



REQUEST FOR PROPOSAL

Review and Ongoing Support for Exempt (Non-Union) Employee Compensation and Classification System

RFP #25-02-Addendum

This document provides answers to the questions received by the St. Catharines Public Library as of February 7, 2025. Our goal is to offer clear and helpful information to address the inquiries from vendors.

1. Are current and up to date job documents available for the 11 non-union positions that are included in this review?
 - Yes, the current and up to date job documents available for the 11 non-union positions that are included in this review.
2. Have these jobs been evaluated in the past? If yes, which job evaluation methodology was used for this purpose?
 - Yes, the jobs have been evaluated in the past. The jobs were evaluated, using a job evaluation tool, to establish the relative ranking or hierarchy of jobs within the organization. The tool evaluated include skills, effort, responsibility and working conditions. The total points for each position determines the salary band for the position.
3. Does the organization maintain a classification system for the non-union positions currently?
 - Yes, the classification system is maintained for non-union positions.
4. Does the organization maintain salary structures for the non-union positions? If yes, are these open pay ranges or step structures?
 - The non-union positions are paid based on a salary grid with 5 steps.
5. When was the last review of the salary ranges done?
 - The salary range was put in place in 2021 and a market review was done in 2024.
6. Will SCPL be interested in conducting a custom survey for pay benchmarking or would you prefer to rely on the existing database of organizations that the consultant may have?
 - To be determined in consultation with chosen partner.
7. Is a formal pay equity review under the ON Pay Equity Act a part of the project scope?
 - The Library achieved pay equity originally in 1995 and again when reviewed in 2021.
8. Would you like the chosen partner to train your HR team in the job evaluation and classification methodology for ongoing maintenance?
 - Yes, the chosen partner is to train our HR Manager.

9. The RFP mentions - Provide mechanism for providing ongoing support for exempt employee compensation and classification processes. Could you elaborate the key elements you envision under ongoing support?
 - To be determined in consultation with chosen partner.
10. What are the timelines for completion that SCPL is envisioning for this project?
 - To be determined in consultation with chosen partner. Ideally, three to six months.
11. Can the Form of Proposal and Accessibility Declaration be shared as separate PDFs for execution?
 - Please feel free to organize and separate declaration form.
12. How many pay grades/bands exist within your current exempt non union salary structure?
 - Currently, the non-union grid has 9 bands.
13. Do you currently participate in any compensation surveys?
 - An external market review was done in 2024.
14. When was your last market review conducted?
 - An external market review was done in 2024.
15. What were the key findings - did it indicate alignment or misalignment with market?
 - Some adjustments were made.
16. Do you offer any variable pay or bonuses at any level?
 - No, adjustments were made to the salary grid.
17. Can you provide details on your total rewards package beyond base salary (e.g., benefits, pensions, professional development, perks)?
 - OMERSs pension and a competitive benefit package. Details to be shared with chosen partner.
18. Do all exempt positions currently have up-to-date job descriptions?
 - All positions have job descriptions with ongoing review.
19. Are you up to date with job evaluations when creating a new job or when a job changes significantly?
 - Currently, job evaluations are based on job description. Some positions need to be reviewed and updated as the result of changes to the responsibilities in 2024.
20. Do you have a job evaluation committee, or are evaluations typically conducted by the HR department?
 - Currently plan includes a job evaluation committee.
21. Have you encountered specific challenges in applying the tool to exempt roles?
 - Some normal challenges.
22. Have you conducted a Pay Equity exercise before? If so, when was the last exercise completed, and what were the key outcomes?
 - The Library achieved pay equity originally in 1995 and again when reviewed in 2021.
23. How do you link compensation and performance?
 - No we do not link.
24. How do you manage the individual annual salary progression (by performance or by step progression)?
 - Annual salary progression is by step progression.