

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

BY-LAW NO. 2015-22

**"BEING A BY-LAW TO ESTABLISH EMPLOYMENT AND PERSONNEL
POLICIES FOR NON-UNIONIZED SALARIED AND
HOURLY RATED EMPLOYEES OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL."**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh/ Cardinal deems it expedient to establish general personnel policies and working conditions for its non-union employees at the Township and also at the Port of Johnstown; and

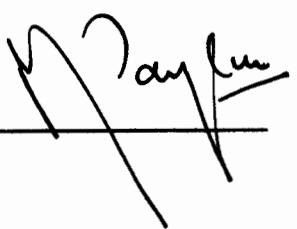
WHEREAS Section 282 of the Municipal Act 2001, SO 2001, c. 25 as amended authorizes Councils of all municipalities to contract with a licensed insurer to provide group life insurance, group accident insurance, group sickness insurance and hospital, medical, surgical, nursing or dental services or payment therefore;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal hereby enacts as follows:

1. That the Council of the Corporation of the Township of Edwardsburgh/ Cardinal adopts the Employment and Personnel Policies as detailed in Schedule "A" attached hereto and forming part of this by-law.
2. That the Council of the Corporation of the Township of Edwardsburgh/ Cardinal adopts the Compensation Strategy as detailed in Schedule "B" attached hereto and forming part of this by-law.
3. This By-law shall come into force and take effect upon passing.
4. That By-law 2013-57 is hereby repealed.
5. This By-law shall be known as the "Personnel Policy By-law."

Read a first and second time in open Council this 27th day of April, 2015.

Read a third and final time, passed, signed and sealed in open Council this 25th day of May, 2015.



Mayor



Clerk

Schedule A
Employment and Personnel Policies – Non-Union
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1. **PROBATIONARY PERIOD** – Every employee in the Corporation is required to serve a minimum probationary period of three (3) months or five hundred and twenty (520) hours prior to confirmation of employment. The minimum period may be extended at the supervisor's discretion, and the employee will be advised of any extension.
2. **EMPLOYEE CLASSIFICATION** – All employees of the Corporation are classified as follows:
 - Full-time (more than twenty four (24) hours per week)
 - Part-time (twenty four (24) hours or less per week)
 - Casual
 - Student (Students employed during the school vacation periods).
3. **DEFINITIONS**
 - a) A full-time employee is one who is regularly scheduled annually to work the full-time normal hours set out in the respective departments.
 - b) A part-time employee is one who is regularly scheduled annually to work the part-time normal hours set out in the respective departments.
 - c) A casual employee is one who is required for temporary jobs, to fill in for holidays of full-time employees or assist in work overload in a department, but not on a regular schedule.
4. **FULL-TIME EMPLOYEES** – At the successful completion of the probationary period, full-time employees become eligible for all benefits as outlined in this by-law.
5. **PART-TIME, CASUAL AND STUDENTS** – Articles 6, 7, 9, 10, 13, 14, 20 and 21 do not apply to part-time, casual or student employees.
6. **SICK LEAVE** – Each full-time employee will be permitted up to six (6) days with pay annually for short-term illness. This entitlement is non-cumulative. A medical report from a qualified practitioner, detailing any work limitations and outlining prognosis, may be required for illnesses exceeding three (3) days.
7. **GROUP INSURANCE** – The Corporation will pay premiums for group insurance benefits as stated below subject to periodic plan revisions:
 - i) Employee Life Insurance – 1x annual salary
 - ii) Dependent Life Insurance – Spouse \$5,000, Child \$2,500
 - iii) Accidental Death & Dismemberment – 1x annual salary
 - iv) Short Term Disability – 67% of weekly earnings to a maximum of \$1,293, waiting period nil if accident, 3 days if sickness. Maximum benefit period 17 weeks.
 - v) Long Term Disability - 67% of monthly earnings to a maximum of \$10,000, waiting period 120 days, maximum benefit period to age 65. Non-medical maximum \$5,600 per month.
 - vi) Extended Health Care - Deductible \$0, eligible expenses reimbursed 100% subject to basic expense maximums.
 - vii) Dental - 100% current year fee schedule, maximum \$1500 per person for basic coverage.

In the case of absence for illness or disability, the Employer's contribution will be paid to the above plans for a maximum of one (1) year from commencement of absence. Thereafter, the employee may pay the full premiums through the Employer. In the event of death of an employee, the Employer shall continue to pay the required premiums for the survivor and his dependents for six (6) months.

8. **WORKPLACE SAFETY & INSURANCE BOARD** – All employees are eligible for benefits according to the Workers' Compensation Act of Ontario, for injuries sustained as a result of their employment. Employees must report work-related injuries to their immediate supervisor without delay.

9. **BEREAVEMENT LEAVE** – An employee shall be granted a maximum of four (4) consecutive working days bereavement leave without loss of pay or benefits in the case of death of a parent, wife, husband, fiancé, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, or step equivalent as appropriate, or as approved by the Employer.

An employee shall be granted a maximum of one (1) working day bereavement leave without loss of pay or benefits, in the case of death of an aunt, grandparent-in-law, uncle, niece, or nephew, or step equivalent as appropriate, or as approved by the Employer.

When an employee is required to assist as a pallbearer, one (1) day's leave shall be granted without loss of pay. In the event that the funeral is held in excess of 500 km from the Township boundary, one (1) extra day will be granted.

For the purpose of definition, brother-in-law and sister-in-law shall be the brother or sister of the employee's spouse.

10. **VACATIONS** – Employees shall be entitled to a vacation with pay for credited full-time, active, continuous service as follows:

CREDITED SERVICE

ENTITLEMENT

Less than 1 year	4% of earnings and time-off prorated on number of months over 12 x 10 to nearest day
One year to two years	10 days per year
Three years to eight years	15 days per year
Nine years to seventeen years	20 days per year
Eighteen years to twenty-three years	25 days per year
After twenty-four years	30 days per year

Employees working less than 35 hours per week for office staff or 40 hours per week for other departments will receive prorated vacation entitlement based on hours worked over full-time annual hours for that position.

The selection of vacation dates will be approved on the basis of years of service, subject to approval of the Supervisor. No employee shall be entitled to more than ten (10) consecutive days vacation at any time until all employees of that department have had an opportunity to request their preferred vacation period. Up to ten (10) days of vacation credit may be carried over from one calendar year to the next. Carry over in excess of ten days must be approved by resolution of Council.

Vacation entitlements shall be determined from January 1st of the years in which employees advance to a different entitlement.

Employees shall be granted an additional day of paid vacation if a paid Holiday falls or is observed during their scheduled vacation.

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When an employee terminates employment or is paid in lieu of Holidays not taken as referred to in the above clause, his compensation will be computed on the number of days times per diem rate at the time of retirement or termination.

Subsequent to January 1st of each year, employees will receive a memorandum from payroll stating the number of vacation days credit for that calendar year.

11. **PERSONAL TIME** – Up to two (2) days personal time may be granted to employees for the purpose of medical, dental or legal appointments or other personal matters or appointments subject to the approval of the supervisor with no loss of pay. New employees hired after July 1 will be eligible for one (1) personal day in their first calendar year of employment.
12. **PAID HOLIDAYS** – The following paid holidays, regardless of when they fall, will be granted to employees of Township departments with pay:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Christmas Eve (Half Day)
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	New Year's Eve (Half Day)

Two (2) floating days will be granted, subject to mutual agreement with the supervisor as to timing. New employees hired after July 1 will be eligible for one (1) floating day in their first calendar year of employment.

The following paid holidays, regardless of when they fall, will be granted to employees of the Port of Johnstown with pay:

New Year's Day	Labour Day
January 2	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Eve (Half Day)
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	New Year's Eve (Half Day)

When any of the above Holidays fall on a Saturday or Sunday, the succeeding Monday shall generally be designated as a Holiday in lieu of the Holiday falling on the Saturday or Sunday.

When any of the above Holidays occur during a vacation period an extra day's vacation is allowed.

13. **LEAVE OF ABSENCE** – The Council may grant leaves of absence to any employee for personal reasons. Employees on leave of absence shall not be paid. Sick leave and Holidays shall not accumulate if the leave is in excess of five (5) consecutive working days.

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14. **JURY AND COURT DUTIES** – Any employee who is required to serve on jury duty, or is subpoenaed as a witness, shall be compensated by the Corporation in an amount equal to his/her full wages, provided he/she turns over to the Corporation the amount received as compensation, other than travelling allowance, and further provided the employee reports for work when not required at Court.
15. **ABSENCE WITHOUT LEAVE** – Any absence from work without the approval of the department head or his designate is considered absent without leave. In addition to forfeiture of pay, unauthorized absence may result in disciplinary action up to and including dismissal.
16. **WORKING HOURS** – Normal working hours shall be:
- | | | |
|----|-----------------------|--|
| a) | Township Office Staff | 8:30 a.m. – 4:30 p.m.
(One (1) hour unpaid lunch break) |
| b) | Other Departments | Forty (40) hours per week |
| c) | Port of Johnstown | Forty (40) hours per week |

Environmental Services - on duty environmental services operator shall receive a lump sum of three hundred dollars (\$330) per week and will be responsible for all operations from Thursday evening at 4:00 p.m. until the following Thursday evening at 4:00 p.m. During the weeks when one of the paid holidays mentioned in Section 12 occur, an additional one hundred dollars (\$100) will be paid for that day. Rotation of the designated "on duty environmental operator" will be determined by the Chief Water/Sewer Operator.

All employees are required to fill out a weekly timesheet.

17. **CHAIN OF COMMAND** – Employees with complaints or concerns shall first discuss it with their immediate supervisor(s) as soon as possible. If satisfaction is not obtained at this level, the employee should then refer the issue to the next person in authority, the Department Head, the CAO, the CEO (Mayor), Committee of Council, and Council in that order. The steps are to be followed in sequence allowing sufficient time for a response to be provided.
18. **REPORTING ABSENCE** – The employee is personally responsible for informing his/her supervisor on each occasion necessitating an absence from duty. Failure to do so may result in forfeiture of pay, suspension or discharge from employment.
19. **CLOTHING ALLOWANCE** – Each employee will be paid a four hundred dollar (\$400.00) clothing allowance per year payable in December of each year provided the employee has completed an unbroken twelve months' employment in the year. Employees with broken service in the year shall be paid that proportion of the clothing allowance equal to the number of months worked that year. The Employer shall supply gloves, safety glasses, prescription safety glasses (as required) and safety hard hats if required by the employee's duties.
20. **ORTHODONTIC OR MAJOR RESTORATIVE** – The Employer will provide a one-time payment of \$500 per employee towards major restorative, dentures or orthodontics for the employee or a family member upon proof of expenses incurred.

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21. **VISION CARE** – The Employer will pay up to four hundred and fifty dollars (\$450.00) per twenty-four month period for the purchase of prescription glasses (not including sunglasses), contact lenses and eye exams for each employee and their dependent family members eighteen (18) years of age or over upon proof of expenses incurred. For dependent children under the age of eighteen (18) years, the Employer will pay up to three hundred and fifty dollars (\$350.00) for each twelve (12) month period.
22. **JOB CLASSIFICATIONS** – A wage and salary grid shall be established for all positions based on the job classification for that position.

Classification describes the process of measuring a job's value based on the skill, effort, responsibility and working condition requirements of a position within an organization.

Reclassification occurs when the existing classification level is adjusted as a result of changes to the skill, effort, responsibility or working condition requirements of a position.

Request for Reclassification is the process followed, as described below, when the incumbent or his/her supervisor believes that there has been a relatively significant change in the skill, effort, responsibility or working condition requirements of a job. A Request is submitted when it is reasonably expected that this change in job requirements will be on an on-going, rather than an acting or temporary, basis. Request for Classification Review forms can be obtained from the Chief Administrative Officer/Clerk or the Port General Manager.

Procedure – Existing Positions

- 1) Non-union job classifications may be reviewed upon request. Staff may request a classification review by approaching his or her immediate supervisor. The supervisor will make a determination as to whether a classification review is merited, and will discuss the matter with senior management. Only those approved by both the appropriate manager/supervisor and senior management will proceed to the next step.
- 2) A manager/supervisor may request a classification review without the support of the affected employee(s). A Request for Classification Review form and current and proposed organization chart must be submitted to senior management.
- 3) Requests for Classification Review will be considered by the Chief Administrative Officer/Clerk and Port General Manager. Where responsibilities have been removed from another position's job description and added to the new job description, both positions will be considered for potential reclassification.
- 4) In the event the Chief Administrative Officer/Clerk and the Port General Manager support the job reclassification, it will be brought forward to Council for approval.

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Impact on Salary

To maintain internal and pay equity, all employees are normally paid within the salary range tied to the classification level of a job. That is, employees will be paid at least the minimum of their salary range and will not be paid greater than the maximum of their salary range. This goal will be achieved by implementing adjustments as described below.

Should the reclassification of a position result in placement in a higher classification level, the following will apply:

- In the event an employee is not currently earning the maximum salary in their range, the employee will be placed at the step in their new salary range which is at least equal to or greater than their current salary plus an increment at their current level.
- In the event an employee is currently earning the maximum salary in their range, the employee will be placed at the step in their new salary range which is closest to but greater than their current salary.

Should the reclassification of a position result in placement in a lower classification level, the following will apply:

- Employees whose current salary is greater than the maximum of the range of the level which applies to their position will be 'red-circled'. Such employees will not be eligible for future general increases which may be approved by the employer, until the maximum for their new range exceeds their current salary. At this time they will be placed on a grid step and will be eligible for regular increases.
- Employees whose current salary is less than the maximum of the new range will continue to receive any general increase which may be approved by the employer. On their next increment date they will be placed on the next highest grid step in their new level. Normal incremental increases will then apply.

In the event of higher or lower reclassification, the increment date for employees will be revised to be the same as the date the Request for Reclassification was submitted.

The Employee will be advised in writing of the outcome of the classification review process.

Appeal Process

If an employee wishes to appeal the outcome of a job classification review, they will follow the process outlined in 'Chain of Command'. All requests should be submitted within 30 days of receipt of the letter advising of the outcome of the Classification Review. The employee will be advised in writing of the outcome of the appeal.

Procedure – New Positions

All new positions will be classified by the Chief Administrative Officer/Clerk and the Port General Manager and may be reviewed not earlier than six months following incumbency. Requests for Reclassification will follow the procedure outlined above.

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23. **OVERTIME** – Overtime is to be kept to a minimum and shall be approved in advance by the immediate supervisor and will be calculated as follows:

Salary Levels 6, 7 and 8 on Schedule B – Time in lieu at straight time or paid where budget exists.

Salary Levels 1 through 5 on Schedule B – after 40 hours per week, one and a half times the regular hourly rate in time in lieu or paid at management's discretion. Where regular working hours are 35 hours per week, time in lieu will be earned at straight time up to 40 hours.

Employees are encouraged to use lieu time in the month in which it was earned. No employee shall be entitled to accumulate more than eighty (80) hours of lieu time at any one time.

Employees working overtime will be entitled to a meal allowance of \$15.00 after two (2) hours or \$15.00 after four (4) hours if called in. A one-half hour break will be allowed with pay.

Lieu time, in accordance with the Overtime Policy, will be provided as compensation for attendance at committee meetings outside normal hours of work. Full time staff required to attend Regular Council meetings shall do so without accruing overtime.

24. **BONUS** - In an effort to continue to motivate employees who are currently paid at the maximum salary in their range, in the event of exceptional performance, the employee will be eligible to receive a lump sum bonus equivalent to the amount of an increment.

25. **EDUCATION** – The Employer recognizes that employees must receive training and education in order to maintain their employment status and advance as opportunities arise, positions are changed or new positions are created. The Employer is committed to providing on-the- job training where it can be provided. At its discretion, the Employer will sponsor formal training outside the workplace relative to the employees' duties.

The Employer will pay for the following:

- a) Course fees, on a one-time basis only.
- b) Examination fees.
- c) Travel expenses including transportation, accommodation for multi-day sessions and meals subject to Employer-owned vehicles being used to the extent possible. If courses are not available during normal working hours, the employee will be granted time-in-lieu without overtime premium for formal class instruction or exam time. If courses are conducted outside the Eastern Ontario Region, travel time outside normal working hours will not qualify for payment or time-in-lieu.

In the event an employee does not succeed in passing a course, the Employer will not reimburse the employee for any expenses for subsequent attempts to complete the same course, nor will the employee qualify for time-in-lieu. If the employee is successful in passing an exam on a second attempt, the Employer will reimburse the exam fees.

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26. **PROFESSIONAL ACCREDITATION** - The Township encourages continuous professional development and accreditation in areas which add value, or where such brings professional credibility to the programs and services that the Township provides. To that end, where Council approved funding exists, staff are encouraged to participate in continuous professional learning and development programs with the goal of furthering their skills and attaining professional accreditation, provided that, in the opinion of the Chief Administrative Officer or Port General Manager, there is a value to the Township in doing so. The same shall apply for professional memberships. The foregoing does not apply where accreditation or certification is a statutory or regulatory requirement, in which case the Township will budget and pay for continuous professional learning and accreditation or certification.

Schedule B
Compensation Strategy
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The Township of Edwardsburg/Cardinal's compensation strategy is based upon the following philosophy and guiding principles.

Philosophy: The Township will pursue a competitive but affordable strategy that will enable it to attract, retain, develop and motivate staff who share the same values and contribute to the Township's success.

Key Principles:

- Support the attraction, engagement and retention of skilled and motivated employees
- Align employee efforts with the achievement of organizational strategy (through organization planning/goal setting and performance management)
- Reflect organizational values
- Motivate and reward performance in terms of both competencies and results achieved, as appropriate
- Provide salaries that are competitive relative to the market while being affordable to the organization as a whole
- Be flexible and simple to administer, manage and understand
- Be designed to encourage employees to develop and undertake higher levels of accountability
- Comply with statutory regulations

Salary Administration

Salary is influenced by:

1. The nature and scope of the job;
2. What other employers pay for comparable jobs;
3. Individual and corporate performance; and
4. Individual competency.

Each position has been evaluated and assigned a salary level. Each level has been assigned a corresponding salary range, independent of any employee or his/her performance. Periodically, the Employer may revise its job descriptions or evaluate individual jobs to ensure the maintenance of pay equity and ongoing comparability with the marketplace. The reclassification of positions will be recommended by the Chief Administrative Officer/Clerk and the Port General Manager and approved by Council.

The regulations applicable under the Employment Standards Act will apply to all matters dealing with salary and wage administration.

Individual Pay

Initial placement within a salary grid will be at management's discretion and will take into consideration the competencies an employee brings to the job, as well as current market conditions. Annually, employees are eligible to receive salary increases, also known as increments, until they reach the maximum salary on the grid. Eligibility for increments is subject to the employee's annual performance appraisal. Increments are normally effective July 1st.

Annually, the Township adjusts salary grids to reflect cost of living, based on the OMERS pension annual inflation increase. The Cost of Living Adjustment (COLA) will be effective January 1st of each calendar year. Approval from Council will be by resolution and shall not require an amendment to this by-law.

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Periodically, the Township will review external salary survey information to ensure that total compensation continues to be competitive with the external market.

Job Classifications:

Level 8	CAO/Clerk
	Port General Manager
Level 7	Director of Operations
	Operations Manager
Level 6	Fire Chief (volunteer)
	Maintenance Manager
	Treasurer
Level 5	Chief Building Official and Fire Prevention Officer
	Chief Water-Sewer Operator
	General Foreman
	Manager of Parks, Recreation & Facilities
	Roads Superintendent
Level 4	Assistant General Foreman
	Assistant Chief Water-Sewer Operator
	Deputy Clerk
	Office Manager
Level 3	Community Development Coordinator
	Finance Assistant – AP/Payroll
	Finance Assistant – Taxes/AR
	Office Admin Assistant/H&S Coordinator
Level 2	Administrative Assistant
Level 1	None

Salary Ranges as of January 1, 2015:

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	101,055	106,107	111,160	116,214	121,266	126,319
7	82,865	87,009	91,152	95,295	99,438	103,581
6	68,426	71,847	75,269	78,689	82,111	85,532
5	56,109	58,915	61,720	64,526	67,332	70,137
4	46,009	48,311	50,611	52,911	55,212	57,512
3	37,728	39,614	41,501	43,387	45,273	47,159
2	30,937	32,483	34,030	35,578	37,125	38,671
1	25,368	26,636	27,906	29,174	30,442	31,710
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	115,491	121,266	127,040	132,815	138,590	144,364
7	94,703	99,438	104,173	108,909	113,644	118,378
6	78,201	82,111	86,021	89,931	93,842	97,752
5	64,125	67,332	70,538	73,744	76,950	80,156
4	52,582	55,212	57,840	60,470	63,099	65,728
3	43,118	45,273	47,430	49,585	51,741	53,897
2	35,356	37,125	38,892	40,660	42,428	44,195
1	28,993	30,442	31,891	33,341	34,791	36,240

Salary Ranges as of January 1, 2016:
1.16% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	102,227	107,338	112,450	117,562	122,672	127,784
7	83,826	88,018	92,209	96,400	100,592	104,783
6	69,220	72,681	76,142	79,602	83,063	86,525
5	56,760	59,598	62,436	65,274	68,113	70,951
4	46,543	48,871	51,198	53,525	55,852	58,179
3	38,166	40,074	41,982	43,890	45,798	47,706
2	31,296	32,860	34,425	35,991	37,555	39,120
1	25,662	26,945	28,229	29,512	30,795	32,078
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	116,831	122,672	128,514	134,356	140,197	146,039
7	95,801	100,592	105,382	110,172	114,962	119,751
6	79,108	83,063	87,019	90,975	94,930	98,886
5	64,869	68,113	71,356	74,599	77,843	81,086
4	53,192	55,852	58,511	61,171	63,831	66,490
3	43,618	45,798	47,980	50,160	52,342	54,522
2	35,766	37,555	39,343	41,132	42,920	44,708
1	29,329	30,795	32,261	33,727	35,195	36,661

Township of Edwardsburgh/Cardinal						
Salary Grids						
As of January 1, 2016						
1.16% increase						
35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	102,227	107,338	112,450	117,562	122,672	127,784
7	83,826	88,018	92,209	96,400	100,592	104,783
6	69,220	72,681	76,142	79,602	83,063	86,525
5	56,760	59,598	62,436	65,274	68,113	70,951
4	46,543	48,871	51,198	53,525	55,852	58,179
3	38,166	40,074	41,982	43,890	45,798	47,706
2	31,296	32,860	34,425	35,991	37,555	39,120
1	25,662	26,945	28,229	29,512	30,795	32,078
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	116,831	122,672	128,514	134,356	140,197	146,039
7	95,801	100,592	105,382	110,172	114,962	119,751
6	79,108	83,063	87,019	90,975	94,930	98,886
5	64,869	68,113	71,356	74,599	77,843	81,086
4	53,192	55,852	58,511	61,171	63,831	66,490
3	43,618	45,798	47,980	50,160	52,342	54,522
2	35,766	37,555	39,343	41,132	42,920	44,708
1	29,329	30,795	32,261	33,727	35,195	36,661
Township of Edwardsburgh/Cardinal						
Salary Grids						
As of January 1, 2017						
1.45% increase						
35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	103,710	108,895	114,080	119,266	124,451	129,637
7	85,041	89,294	93,546	97,798	102,050	106,302
6	70,223	73,735	77,246	80,756	84,268	87,779
5	57,583	60,462	63,342	66,221	69,100	71,979
4	47,218	49,580	51,940	54,301	56,662	59,023
3	38,719	40,655	42,591	44,527	46,462	48,398
2	31,749	33,337	34,924	36,512	38,100	39,687
1	26,034	27,336	28,639	29,940	31,242	32,543
40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	118,525	124,451	130,377	136,304	142,230	148,157
7	97,191	102,050	106,910	111,770	116,629	121,488
6	80,255	84,268	88,281	92,294	96,307	100,319
5	65,810	69,100	72,391	75,681	78,971	82,262
4	53,963	56,662	59,360	62,058	64,757	67,454
3	44,250	46,462	48,675	50,888	53,101	55,313
2	36,285	38,100	39,913	41,728	43,543	45,356
1	29,754	31,242	32,729	34,216	35,705	37,192

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2017

1.45% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	103,710	108,895	114,080	119,266	124,451	129,637
7	85,041	89,294	93,546	97,798	102,050	106,302
6	70,223	73,735	77,246	80,756	84,268	87,779
5	57,583	60,462	63,342	66,221	69,100	71,979
4	47,218	49,580	51,940	54,301	56,662	59,023
3	38,719	40,655	42,591	44,527	46,462	48,398
2	31,749	33,337	34,924	36,512	38,100	39,687
1	26,034	27,336	28,639	29,940	31,242	32,543

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	118,525	124,451	130,377	136,304	142,230	148,157
7	97,191	102,050	106,910	111,770	116,629	121,488
6	80,255	84,268	88,281	92,294	96,307	100,319
5	65,810	69,100	72,391	75,681	78,971	82,262
4	53,963	56,662	59,360	62,058	64,757	67,454
3	44,250	46,462	48,675	50,888	53,101	55,313
2	36,285	38,100	39,913	41,728	43,543	45,356
1	29,754	31,242	32,729	34,216	35,705	37,192

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2018

1.49% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	105,255	110,517	115,780	121,043	126,305	131,569
7	86,308	90,625	94,940	99,255	103,571	107,886
6	71,270	74,833	78,397	81,960	85,523	89,087
5	58,441	61,363	64,285	67,208	70,130	73,052
4	47,921	50,318	52,714	55,110	57,506	59,902
3	39,296	41,261	43,225	45,190	47,155	49,119
2	32,223	33,833	35,444	37,056	38,667	40,278
1	26,422	27,743	29,065	30,386	31,707	33,028

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	120,291	126,305	132,320	138,335	144,349	150,364
7	98,639	103,571	108,503	113,435	118,367	123,298
6	81,451	85,523	89,596	93,669	97,742	101,814
5	66,790	70,130	73,469	76,809	80,148	83,488
4	54,767	57,506	60,244	62,983	65,722	68,460
3	44,910	47,155	49,401	51,646	53,892	56,137
2	36,826	38,667	40,508	42,350	44,192	46,032
1	30,197	31,707	33,217	34,726	36,237	37,747

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2018

1.49% increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	105,255	110,517	115,780	121,043	126,305	131,569
7	86,308	90,625	94,940	99,255	103,571	107,886
6	71,270	74,833	78,397	81,960	85,523	89,087
5	58,441	61,363	64,285	67,208	70,130	73,052
4	47,921	50,318	52,714	55,110	57,506	59,902
3	39,296	41,261	43,225	45,190	47,155	49,119
2	32,223	33,833	35,444	37,056	38,667	40,278
1	26,422	27,743	29,065	30,386	31,707	33,028

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	120,291	126,305	132,320	138,335	144,349	150,364
7	98,639	103,571	108,503	113,435	118,367	123,298
6	81,451	85,523	89,596	93,669	97,742	101,814
5	66,790	70,130	73,469	76,809	80,148	83,488
4	54,767	57,506	60,244	62,983	65,722	68,460
3	44,910	47,155	49,401	51,646	53,892	56,137
2	36,826	38,667	40,508	42,350	44,192	46,032
1	30,197	31,707	33,217	34,726	36,237	37,747

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2019

2.29% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	107,665	113,048	118,432	123,815	129,198	134,581
7	88,285	92,700	97,114	101,528	105,943	110,357
6	72,902	76,547	80,192	83,837	87,482	91,127
5	59,779	62,768	65,758	68,747	71,736	74,725
4	49,019	51,471	53,921	56,372	58,823	61,274
3	40,196	42,206	44,215	46,225	48,235	50,244
2	32,960	34,608	36,256	37,905	39,553	41,201
1	27,027	28,379	29,731	31,082	32,433	33,784

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	123,045	129,198	135,350	141,503	147,655	153,808
7	100,897	105,943	110,988	116,033	121,078	126,122
6	83,316	87,482	91,648	95,814	99,980	104,146
5	68,320	71,736	75,152	78,568	81,984	85,399
4	56,022	58,823	61,624	64,425	67,227	70,027
3	45,938	48,235	50,532	52,828	55,126	57,422
2	37,669	39,553	41,436	43,320	45,204	47,086
1	30,889	32,433	33,977	35,522	37,067	38,611

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	57.83	60.72	63.62	66.51	69.40	72.29
7	47.42	49.79	52.16	54.54	56.91	59.28
6	39.16	41.12	43.08	45.03	46.99	48.95
5	32.11	33.72	35.32	36.93	38.53	40.14
4	26.33	27.65	28.96	30.28	31.60	32.91
3	21.59	22.67	23.75	24.83	25.91	26.99
2	17.70	18.59	19.47	20.36	21.25	22.13
1	14.52	15.24	15.97	16.70	17.42	18.15

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	57.83	60.72	63.62	66.51	69.40	72.29
7	47.42	49.79	52.16	54.54	56.91	59.28
6	39.16	41.12	43.08	45.03	46.99	48.95
5	32.11	33.72	35.32	36.93	38.53	40.14
4	26.33	27.65	28.96	30.28	31.60	32.91
3	21.59	22.67	23.75	24.83	25.91	26.99
2	17.70	18.59	19.48	20.36	21.25	22.13
1	14.52	15.24	15.97	16.70	17.42	18.15

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2019

2.29% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	107,665	113,048	118,432	123,815	129,198	134,581
7	88,285	92,700	97,114	101,528	105,943	110,357
6	72,902	76,547	80,192	83,837	87,482	91,127
5	59,779	62,768	65,758	68,747	71,736	74,725
4	49,019	51,471	53,921	56,372	58,823	61,274
3	40,196	42,206	44,215	46,225	48,235	50,244
2	32,960	34,608	36,256	37,905	39,553	41,201
1	27,027	28,379	29,731	31,082	32,433	33,784

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	123,045	129,198	135,350	141,503	147,655	153,808
7	100,897	105,943	110,988	116,033	121,078	126,122
6	83,316	87,482	91,648	95,814	99,980	104,146
5	68,320	71,736	75,152	78,568	81,984	85,399
4	56,022	58,823	61,624	64,425	67,227	70,027
3	45,938	48,235	50,532	52,828	55,126	57,422
2	37,669	39,553	41,436	43,320	45,204	47,086
1	30,889	32,433	33,977	35,522	37,067	38,611

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2020

1.89% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	109,700	115,185	120,670	126,155	131,640	137,125
7	89,953	94,452	98,950	103,447	107,945	112,442
6	74,279	77,994	81,708	85,421	89,135	92,850
5	60,909	63,955	67,000	70,046	73,092	76,137
4	49,945	52,443	54,941	57,438	59,935	62,432
3	40,956	43,003	45,051	47,099	49,146	51,194
2	33,583	35,262	36,941	38,621	40,300	41,979
1	27,538	28,915	30,293	31,669	33,046	34,423

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	125,371	131,640	137,908	144,177	150,446	156,714
7	102,804	107,945	113,085	118,226	123,366	128,505
6	84,891	89,135	93,380	97,625	101,869	106,114
5	69,611	73,092	76,572	80,053	83,533	87,014
4	57,080	59,935	62,788	65,643	68,497	71,351
3	46,806	49,146	51,487	53,827	56,168	58,508
2	38,381	40,300	42,219	44,138	46,058	47,976
1	31,473	33,046	34,620	36,193	37,767	39,341

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.42	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.82	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.37	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.43	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.81	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.38	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

Revised Schedule B to Bylaw 2015-22
Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2019

2.29% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	107,665	113,048	118,432	123,815	129,198	134,581
7	88,285	92,700	97,114	101,528	105,943	110,357
6	72,902	76,547	80,192	83,837	87,482	91,127
5	59,779	62,768	65,758	68,747	71,736	74,725
4	49,019	51,471	53,921	56,372	58,823	61,274
3	40,196	42,206	44,215	46,225	48,235	50,244
2	32,960	34,608	36,256	37,905	39,553	41,201
1	27,027	28,379	29,731	31,082	32,433	33,784

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	123,045	129,198	135,350	141,503	147,655	153,808
7	100,897	105,943	110,988	116,033	121,078	126,122
6	83,316	87,482	91,648	95,814	99,980	104,146
5	68,320	71,736	75,152	78,568	81,984	85,399
4	56,022	58,823	61,624	64,425	67,227	70,027
3	45,938	48,235	50,532	52,828	55,126	57,422
2	37,669	39,553	41,436	43,320	45,204	47,086
1	30,889	32,433	33,977	35,522	37,067	38,611

Township of Edwardsburgh/Cardinal
Salary Grids
As of January 1, 2020

1.89% Increase

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	109,700	115,185	120,670	126,155	131,640	137,125
7	89,953	94,452	98,950	103,447	107,945	112,442
6	74,279	77,994	81,708	85,421	89,135	92,850
5	60,909	63,955	67,000	70,046	73,092	76,137
4	49,945	52,443	54,941	57,438	59,935	62,432
3	40,956	43,003	45,051	47,099	49,146	51,194
2	33,583	35,262	36,941	38,621	40,300	41,979
1	27,538	28,915	30,293	31,669	33,046	34,423

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	125,371	131,640	137,908	144,177	150,446	156,714
7	102,804	107,945	113,085	118,226	123,366	128,505
6	84,891	89,135	93,380	97,625	101,869	106,114
5	69,611	73,092	76,572	80,053	83,533	87,014
4	57,080	59,935	62,788	65,643	68,497	71,351
3	46,806	49,146	51,487	53,827	56,168	58,508
2	38,381	40,300	42,219	44,138	46,058	47,976
1	31,473	33,046	34,620	36,193	37,767	39,341

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	59.16	62.11	65.07	68.03	70.99	73.95
7	48.51	50.93	53.36	55.78	58.21	60.64
6	40.06	42.06	44.06	46.06	48.07	50.07
5	32.85	34.49	36.13	37.77	39.42	41.06
4	26.93	28.28	29.63	30.97	32.32	33.67
3	22.09	23.19	24.29	25.40	26.50	27.61
2	18.11	19.02	19.92	20.83	21.73	22.64
1	14.85	15.59	16.34	17.08	17.82	18.56

35 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.42	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.82	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.37	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91

40 Hour Work Week						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
8	60.27	63.29	66.30	69.32	72.33	75.34
7	49.43	51.90	54.37	56.84	59.31	61.78
6	40.81	42.85	44.89	46.93	48.98	51.02
5	33.47	35.14	36.81	38.49	40.16	41.83
4	27.44	28.81	30.19	31.56	32.93	34.30
3	22.50	23.63	24.75	25.88	27.00	28.13
2	18.45	19.38	20.30	21.22	22.14	23.07
1	15.13	15.89	16.64	17.40	18.16	18.91