

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> B-03
<b>POLICY:</b> Establishment of New Positions			
<b>DATE:</b> OCT30/91	<b>REV. DATE:</b> MAR29/12	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The County of Renfrew follows a practice of human resources planning to facilitate greater co-ordination of staffing amongst Departments and to ensure that the total number of employees is effectively controlled. County Council must approve all new positions.

**PROCEDURE:**

1. The following apply to the budget preparation process:
  - (a) each Department Head forecasts his/her Department's full-time, part-time, and student human resource requirements for the upcoming year;
  - (b) at this time the Department Head may also recommend funds for reclassifications, changes in the existing distribution of human resources, and any additions or reductions in the staff complement authorized for his/her Department;
  - (c) budget provisions for new positions submitted to Council during the budget process must include information supporting the request(s) including a proposed Job Description, Business Case and the recommended compensation from the Chief Administrative Officer/Clerk, the Director of Human Resources and the Department Head; and
  - (d) upon Committee and Council approval of the budget, the Department Head, when he/she deems appropriate, submits a written request to the Director of Human Resources to initiate evaluation and recruitment procedures for any new positions approved.
  
2. The following apply to new or altered positions within the approved complement (refer also to the Chief Administrative Officer By-law):
  - (a) the Department Head prepares a draft Job Description and discusses his/her request with the Chief Administrative Officer/Clerk;

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- (b) the Department Head then prepares a Job Fact Sheet and forwards the proposed Job Description and Job Fact Sheet to the Director of Human Resources for review;
- (c) the Human Resources evaluates the position utilizing a job evaluation system; and prepares a preliminary compensation report;
- (d) the Chief Administrative Officer/Clerk analyzes the ratings as reviewed by the Director of Human Resources and submits its recommendations regarding salary and classification to the Finance and Administration Committee and the appropriate committee; and
- (e) a recommendation by the Finance and Administration Committee to establish a new or revised salary within the approved staff complement is referred to County Council.