

<i>Budgeted Complement Control Policy</i>	
POLICY STATEMENT	Staff resources are the largest investment the City of Hamilton makes in delivering programs and services. In order to manage the budget impact of these resources in an effective and efficient manner, a corporate budgeted complement control policy is required.
PURPOSE	The purpose of this policy is to ensure that the City's staff complement are managed in an effective and efficient manner.
SCOPE	This policy applies to all City employees that manage staff resources. It excludes the City's external Boards & Agencies.
DEFINITIONS	The following terms referenced in this Policy are defined as:
"Budgeted Complement"	The number of employee full time or part time hours measured in FTE included in the annual budget.
"Council Approval"	To change budgeted complement can be gained through motion or staff report.
"Departments"	Component of the organizational structure within the scope of responsibility of a General Manager and the Office of the City Manager.
"Divisions"	Component of the organizational structure within the scope of responsibility of a Director/Senior Director/Senior Administrator.
"Full Time Equivalent (FTE)"	The employee hours divided by the hours for a normal work year. For example, the standard non-union position works 1,827 hours per year. Budgeting for 1,827 hours, would equal 1.0 FTE. Budgeting for 1,370 hours would equal 0.75 FTE.
"Permanent Complement"	Full time or part time complement with no defined term.
"Position"	A component of the Budget Complement linked to a specific job code.
"Temporary Complement"	Full time or part time complement planned for a finite period.
PRINCIPLES	The following principles apply to this Policy: <ul style="list-style-type: none"> 1) Approved budgeted complement are allocated to departments and divisions by Council for the purpose of delivering programs and services at desired levels. 2) Approved complement levels (Full Time Equivalent; FTE) cannot



- change unless otherwise authorized through application of the Budgeted Complement Policy outlined herein.
- 3) Program managers are provided adequate flexibility to manage their complement to ensure efficient and effective delivery of programs/services.
- 4) The Budgeted Complement Control Policy supports the principles outlined in the City's Budget Restatement policy.

TERMS & CONDITIONS

Changes to the Approved Budgeted Complement

The following outlines various change scenarios and the applicable approval process required:

- 1) Transferring Complement –
 - (i) From one department to another requires Council approval.
 - (ii) From one division to another within a department requires Council approval.
 - (iii) Within a division, is at the discretion of the General Manager of that department.
- 2) Increasing Complement –
 - (i) Of Permanent complement requires Council approval.
 - (ii) Of Temporary complement for a duration of twenty four months or longer, requires Council approval.
 - (iii) Of Temporary complement for a duration of less than twenty four months, is at the discretion of the General Manager providing that adequate financial resources are available (cannot create an unfavourable budget variance).
- 3) Decreasing Complement –
 - (i) Where no impact to program / service levels will occur is at the discretion of the General Manager subject to collective agreements.
 - (ii) Where an impact to program / service levels is expected, must be approved by Council.
- 4) Changing Complement Type –
 - (i) From Temporary to Permanent requires Council approval.
 - (ii) From Temporary, less than 24 month duration, to Temporary longer than 24 month duration, requires Council approval.
 - (iii) Deleting one position and adding a new position which would be expected to change the pay band for the new position higher by more than one band, requires Council approval.

Corporate Budget Policy	 Hamilton	Appendix “A” to Item 8 of GIC Report 16-009
Policy No: CBP - 1		Approval: 2016-03-30
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CHARTS	Decision Flowchart (See page 4 of 4)
HISTORY	This policy was drafted by Financial Planning and Policy, Corporate Services. SMT originally reviewed and approved this policy on 2011-12-08. Council originally approved this policy on February 22, 2012. The updated policy to be presented to Council for approval in March 2016 (FCS16024)



**Budgeted Complement Control Policy FCS16024
(Updated Decision Flowchart)
(Refer to Council Report for details and definitions)**

