



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: November 15, 2012  
Item No.: 16  
Department: County Administration  
Staff Contact: W.W. Bartlett  
Issue: Salary Adjustments

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**Summary:** Vice Chairman Simpson and Chairman Fore requested that the discussion of adjusting the salaries by two steps of the three employees who are responsible for the cleaning of the AG building by two steps be placed on the Table Pack.

To remind the Board of the discussion at the October Board meeting, the duties of these three employees were increased when the part-time employee who cleaned one-half of the building retired. That position will not be filled and the responsibility of the position was divided between the three full-time employees. Not filling the part-time position equates to an annual savings to the County of \$19,639.

With the increase in duties it is proposed to increase the three workers salary by two steps. This equates to approximately a 4.5% increase for each employee. The total cost increase for all three including benefits of the proposal is \$4,460. After this proposed increase the County would realize a net savings of \$15,179 annually.

**Attachments:**

**Recommendations:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_