

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Committee

June 23, 2015

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Tuesday June 23, 2015. Present was Chair Robert A. Johnston, Mayor Robert Kingsbury and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Johnston called the Meeting to Order at 1:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF APRIL 28, 2015 MEETING

Chair Johnston asked the Members to review the minutes which had been approved by Council.

4. BUSINESS ARISING

Susan Humphries suggested that the employees be reminded of the Employee and Family Assistance Program that is available to them. No one has used the program to date. The Committee will evaluate the need for this benefit next spring if there hasn't been use of the plan.

Susan Humphries asked how the relocation of offices for the Recreation Program Manager and Public Works Manager are proceeding. She was advised that the office renovations are underway at the Community Centre. The 3 month notice of change in office location and hours of work has been given to the manager. The renovations to the office in the Public Works Garage have been authorized but the work hasn't started.

The Committee Members were informed that the Public Works Manager will temporarily relocate to the garage office while the Public Works Superintendent is recovering from surgery this summer.

5. ATTENDANCE CONTROL

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

6. CORRESPONDENCE

There was no correspondence.

7. OTHER BUSINESS

- Staff Appraisals Completed.

The CAO/Clerk reported that he has completed the performance appraisals for the staff working out of the Municipal Office. The Public Works Manager will carry out the appraisals with the Public Works Staff during the next several weeks.

Amend Treasurer/Tax Collector's Job Description

The CAO/Clerk informed the Committee Members that during the appraisal of the Treasurer/Tax Collector, she pointed out that her job description still showed her title as Finance Manager. Together they reviewed the job description and recommend a number of minor changes that will not affect the position on the pay grid i.e. add the new accounting designation of "CPA" as a prerequisite etc.

Moved by Susan Humphries, Seconded by Robert Kingsbury that the Human Resources Committee recommend that Council approve the recommended changes to the Treasurer/Tax Collector's job description.

Carried

- CAO/Clerk appraisal – in progress

Mayor Kingsbury noted that Council has authorized that he carry out the performance appraisal of the CAO/Clerk and he will do so after receiving information from the individual Council Members.

- Employment Contract – review Termination Clause in 1 employee's contract

The CAO/Clerk informed the Members that the employment contract for a senior manager has a termination clause that would provide for a different payout if terminated without cause than a more recent employed manager and had asked for a similar clause in her contract. After discussion the members agreed that both contracts were drafted by different professionals outside the organization, but that both were negotiated individually with the employee who had agreed at that time to be appropriate. They did not make a recommendation to amend the employee contract.

- 2015 Local Municipality Salary Survey

The Members reviewed the 2015 local municipality salary survey of lower tier municipalities prepared by the County Human Resources Department.

- 2014 Elected Official Remuneration Survey

The Members reviewed the 2014 elected official remuneration survey of lower tier municipalities by the County Human Resources Department.

- Interpretation of grid step increases under red circling in Council's resolution 2015-31

The CAO/Clerk informed the Members that as a result of the performance appraisals, two employees who were red circled by virtue of resolution 2015-31, warranted a step increase on the grid. It was his understanding that the third paragraph in the resolution provided that they would receive a pay grid increase based on the 2014 grid. Both are eligible to progress from Step C to D. However a different interpretation by the Treasurer would see them increase the Step but as their rate on the 2014 red circled grid is higher than the new 2015 grid they would not receive an increase.

Motion 2015-31 reads (third paragraph in bold font):

Moved by Dave Bennett  
Seconded by Jamey Larone

*Resolution No. 2015-31*

*That Council on recommendation of the Human Resources Committee agrees to adopt the revised 2014 Pay Grid based on a \$10,000.00 increase to the CAO/Clerk, which is subject to regression analyses on appropriate staff. This increase is prorated on the rural township average in the county for grid levels 1, 2 and 3.*

*Further, Council agrees to “red circle” all employees who are currently paid above the average of the lower tier Townships. Such red circling shall include an annual cost of living allowance (COLA) paid as a lump sum to each employee affected by this action.*

***And further, employees who have been “red circled” but have not reached Step E in their grid level are entitled to advancement on the grid to Step E (Job Rate) as per HR Policy B-01 – Performance Management Program.***

*And finally, the “red circling” of employees shall continue until the future approved grid rates have reached the red circled pay rates.*

*Carried.*

The CAO/Clerk informed the Members that he asked the County HR Director for clarification. The Director stated that he believed that the CAO/Clerk’s interpretation was correct. The Director went on the state that the intent at the time of the approval of red circling was to let the red circled employees progress on the 2014 grid not the new grid.

After discussion the Members agreed that the interpretation of the CAO/Clerk was not their understanding of this red circling program and did not support using the old (2014) grid.

8. NEXT MEETING

The Members agreed that the next Committee Meeting will be held Tuesday September 29, 2015 at 1:00 p.m.

9. ADJOURNMENT

Chair Johnston declared the Committee Meeting to be adjourned at 1:57 pm.

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CHAIR

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CAO/Clerk