

TOWN OF LUMSDEN
MINUTES OF THE EMPLOYEE COMMITTEE MEETING HELD ON
DECEMBER 18, 2013

The Employee Committee convened their meeting in the Municipal Office in Lumsden, on Wednesday, December 18th, 2013 at 9:37 a.m. with Chairman, Bryan Matheson presiding.

Present: Chairperson/Mayor:	Bryan Matheson
Councillors:	Reggie Newkirk, Trevor Grohs
Chief Administrative Officer:	Darcie Cooper
Utilities Foreman:	Dave Cherney
Public Works Foreman:	Jeff Carey

The Committee met to review the Public Works Salary Grid and the point allocation for step increases.

Discussion:

The Committee and Staff felt that the current Salary Grid had too many steps and that employees could work here for years and never reach the top of their salary grids due to the point structure and the number of steps. The consensus was to reduce the number of steps and make the step increments relate to the years' experience. This would result in employees reaching the top of their salary grid within about 5 years of employment however it was felt that this was preferred over the small step increments and the possibility of never reaching the top step.

Staff recommendation was to split the Water and Wastewater Operator positions into two levels, Level 1 and Level 2. This split would allow some differentiating salaries between the staff member who has achieved higher level of certification and who is being mentored for succession planning with more supervisory roles, with an operator who may have a lower certification and little to no supervisory duties. The starting and ending salary would stay the same, which results in a 6% increase between steps.

The Committee also discussed amending the Job Descriptions for the Public Works Staff to include obtaining additional training, if the employee doesn't have it already in areas such as confined space entry. The Foremen are to work with Administration to make the discussed changes to the Job Descriptions.

Public Works Salary Grid and Water and Wastewater Level Recommendations:

Newkirk/Grohs: "That we recommend council accept the Salary grid for the Public Works Employees reducing the number of steps from 11 to 5, removing the educational and skills and competencies component, making step increments relate only to years of experience at a ratio of 1:1; and

That we agree to split the Water and Wastewater Operator position into two levels with Level 1 high range at about \$45,000 and the high range difference between Level 1 & 2 be about \$5,000; and

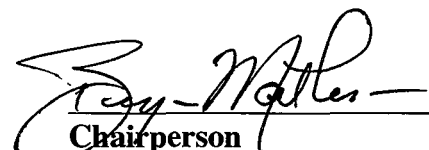
That we recommend a change to Section 2.3 of the Human Resource Policy Manual pertaining to incremental steps of the Public Works Salary Grid to reflect the change from years' experience over educational, skills and competencies." **CARRIED**

Additional Week Vacation Credit - 20 years employment:

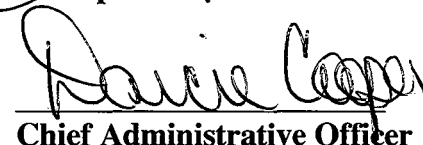
Newkirk/Grohs: "That we recommend council agree to provide an additional week of vacation for employees upon their 20th year anniversary with the municipality." **CARRIED**

Adjournment:

The meeting was adjourned at 10:33 a.m.



 Chairperson



 Chief Administrative Officer