

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

April 22, 2014

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Tuesday April 22, 2014. Present was Chair Margaret Whyte, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Whyte called the meeting to order at 2:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. MINUTES OF JANUARY 24, 2014 COMMITTEE MEETING

The Members reviewed the January 24 meeting minutes. Susan Humphries asked if the recommendations to Council were approved. She was informed that they were.

4. BRUCE BEAKLEY, H.R. DIRECTOR, COUNTY OF RENFREW

- Wage difference between staff positions and survey of local municipalities

Chair Whyte welcomed Mr. Beakley to the Meeting. Bruce presented documentation which the Members reviewed. This included the 2013 salary grid, the pay equity bands, a regression analysis and copies of the 2013 survey of lower tier municipalities in the County. He also presented scenarios which showed the effect of raises throughout the organization.

Mr. Beakley also presented information on performance/incentive pay for Senior Management as an option. This would not affect pay equity. He also set out an option of a combination of grid increase and incentive pay. Committee Members reviewed the options with Mr. Beakley.

Chair Whyte asked about the required measurable merit policy. Mr. Beakley reviewed the County policy. He said that the Committee or Council would set goals and objectives at the start of the year to qualify for merit increases. The members discussed the possibility of the need to drop step "A" and add a new step "F" to the current wage grid in the future.

Mayor Eady asked the Committee if they would support Mr. Beakley putting together draft documents for the Members to review. Mr. Beakley said he would do this and would make a presentation to Council if the Committee Members considered this to be beneficial. The Committee Members agreed.

It was agreed that an attempt be made to hold a Special Committee Meeting with all Council Members present at 2 pm on Wednesday May 21. Mr. Beakley confirmed later that he was available on this date.

Mr. Beakley also confirmed that he has reviewed an updated employee questionnaire for a staff position. He said that the former classification score was 235 and it would increase to 240. But as a result of the "banding" of the pay grid, a point score of over 250 would be required to move up the pay grid.

The Members thanked Mr. Beakley for attending the meeting and providing information.

6. SUMMER HOURS – OFFICE STAFF RECOMMENDATION

The CAO/Clerk informed the Members that the topic of summer hours has been discussed at several recent monthly staff meetings. Historically the summer hours have permitted different staff members to alternate weeks where they would work 1 hour longer per day but be off at 11 am on Friday. It was agreed by staff that there would not be any summer hours this year. Staff will accumulate time in lieu or use annual vacation if they wished to have a Friday off.

7. 2014 EMPLOYMENT BY-LAW – RECOMMEND TO COUNCIL

The Members reviewed the draft 2014 Employment By-law which is similar to the 2013 by-law with several updated sections, which include:

- Health Care Spending Account – increase annual limit

The limit on the Health Care Spending Account has been \$500 since inception. The County's limit has now grown to \$850.00 per year and staff has requested an increase. After discussion the Members agreed to increase the limit over time and recommended \$650.00 be included in the draft by-law for Council's consideration.

- Safety Footwear Allowance

Staff has noted to Managers that it is getting harder to purchase the safety boots required for the positions for the \$160 amount. It was pointed out that the average boot allowance shown on the 2013 County Grid survey is \$166.00. The Members agreed not to recommend any change at this time.

- COLA Increase

The Members noted that 2% was included in the draft budget that is being presented to the public during the May 6th Council Meeting. They agreed to recommend a 2014 Cost of Living Allowance of 2% effective January 1, 2014.

Moved by Susan Humphries, Seconded by Don Eady that the Committee recommends Council approve the above recommended changes to the Employment By-law.

Carried

8. 2014 JOB APPRAISALS

- CAO/Clerk Appraisal

Mayor Eady said he will arrange a date to meet with the CAO/Clerk to discuss the goals and objectives of the position.

9. EMPLOYEE CONCERNS

- Recommend Council support employee only RRSP payroll deduction

The CAO/Clerk reported that staff has requested permission for personal payroll deductions for their RRSP. The Committee Members supported this request.

- WSIB – increase Fire Fighters Benefit Coverage

The CAO/Clerk reported that Township formally had the maximum coverage available for the volunteer fighters. The amount was \$58,200. The maximum has increased now to \$84,100. This would be a cost of \$1008.00.

Moved by Don Eady, Seconded by Susan Humphries that the Human Resources Committee recommend Council approve the increase of WSIB coverage for the Volunteer Fire Fighters to \$84,100, maximum.

Carried

10. VACATION SCHEDULE TO DATE

The CAO/Clerk reported that most of the office staff has booked their annual vacation date. He is waiting for the Public Works Staff details.

11. ATTENDANCE CONTROL

The CAO/Clerk reported that there were no attendance issues at this time.

12. CORRESPONDENCE

- Survey of Employee Recognition Programs in Local Municipalities

The Members reviewed a report prepared by staff at the Town of Renfrew which they prepared following a survey they put out to all local municipalities on employee recognition programs.

13. NEXT MEETING DATE AND TIME

The Members agreed to the following future meeting dates:

May 13, 2014 at 2 pm for a Special Committee Meeting to review draft policy and contract wording prepared by Bruce Beakley on an incentive pay program.

And the date of May 21 at 2 pm with all Council Members invited to attend to hear a presentation on incentive pay options given by Mr. Beakley. This meeting date is subject to the availability of the Council Members.

14. ADJOURNMENT

Moved by Susan Humphries, Seconded by Don Eady that this Committee Meeting be adjourned at 3:50 p.m.

Carried

CHAIR

CAO/Clerk