



# COMPENSATION PROPOSAL

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**PREPARED BY**

Ward & Uptigrove HR Solutions

**ISSUED TO**

Mary Rose Walden, Township of Huron-Kinloss

## Introduction

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Ward & Uptigrove Human Resources Solutions (W&U) has prepared a proposal and work plan to perform a compensation review. Our overall approach is described in this proposal and enclosed is the work plan and timeline for your review.

**The components of the project are as follows:**



### **Market Review**



### **Pay Equity Analysis**



### **Recommendations and Final Report**

## COMPANY PROFILE AND EXPERIENCE

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### **Company Overview**

Ward & Uptigrove (W&U) is a professional services firm based in Listowel, Ontario with approximately 100 team members comprised of professional accounting staff, tax specialists, certified financial planners, human resource professionals, certified health and safety specialists, certified computer consultants, bookkeepers and administrative staff. The company was founded by Jack Ward in 1958.

The Ward and Uptigrove Human Resource Solutions division was founded in 2000 with a single consultant and has grown to a current staff of seven professionals. Our consulting practice has established a niche working with public sector clients on large and complex projects, within both union and non-union environments. We govern ourselves according to the standards and principles of professional conduct as developed by the Human Resources Professionals Association of Canada and The Board of Canadian Registered Safety Professionals.

## PROJECT APPROACH AND METHODOLOGY

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### **Project Understanding**

Huron-Kinloss is seeking a third-party consultant to

1. assess pay equity compliance;
2. conduct an external market review; and

- provide recommendations for the non-union group regarding market competitiveness and pay equity compliance.

The market review analysis is to include all roles at the Township, union and non-union:

**Non-Union:** The consultant is to provide recommendation for updating the pay grid for non-union positions to reflect the market rates, and assess pay equity compliance, providing recommendations for compliance if necessary.

**Union:** Market rates for unionized positions shall be provided for upcoming collective bargaining negotiations.

Huron-Kinloss shall provide job evaluation scores to the third-party for all non-union jobs for use in development of the pay grid adjustments/structure.

The estimated fees for the workplan provided is **\$8,000**.

## Approach & Timeline

We are systematic and thorough when collecting and analyzing information. We understand the nuances of public sector roles, and have experience navigating complicated pay equity obligations for both municipalities.

A work plan is provided in **Attachment A**, which shows each major task to accomplish the key deliverables. Our overall approach will be one of collaboration. The CAO will be kept informed at each milestone of major observations and conclusions. Our workplan identifies where Council and Staff will be involved and informed as well as their respective roles.

Finally, our goal for the Township will be to present a compensation program that is transparent and fair to all stakeholders: Staff, Council, and Public.

Task #	Key Project Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
<b>PHASE 1: COLLECT INFORMATION</b>									
1	Collect Information	x							
<b>PHASE 2: PROJECT SETUP AND PLANNING</b>									
2	Initial Planning Meeting	x							
3	Finalize Work Plan		x						
4	Approval		x						
5	Staff Introduction			x					
<b>PHASE 3: MARKET CHECK</b>									
6	Determine Comparator Criteria		x						
7	Finalize Comparators		x						
8	Contact Comparators		x	x					
9	Data Collection and Analysis			x	x				
10	CAO Summary Provided				x				
<b>PHASE 4: COMPENSATION REVIEW</b>									
11	Revise Pay Structure				x	x			
12	Pay Structure Recommendations					x			
14	Job Ladder					x			
<b>PHASE 5: PROJECT REPORT</b>									
15	Prepare Final Project Report					x	x		
16	Council Presentation						x		
<b>PHASE 6: PROJECT CLOSURE</b>									
16	Staff Communication								x

## Valued Added Services

As a full service firm we provide support to public sector organizations and municipalities beyond compensation. Our experiences expand our understanding of the nature of work, pressure for public transparency, and financial constraints which can impact and influence decisions for compensation given tax payer considerations.

Additional services beyond the scope of the work plan can be provided if requested including Council Remuneration and Municipal Benefits Review.

### Estimated Fees

Fee Estimate	
Work Plan	
	\$ 8,000.00
Municipal Staff Benefits	
	\$ 2,500.00
Council Remuneration	
	\$ 5,000.00
	<b>\$ 15,500.00</b>

### Conclusion

Conducting a review of compensation for staff and maintaining competitiveness in the market is key to attracting and retaining a competent and skilled workforce. We trust that our proposal and work plan will achieve this goal for the Township of Huron-Kinloss. We look forward to your response to our proposal and appreciate the opportunity to assist with your current and future Compensation strategies.

Regards,

WARD & UPTIGROVE HUMAN RESOURCES SOLUTIONS

## Appendices

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Attachment A: Detailed Work Plan