building Official,*
General Foreman, Planner, Assistant General Foreman, Program Developer,
Engineering Technician, Revenue/Compensation Clerk, Deputy Clerk, Office
Coordinator (D&W), and Administrative Secretary (P&R)."

3.02 minor wording changes: to clarify that a complaint must be presented in writing

3.03 remove – procedural change to match the complaint process available to unionized staff

4.02 Part-Time: change definition of Part-Time to match CUPE definition (normally work less than 30 hours per week)

4.07 Change "Statutory Holidays" to "Paid Holidays" – three times

5.01 Paid Holidays - change Easter Monday to Easter Sunday to match CUPE

5.01 remove the exception for Remembrance Day

5.03 Annual Leave – change 5-week entitlement to be after 18 years (currently 20)

5.04 remove "required to work on any Statutory Holiday" (already covered in Article 4)

6.02 d) remove reference to October 22, 2012 effective date and change "two" to "four" preceding pay periods

6.03 remove reference to October 22, 2012 effective date

7.01 replace current language with:

a) All employees wishing to resign their position shall do so on four (4) weeks written notice to their Department Head.

b) Nothing in this clause shall prevent Council from shortening or eliminating the Notice Period.

- This Article currently differentiates between "Supervisory" and "Support" staff*
- 7.02 b) Change from Finance Committee to Human Resources Committee
- 7.02 c) Change so that all non-union staff receive the same "Notice":
- | | |
|---------------------------------|---------|
| Less than four years of service | 4 weeks |
| More than four years of service | 8 weeks |
- Added APPENDIX B for incumbent non-union staff that presently have a greater benefit*
- 7.02 d) Change so that all non-union staff receive "Severance Pay" in accordance with the Employment Standards Act.
- Added APPENDIX C for incumbent non-union staff that presently have a greater benefit*
- 7.02 e) Change "Sub-Clauses" to "Article" and remove reference to 7.02 d).
- 8.01 Change references to grids to January 1, 2015, January 1, 2016, January 1, 2017, January 1, 2018 and January 1, 2019.
- 8.02 Remove "utilizing the form approved by Council in May 1998"
- 9.01 a) Change Short Term Income Replacement Benefits to be at 75% of salary during the probationary period (six months)
- 9.01 c) remove reference to January 1, 2013 effective date
- 9.01 d) replace (i) and (ii) current language with:
- (i) Employees may elect to apply any remaining days of annual leave or banked time in order to "top-up" benefits in accordance with this section.
 - (ii) Benefits "topped-up" in this manner shall not exceed 100% of the employee's normal rate of pay and annual leave or banked time so applied will be deducted from the employee's unused entitlement to such leave in the same proportion as it is used to provide for such "topping-up".
- 9.04 a) remove second paragraph
- 9.04 d) remove old life insurance coverage amounts and remove December 1, 2012 effective date
- 9.07 remove reference to January 1, 2013 effective date
- 9.09 add "to be continued" after Benefits at the beginning of the second sentence.
- 9.09 Remove "\$25,000 group" so that the amount of post-retirement life insurance coverage will continue at the amount in effect at the date of retirement.
- 12 Change term to the first day of January 2015 and shall remain in force until the 31st day of December 2019.
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APPENDIX A - Wage Adjustments:

January 1, 2015	1.50%
January 1, 2016	1.50%
January 1, 2017	1.75%
January 1, 2018	2.00%
January 1, 2019	2.00%

Add: APPENDIX B – Notice of Termination – list the non-union staff for which a greater benefit was provided under Article 7.02 c) in the 2011-14 Terms and Conditions of Employment

Add: APPENDIX C – Severance Pay – list the non-union staff for which a greater benefit was provided under Article 7.02 d) in the 2011-14 Terms and Conditions of Employment
