

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> B-05
<b>POLICY:</b> Revisions of Employment By-laws			
<b>DATE:</b> JAN20/97	<b>REV. DATE:</b> MAR29/12	<b>COVERAGE:</b> All Non-Union Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The County of Renfrew will establish fair and equitable remuneration for employees based on work performed and any or all other factors considered relevant to the establishment of proper compensation levels.

**PROCEDURE:**

1. The various Employment By-laws in effect will establish and set out the provisions for the optional establishment of employee committees who provide recommendations on compensation. Such recommendations are reviewed by the Director of Human Resources and the appropriate Department Head and referred to the Chief Administrative Officer/Clerk. The following apply to Employee Relations Committees recommendations and proposals:
  - (a) there are two (2) Employee Relations Committees comprised of employee representatives who may meet for the purpose of reviewing the current Employment By-laws and recommending changes. One Committee represents Administration/Secretarial staff from Bonnechere Manor, Miramichi Lodge, the County Administration Offices, and the three Ontario Works office locations. The second Committee represents Public Works Operational employees; and
  - (b) proposals for the following year are submitted in writing to the Director of Human Resources provided such proposals are submitted within sixty (60) days prior to the next adjustment date as established by Council, at which time the proposals are placed before the Finance and Administration Committee for consideration. The Finance and Administration Committee may meet with the Employee Relations Committees to discuss the proposals.
  
2. The Chief Administrative Officer/Clerk and Director of Human Resources recommends to the Finance and Administration Committee and Council, for approval, any change in salary schedules and benefits.

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3. Changes to compensation are generally established during budget deliberations and made effective January 1<sup>st</sup> of each year. Changes may be made effective in whole or in part at any time during the year as approved by Council.
4. When non-union Employment By-laws are altered, consideration is given to adjustments for comparable positions outside the organization, economic indicators, budget, and union salary schedule adjustments.
5. Adjustments to remuneration are communicated to non-union staff by the Chief Administrative Officer/Clerk or designate.