

**TOWN OF STAR CITY  
HUMAN RESOURCES COMMITTEE MEETING  
December 14, 2022  
1:00 pm  
Star City Town Office**

PRESENT: Mayor Beth Baerwald, Councillors: Nicole Grout (VIA PHONE) and Carol Freriks, CAO Anita Tkachuk,

Mayor Baerwald called the meeting to order at 1:11pm and the agenda was approved.

New Committee Business:

- a. Staff Job Evaluations
- b. CAO Job Evaluation
- c. Staff Wage Increase for 2023
- d. Staff Christmas Bonus
- e. End of probation period raise for REC001
- f. Office closure Jan 3, 4, 5, 2023 for year end/new year processing

a) The CAO conducted yearly job evaluation of staff.

b) The committee conducted the yearly job evaluation of the CAO.

c) Discussion was held regarding staff wage increases for 2023. These wage increases will take effect on January 1, 2023. It is the recommendation of the Human Resources Committee that a 3.5% wage increases for 2023 be set for employees with of 4 years or more with the town and 2.5% for employees with less than 4 years.

EMPLOYEE NAME	CURRENT WAGE	RECOMMENDED
BRA001	\$17.01/HR	17.61/HR
SMI001	\$18.47/HR	19.12/HR
REC001	\$21.15/HR	21.68/HR
TKA001	\$53,271.40 Annually	55,135.90 Annually
WOO001	\$26.08/HR	26.99/HR

d) The HR Committee recommends a Christmas bonus to all staff of \$100.00.

e) The HR Committee recommends that REC001, having successfully completed his probation period, will receive a 1% increase retroactive from Sept. 1/22 to Dec. 31/22.

f) The HR Committee recommends that the office be closed to the public on January 3, 4, & 5, 2023 to complete year end/new year processing procedures.

Meeting adjourned at 2:45 pm

*Beth Baerwald*  
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Mayor



*C. Tkachuk*