

**CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2009-49**

**BEING A BY-LAW TO AUTHORIZE AND ADOPT A POLICY OUTLINING  
THE JOB EVALUATION AND POINTING SYSTEM**

**WHEREAS** the Municipal Act, 2001 (Ontario) as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do so otherwise;

**AND WHEREAS** it is deemed expedient to provide a policy outlining the job evaluation process and pointing system;

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows;

1. The adoption of "Job Evaluation and Pointing System Policy" as attached hereto which becomes an integral part of this by-law.

This agreement shall be effective as of January 1, 2010.

By-Law read a first, second and third time short this 3<sup>rd</sup> day of November, 2009.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## Job Evaluation and Pointing System Policy

### Policy Statement

The Town recognizes the necessity to maintain a system of Pay Equity among the gender of Town employees. Also it is desirable to maintain as much as is possible a system of Employment Equity among various classes of employees. There is also a need for flexibility in order to attract and retain supervisors, managers and senior staff relevant to market conditions. This policy recognizes that different factors may be involved for the different groups of employees and that different review committees may be appropriate for the evaluation of each group. The policy will address appropriate levels of factorial analysis in comparing and evaluating positions.

### Scope

This policy will be applied to the evaluation of the following groups of employees:

- (a) Non Union Employees
- (b) Supervisors and Managers
- (c) Senior Staff and administrators.

### Procedural Detail

#### 1. Establishment of Job Evaluation Committees:

- (a) Non Union, Non supervisory Employees:

The CAO and four (4) senior managers will be selected from the various Town departments.

In order to provide continuity over a complex process which requires training the members will be appointed for a tenure that involves one member being replaced every three years.

This evaluation committee will review the pointing system and conduct the actual pointing, and any relevant salary grids. Appropriate recommendations will be made to Council as may be required.

- (b) Supervisors and Middle Managers:

The CAO and two (2) members of Council will form this review group. The members of Council will be those as are appointed by resolution of Council.

To provide continuity over a complex process which requires training and experience, Council Members will be appointed for three years.

## Job Evaluation and Pointing System Policy

This evaluation committee will review the pointing system, conduct the actual pointing and review and maintain any relevant salary grids. Appropriate recommendations will be made to Council as may be required.

### **(c) DEPARTMENT HEADS, SENIOR ADMINISTRATORS, AND STATUTORY OFFICERS**

The CAO and all of Council shall be involved in the decision making process for evaluating and providing salary levels for this group.

The CAO shall maintain a regularly updated comparison of salaries with similar sized municipalities.

The determination of salaries shall reflect market conditions which impact the Corporation's ability to attract and retain competent professional people.