

Human Resources Addition to Base Budget
info: additional Safety support staff for HR Dept.
Estimated annual cost Full time - \$97,000 including benefits
(if approved can be reduced by \$13,000 for summer associate salary)

New position – Health & Safety Coordinator:

The HR Department and the City require increased staff resources in the Health and Safety function.

The Health and Safety Manager position was added in 2009 and with this addition the City's health and safety program received a much-needed increase in focus, development, and an internal expert to assist the various City departments.

The last addition to the function occurred in 2019 with the approval of the seasonal Health and Safety Associate (Co-op student). This position has been beneficial with program maintenance and other Health and Safety duties; however, the corporate needs greatly exceed the services, expertise, and duration of a 4-month co-op student.

Since 2009 the city has seen an increase in the number of employees, the addition of City facilities, and the purchase of new types of equipment. These increases add to the demands of staff training, hazard assessment, safety procedure development, and (hygiene) testing.

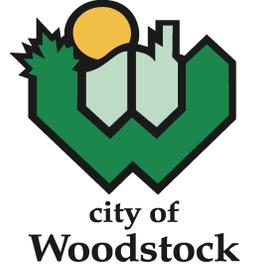
Human Resources Addition to Base Budget- Health & Safety Coordinator

The external demands and pressures of frequent changes and/or additions to legislative requirements have increased dramatically and continue to increase on an ongoing basis. These external demands and pressures also have an impact on the workload of the front-line departmental supervisors and managers who in turn rely on the resource of the Safety Manager.

Below are examples of some of the legislative changes and safety initiatives that have come into effect since the initial creation of the Health & Safety Manager position:

- Workplace Violence & Harassment Prevention legislation
- Young worker training / competencies
- Confined space
- Worker & Supervisor H&S awareness training
- Working at Heights (mandatory training requirements)
- Changes to JHSC member training
- Amalgamation of noise legislation
- New WHMIS legislation
- Ergonomics / Musculoskeletal disorders (MSD) prevention
- Ladder safety

The strength of a Safety Program comes from having the resources required to focus on prevention and the control or elimination of hazards through engineering controls, policy/procedure development, and training. The focus on prevention improves employee health and wellness and reduces injuries, WSIB claims, and damage related costs.



Corporate Addition to Base Budget: Adoption of new Administrative Salary Plan

The City of Woodstock retained ML Consulting to conduct a review of the current compensation program in 2021; specifically, to review current pay practice, assess the competitive pay market and the current pay policy (percentile target), address pay equity compliance and develop proposed job rates for implementation in 2022.

The Consultant introduced a new job evaluation system to assess internal equity and pay equity compliance. A revised banding framework was introduced to support organization growth and job design. The Consultant then completed a custom market study of municipal comparator organizations and developed the new pay grid based on those results.

Staff are recommending that Council approve the new Salary Administrative salary grid as developed by the consultant firm ML Consulting. Copy of the new salary grid is attached.

Salary adjustments effective January 1, 2022 will be implemented as follows:

Positions in the same cohort band will move to the same relative position within the new band with a maximum increase of 5%. Salary positions moving to a higher cohort band will have the salary adjusted to the minimum of the new band or a maximum increase of up to 5% whichever is higher. This will continue each year until the employee reaches the maximum of their salary range.

Further that council authorize the CAO to develop and implement a Corporate Salary Administrative plan which would include the methodology and frequency for future market salary review.

2022 cost = \$90,000

2023 cost = \$80,000