

# ADDENDUM NO. 1

## April 15, 2021

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### REQUEST FOR PROPOSALS Human Resources Policy and Procedure Manual and Salary Scales Review 2021

Issued by:  
**Eastern Regional Service Board**  
April 8, 2021

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1. With regard to Position Description review and/or development, would incumbents and/or their managers be available for question/interviews with regard to the positions?

**ANS:** Yes, staff and managers will be available for questions and/or interviews regarding their position descriptions.

2. You referenced 18 full-time, 8 part-time and 2 seasonal employees and thereby confirming 28 employees of which 7 are within the bargaining unit. Can you confirm how many distinct positions there are for the 28 employees and how many of those positions are within the bargaining unit (ie/are there multiple employees in the same position)?

**ANS:**

Position Title	No. Full Time	No. Part Time /Seasonal	Bargaining Unit
Chief Administrative Officer	1		
Manager Waste Operations*			
Manager Operations	1		
Manager Corporate Services	1		
Field Operations Officer	2		
Board Clerk & Outreach Coordinator	1		
Field Operations/GIS Technician*			
Financial Collections Officer*			
Accounting Clerk/Receivables	2		
Accounting Clerk/Payables & HR Clerk	1		
Receptionist & Administrative Clerk	1		
Highway Transport Equipment Operator*	5		5
Labourer*	2		2
Site Attendant		10	
Regional Water/Wastewater Technician* (not included in RFP)	1		

\*not included in RFP

3. Is the new position of Manager Operations included in the total above?

**ANS:** Yes, the current Manager Operations was previously Manager Waste Operations. The position of Manager Waste Operations will remain in our list of positions but is not included in this RFP. The newly created position of Manager Operations requires a position description and salary scale.

4. The recommendations for the site manager positions in Clarendville and Whitbourne – is this work with regard to drafting the job description based on pre-determined job duties or to review the job duties themselves in relation to organizational requirements? In addition, are these included in the total above?

**ANS:** These two positions are currently known as Field Operations Officers. They have position descriptions that need to be updated to include all current duties. As both positions have evolved with additional duties specific to their work sites, their position title should be reviewed and updated in line with their current duties.

5. Regarding compensation review, is there an expectation of using a market survey in addition to publicly available information or in-house data? These surveys do take considerably more time than allotted for in your estimated timeline so wanted to clarify from both a time and costing perspective.

**ANS:** The RFP asks for proposals from professionals experienced with providing consulting services to municipal and/or public sector bodies with the expectation that the Successful Consultant would use publicly available information as well as in-house data to assist with the compensation review; however, the Board would consider changing the estimated timeline for the agreement completion if a market survey is deemed best.

The Board invites proposers to outline their recommendation for the best approach in their proposal.

6. With regard to HR forms and agreements, wanted to clarify that this does not include agreements such as employment contracts, confidentiality agreements or other legal documents or contracts? Assuming more policy/procedure oriented?

**ANS:** Yes, the forms would be policy and/or procedure oriented such as agreements for safeguarding alarm codes and keys, mobile telephone usage, fuel/credit cards, etc. These forms currently exist; however, a review is requested to ensure they are consistent with industry best standards as well as compliant with legislation.

7. To determine the volume of work I would need a copy of the following:
  - a. HR Manual
  - b. List of Forms needing updating

**ANS:** The HR Manual and forms will be provided to the Successful Consultant. These documents will not be provided for the RFP. The HR Manual is a 45-page document outlining general policies and procedures including Code of Conduct; Conditions for the Common Good; Conditions of Employment; Conferences, Travel and Training; Benefits; and, Approval.

8. Please clarify how many Position Descriptions you need reviewed and newly created.

**ANS:** The position descriptions review includes:

- 7 full-time positions for review;
- 1 part-time/seasonal position for review;
- 1 full-time position of Field Operations Officer (2 employees) to be reviewed for recommendations for update as outlined in Question No. 4 above; and,
- 1 position description to be created for the new position of Manager Operations as outlined in Question No. 3 above.

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**END OF ADDENDUM NO. 1**