

CITY OF HAMILTON BUDGETED COMPLEMENT AMENDMENT SCHEDULE

Amendments to budgeted complement per the Budgeted Complement Control Policy including transfers, position conversions and pay grade adjustments

ITEM #	TRANSFER FROM				TRANSFER TO			
	Department	Division	Position Title	FTE	Department	Division	Position Title	FTE
1	Healthy and Safe Communities	Hamilton Fire Department	Emergency Vehicle Technician	1.00	Healthy and Safe Communities	Hamilton Fire Department	Mechanical Officer	1.00
	Explanation: Seeking Council Approval to convert 1.00 FTE for an existing, permanent, Emergency Vehicle Technician - Pay Grade 6A to 1.00 FTE for a new, permanent, Mechanical Officer - Pay Grade 8A. The conversion of this position is a result of collective bargaining and will be funded from 2025 base budget.							
2	Other Boards and Agencies	Hamilton Farmers' Market	Admin Clerk - Farmers' Market	0.70	Other Boards and Agencies	Hamilton Farmers' Market	Admin Secretary - Farmers' Market	1.00
	Explanation: Seeking Council Approval to convert 0.70 FTE for an existing permanent Administrative Clerk - Pay Grade B to 0.70 FTE for a new permanent Administrative Secretary - Pay Grade F. The conversion of this position is to better reflect the requirements of the role, and improve retention of incumbents. The increase in the cost will be funded within existing budget from the repurposing of existing vacant permanent part-time Marketing Associate. Three part-time positions are being converted to two Full-time positions.							
3	Other Boards and Agencies	Hamilton Farmers' Market	Market Programming Coordinator	0.70	Other Boards and Agencies	Hamilton Farmers' Market	Market Programming Coordinator	1.00
	Explanation: Seeking Council Approval to convert 0.70 FTE for an existing permanent Market Programming Coordinator - Pay Grade G to 1.0 FTE for the same position and same grade. The conversion of this position is to better reflect the requirements of the role, and improve retention of incumbents. The change will be funded within existing budget from the repurposing of existing vacant permanent part-time Marketing Associate. Three part-time positions are being converted to two Full-time positions.							
4	Other Boards and Agencies	Hamilton Farmers' Market	Marketing Associate	0.60	Other Boards and Agencies	Hamilton Farmers' Market	Market Programming Coordinator	-
	Explanation: Seeking Council Approval to repurpose 0.60 FTE for an existing vacant permanent Marketing Associate - Pay Grade G, by converting two existing part-time positions above into two Full-time positions. Three part-time positions are being converted to two Full-time positions.							

Note - Complement transfers include the transfer of corresponding budget.

(1) - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

(2) - If a position is changing, the impact of the change is within 1 pay band unless specified.