

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> B-06
<b>POLICY:</b> Part-time Wages			
<b>DATE:</b> NOV30/94	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> Part-time and Student Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The County of Renfrew ensures that part-time wage rates are established by determination and evaluation of job responsibilities either independently or based on comparable full-time classifications.

**PROCEDURE:**

1. The hourly rates for part-time positions are equivalent to the rates of comparable full-time positions. Where no comparable full-time position exists, the Human Resources Department will evaluate the position and establish the part-time rate.
2. In establishing the wage of a part-time employee, the hourly rate equivalents of the full-time salary range apply. The appropriate step in the range is selected on hire, transfer, or promotion and the employee may then progress through the range based on annual hours worked and satisfactory performance appraisals.
3. General salary adjustments are applied to part-time rates. There is no allowance in lieu of benefits.
4. The Human Resources Department establishes a student pay scale on an annual basis. The rates established for students will not exceed the rates established for part-time employees, will exclude the allowance in lieu of benefits, and will continue for the duration of the term of the student's employment.