

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Thursday, December 19, 2019				Report Date	Wednesday, December 11, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #19/12/19/1003 – Job Description/Salary									

SUBJECT: Public Works Municipal Labourer Salary

RECOMMENDATION:

That Council provide direction to staff on the level of grid placement for the Municipal Public Works Labourer position.

BACKGROUND/EXECUTIVE SUMMARY:

The job descriptions and proposed salaries for newly posted positions were presented to Council on November 21st, 2019 for review. Since then, a concern has been identified with the proposed salary for the Municipal Public Works Labourer. It has been requested to be brought back to Council for discussion.

The proposed salary was established based on level two of the grid, versus level three. The rate was chosen due to the position being a “labourer” position in nature and that it is the same rate that is paid when labourers are hired to work with the Road Superintendent.

On the contrary, it has been suggested that the Public Works Labourer position should be entry level three on the grid because the expectation is that the employee will be required to learn the duties of both the Road Superintendent and Waste Disposal Site Attendant to a level that they can perform either of the positions on their own in the case of illness, vacation and or retirement as it is part of the succession plan. This differs from hiring a labourer to work with the Road Superintendent that would only need to perform duties assigned; the term position is expected to learn/perform much more with a higher level of responsibility than a labourer.

We have received the most applications for the Public Works Labourer position out of all three posted (9 to date, with only 2 for Clerk-Treasurer and 3 for Office Assistant) therefore rate of pay was not considered to be an issue. However, it is possible that we would get more candidates with a higher rate of pay; it may be a determining factor for someone working elsewhere at roughly the same rate proposed.

OPTIONS/DISCUSSION:

Increase the Labourer rate; or
 Proceed at level two on the grid with the potential for it to be reviewed at the one year contact renewal date.

BUDGET IMPACT:

Increasing the salary rate would cost an additional \$6,136 - 6,823 annually.

OTHERS CONSULTED:

Deputy Mayor Villeneuve

Approved and Recommended by the Clerk

Crystal Fischer
Clerk-Treasurer