

| Type of Decision | | | | | | | | | |
|---|----------------------------|------------------|--|----|-----------------|-----------------------------|------|--|--------|
| Meeting Date | Friday, September 17, 2010 | | | | Report Date | Tuesday, September 14, 2010 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | x | Information Only | | | Type of Meeting | X | Open | | Closed |
| REPORT TITLE | | | | | | | | | |
| Salary Grid and Pay Equity Plan Report #17/09/10/1202 | | | | | | | | | |

Subject: Request for funding for a formal Salary Grid Review, Job Analysis Review, and Pay Equity Plan Review.

RECOMMENDATION: That Council adopt the following resolution authorizing staff to award an rfp for the above services for 2010.

WHEREAS part of the Clerk's goals for 2010 were to include an evaluation of the performance appraisal currently used, an evaluation of the grid system and a pay equity review;

AND WHEREAS general Human Resource practise and legislation suggests a comprehensive review of both the Pay Equity Plan and any Compensation band scale every 5 years;

AND WHEREAS the current Pay Equity Plan was created in May of 2005 and the Salary Grid was adopted in 2005, both over the five year period;

AND WHEREAS the County HR department was contacted but was not in a position to offer these services to us this year or last;

AND WHEREAS funds are available in the current budget based on an annual surplus in excess of what was budgeted (by \$11,483) and Railway ROW (of \$11,882) but this project was not specifically budgeted for;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to award a contract to the most qualified rfp submittal as per the municipal procurement by-law and tender documents.

BACKGROUND/EXECUTIVE SUMMARY: As described above in the resolution, we are legislated to conduct a Pay Equity review every 5 years. It was decided when the current Salary grid was adopted that it would be reviewed in 5 years. 2010 is that 5 year deadline. It was discussed with the Reeve and Councillor Aiston during performance evaluations that these issues were to receive attention in 2010.

It has been determined that the current salary grid and performance appraisal tools are not completely accurate as they were based on a management positions, not labour positions as most in our municipality are.

Although I have some basic HR training I am by no means an HR expert, nor is any other member of our staff. We do not have the resources or need to permanently hire someone that is specifically qualified.

We have contacted the County but they are unable to be of assistance for 2010. I had contacted them in 2009 but schedules didn't allow for the completion of our review then either. If they were to take on a project of this size, there would be fees involved; I'm just not sure how much. I have

left a message with Bruce Beakley but spoke with Rose who seemed to think that the first 7 hours of work would be free, and then compensation at the going rate would be applied.

It is my understanding from speaking with staff (County and HCM) and council members that there were some significant challenges with creating and approving the initial salary grid, performance appraisal criteria and pay equity plan. Further, it is my understanding that members of Council were involved in the entire process, something that we have since learned is outside their realm of responsibility and/or authority.

For these reasons it is my belief that contracting a qualified outside firm will offer and present an objective review of the current processes and policies. There will be no personal involvement and no one needing to defend previous work. The firm who will likely be awarded the contract, should Council approve the funding, has extensive experience working with smaller sized municipalities in a similar capacity. (Townships of Chisholm, Ryerson, Nipissing, East Ferris, Papineau-Cameron, Strong, Huron Shores. Towns of Mattawa and Sundridge and the City of North Bay.) The principal employee has worked for over 30 years in HR for the City of North Bay. Based in Corbeil, he is quite local to our location. This firm has promised to complete the project by year end.

The proposal will include:

- ◆ A review of the current plan, grid and policies;
- ◆ Recommendations for upgrading the pay equity plan;
- ◆ Recommendations for updating the salary grid and applicable policies;
- ◆ Creation of a plan which, if adopted by Council, will allow the Municipality to meet legislated obligations and treat staff fairly;
- ◆ Will prepare a comprehensive HR Policy and Procedures Manual which will include current "best practises".
- ◆ Complete Job Analysis and Evaluation.
- ◆ Provide Job Evaluation Tools, working papers and training for continued use of the implemented policies by senior staff into the future.
- ◆ Salary wage survey of selected external labour market comparables to be used to create a competitive salary schedule.

Financial Considerations/Budget Impact: As explained in the resolution, there are funds available for this necessary project due to surpluses and conservative budgeting for 2010. Quote is \$10,500 (excluding taxes and travel expenses.) There will likely be an initial meeting, one follow up to interview staff and if Council so chooses, a presentation of the final documents to Council and should result in minimal travel costs from Corbeil to Stonecliffe. Most other work/exchanges would likely occur electronically.

Policy Impact: None - As per our procurement by-law. Will coordinate current policy with recommendations for change and additions. Will require Council approval at project end.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

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