

To: Mayor and Members of Council

October 3, 2011

Re: Operations Technician Wage

### **Background**

Management uses a salary grid that was approved by Council in 2010 for determining wages for staff. The recommended wages for the position of Operations Technician is as follows:

	Step 1	Step 2	Step 3	Step 4
Level I	14.28	14.86	15.45	16.08
Level II	15.61	16.24	16.89	17.57

### **Discussion**

Management is trying to hire a new Operation Technician and we have interviewed a couple good candidates, and have offered the job to these people. However both candidates have refused the offer of employment due to the low wage offered.

Wages for this type of position, with similar job duties, in the neighboring towns are as follows:

Pilot Butte \$18.11/hr - \$23.44/hr

Balgonie \$18.71/hr - \$20.76/hr

I would like Council to consider authorizing Management to offer a higher wage than is established currently. Management feels that a wage range of \$18.50/hr – \$21.00/hr, depending on skills and experience, would be adequate.

It is unusual for wages to be adjusted in only one category, however it is my plan to conduct an overall wage review for both the administration and operation staff. I am planning on having this completed and ready for the 2012 budget.

### **Budget Implications**

This is not a new position, we have budgeted for this position at a wage of \$16.89/hr, therefore we will be going over budget by approximately \$2/hr - \$3/hr. Based on a 40hr work week and benefits, this will be an additional expense of approximately \$1872 for the remainder of the year.

### **Conclusion**

The job market around Regina and area is very competitive and it is difficult to recruit and retain good employees. In order to do so, the Town must increase the wages offered. Training new employees is time consuming and costly.

Considering the cost of living in this area, and the wages being offered in neighboring municipalities, the Town really needs to offer more competitive wages.

### **Recommendation**

I am requesting Council to authorize me to be able to offer a wage of \$18.50/hr - \$21.00/hr, based on experience and skills for the position of Operations Technician Level II.

Respectfully submitted,



Shauna Bzdel,  
Town Manager