

Pay Equity Plans and Salary Grids

The County of Elgin Subscribes to the principle of "equal pay for work of equal value" and proportional pay equity. Accordingly, the County has posted pay equity plans, which meet the requirements of the Pay Equity Act. The County also believes that all employees should be treated fairly and consistently with regards to salary administration and has developed a comprehensive salary to meet this objective. The salary grid will maintain the 55th percentile for its comparator group (as determined by Council).

Job Descriptions

As pay equity and salary grids are based on pay for the position, each job in the County must be thoroughly outlined and delineated in a job description. An employee who feels that his/her job has changed to such an extent that the current description no longer accurately reflects the true duties, can request that a new description be written. When a new position is created a new job description shall be written, in conjunction with the Department Head and the Director of Human Resources. All descriptions will be reviewed and if necessary rewritten at least once in every three (3) year period with Employee and Supervisor.

The Job Evaluation System

An internal job evaluation system was used to establish the comparisons on which the pay equity plans and the salary grids are based. The system measures the skill, effort, responsibility and working conditions of each job (Appendix A - attached).

The Job Evaluation Committee will consist of the following: The Warden and/or the County Chief Administrative Officer, the Director of Human Resources and the appropriate Department Head.

New Jobs and Job Reclassifications

When a new position is created the Job Evaluation Committee shall assess the level of the new position in relation to other positions evaluated by utilizing the County's job evaluation system. Such new positions will be reviewed in six (6) months' time.

When a job is reclassified by the County or the duties of a current position change significantly, the incumbent(s), supervisor or Department Head may request that the duties of the position be assessed utilizing the County's job evaluation system as follows:

- a) The employee(s) affected will complete an amended job information questionnaire, demonstrating the changes only, sending a copy to the Director of Human Resources and give the original to their supervisor or Department Head for review.
- b) The supervisor and/or Department Head will review the questionnaire to ensure that it accurately reflects the duties of the position. If there are any discrepancies, the supervisor and the employee will meet and appropriately modify the responses to the questionnaire. The questionnaire will then be signed off by the employee, supervisor and/or Department Head and forwarded to the Director of Human Resources.
- c) If the employee(s), supervisor and/or Department Head are in disagreement, they shall note these areas on the questionnaire, providing written explanation supporting their views, sign and forward it to the Director of Human Resources.

- d) The Director of Human Resources shall direct the questionnaire to the Job Evaluation Committee for their review. If, in the Committee's opinion, a reclassification is warranted they shall recommend same to the Management Team and will communicate such to the employee and County Council. If in the opinion of the Job Evaluation Committee a reclassification is not warranted, the committee shall notify the employee.
- e) If the employee is dissatisfied with the response of the Job Evaluation Committee, they will follow policy 10.120.

NOTE: Such evaluations will be performed in May and November of each year with responses in writing within ninety (90) days.

The employee whose position is reclassified to a higher level shall be moved to a step, providing a minimum of 4% increase, but in no case beyond the job rate for the position, in the new level which reflects a degree of proficiency with the added responsibilities as assessed by the Department Head, County Chief Administrative Officer, and Director of Human Resources.

The increase resulting from the reclassification shall be effective on the start day of the pay period closest to the reclassification date or such date that is agreed upon. The effective date of the increase will become the new salary review date, provided the employee moves to a level less than job rate. Where such increase moves the employee's rate of pay to the job rate, the salary review date shall move to year-end review timing, in accordance with policy 4.80.

The salary of an employee whose position is reclassified to a lower grade and remains the same position shall be red-circled. Any position affected by red-circling will remain at the current rate until the

employee leaves the job or the salary range catches up to the incumbents rate of pay through wage or cost of living increases, as determined by the Job Evaluation Committee.

NOTE: Where adjustments are required they will be effective in the first pay period following the designated time period.

When duties of an existing position change over a period of time sufficiently to warrant a reclassification, the position is excluded from being posted, as per Human Resources Policy 3.20, as the position is currently filled.

SALARY RANGES

Hiring Ranges

Employees should be hired at the base rate in the range for the job they fill, unless recommended by the Department Head, County Chief Administrative Officer and Director of Human Resources, based on previous salary, experience, education or other factors that make that rate uncompetitive.

Students will be paid as per the Employment Standards Act.

Information

All employees should be advised of when hired, the level and step for their job, the probationary and salary review dates, and all salary administration procedures that pertain to them.

SALARY REVIEWS

Salary Review Dates

The regular salary review date for new employees shall be one (1) year following the date of hire.

The regular salary review date for employees on staff on the date of implementation of the salary plan shall be their existing anniversary date. The date of a subsequent promotion, obsolete position determination/redundancy or transfer shall supersede the established anniversary date as a salary review date.

All employees will receive an annual performance appraisal on either their anniversary date (if not at job rate, or above) or at the final year-end review period, typically held in December (if at job rate, or above).

Regular part-time employees will accrue service towards their salary review date on the basis of hours worked.

Amount and Relationship to Performance

- a) Employees eligible, on the basis of service, for an increase to the next higher step in their range will, if merited as demonstrated in the employee's performance appraisal and recommended by the Department Head and approved by the Director of Human Resources, receive that increase effective on the actual anniversary date.

- b) In special cases, where the supervisor deems appropriate to reward particularly meritorious performance he/she may recommend an increase of two (2) steps on the review date or recommend and increase to the next higher step before the review date.

- c) Where performance has been well below standard the Department Head may recommend deferring any increase for a specific period of time (not less than three (3) months). At the end of the deferred period the performance must be reviewed again and a decision made regarding the increase recommendation (i.e. submit or defer again). Where salary adjustments have been deferred, the date of future reviews and salary adjustments will be adjusted accordingly.
- d) Recommendations under b) and c) above, must be fully and thoroughly documented and submitted to the Department Head, County Chief Administrative Officer, and Director of Human Resources before their review date. This group will review such proposals and decide as to the appropriate action to take.

Utilizing Steps beyond Job Rate for Special Purposes

The portion of the range beyond the Job Rate would be used for special purposes:

1. Additional pay for market sensitive positions.
2. Recognition for employees bringing more than the required skill sets to their respective positions.
3. Compensation premium for assuming additional duties for an extended period (i.e., more than one month).
4. Additional compensation for successful completion of a major special project outside the normal scope of an employee's position.

Such recommendations must be fully and thoroughly documented by the Department Head and submitted to the Chief Administrative Officer and Director of Human Resources who will decide as to the appropriate action to take.

The Chief Administrative Officer will provide documentation for that position and County Council will decide as to the appropriate action to take.

Promotions

- a) Employees promoted to a different position, which is evaluated higher than their present job, shall move to a step in the new level providing a minimum increase of 4%, but in no case beyond the job rate for the position. Such increase is to be determined by the Department Head, County Chief Administrative Officer and Director of Human Resources.

- b) The increase shall be effective on the date of promotion and subsequent increases shall be based on the new salary review date as determined above, provided the employee moves to a level less than job rate. Where such increase moves the employee's rate of pay to the job rate, the salary review date shall move to year-end review timing, in accordance with policy 4.80.

Acting Appointment

Whenever a Department Head or Supervisory Employee is to be replaced on a temporary basis for any reason, a decision must be made with respect to the amount of compensation, if any, which is to be paid to the designated replacement. The Department Head in conjunction with the Director of Human Resources will make this decision after taking into account the following factors:

1. Normally a Department Head or Supervisory Employee are not replaced unless the period of expected absence is for a lengthy period, e.g. longer than thirty (30) days.
Exceptions may be permitted with approval of the CAO or designate.
2. The designated replacement may be asked to carry some of the responsibilities of the absent manager, while continuing to perform the essential duties of his own job.

3. In assessing the compensation the following principles will be used:

The employee shall be placed in the grade level of the Department Head/Supervisor that would provide a minimum of a 4% increase, but in no case beyond the job rate for the position which reflects a degree of proficiency with the added responsibilities.

Obsolete/Redundant Positions

On the recommendation of the Department Head, County Chief Administrative Officer and Director of Human Resources, positions found to have become redundant or obsolete and that do not remain the same position shall be reviewed. Any redundant or obsolete positions will be subject to the New Jobs and Job Reclassifications section of this policy.

NOTE: Recommendations regarding established wage rates of pay per above will be effective in the first pay period following the designated time period.

All affected employees will be notified in writing of any amendments resulting to the current position they hold with the County.

Transfers

The transfer of an employee to a position with the same classification as the present job may, if approved by the Department Head, County Chief Administrative Officer, and Director of Human Resources, be treated as a promotional increase. Should an increase be granted, the date of transfer will become the new salary review date, provided the employee moves to a level less than job rate. Where such increase moves the employee's rate of pay to the job rate, the salary review date shall move to year-end review timing, in accordance with policy 4.80. Should no increase be granted the employee will retain the current salary review date.

Contract Employees

Contract employees will be reviewed and will receive salary increases according to the terms of their contract.

Annual Structure Increase

Each year the Management Team may recommend to Council an adjustment to reflect changes in comparable salaries, economic conditions, and other factors. This adjustment will be applied to all rates in the salary structure.

THE ALTERNATIVE JOB EVALUATION SYSTEM

This System has Ten Factors

Factors	Skill	Effort	Responsibility	Working Conditions
Service Involvement			X	
Human Resources			X	
Financial			X	
Information & Material Resources			X	
Knowledge	X			
Physical Effort		X		
Mental Effort		X		
Problem Solving/Judgement	X	X		
Interpersonal Skills/Contacts	X	X		
Environment				X

Responsibility: SERVICE INVOLVEMENT

(scope, impact, responsibility for)

This factor measures the degree of involvement required in developing and/or implementing municipal services within the organization.

LEVEL 1

Carries out services; such as assisting in preparation or providing assistance in carrying out services within set guidelines. Or prepares and maintains documents concerning the services provided within the organization.

LEVEL 2

Implements and/or delivers services within established guidelines.

LEVEL 3

Implements and/or delivers services within broad guidelines. Participates in formulating goals and objectives that impact on services. Likely to provide input for service evaluation.

LEVEL 4

Directs development or preparation of specific service(s); evaluates those service(s). May design an evaluation system for those services.

LEVEL 5

Plans and develops policies for services provided by the whole organization. Evaluates services; is responsible for service evaluation policies, and develops priorities for the services provided by the organization as a whole.

Responsibility: HUMAN RESOURCES

This factor measures the extent to which job objectives are achieved through the direction, management and control of the work of others. It does not measure the interpersonal skills required in supervising client groups, this is measured under Interpersonal Skills/Contacts.

LEVEL 1

Only rarely provides informal training or instruction to co-workers or volunteers.

LEVEL 2

Provides functional or technical guidance, informal training or instruction to co-workers or volunteers.

LEVEL 3

Coordinates the work of others including assignment of tasks to subordinates, co-workers or volunteers. Directs the work to be done but is not responsible for supervision of workers.

LEVEL 4

Supervises work within a work unit of subordinates or volunteers. Provides input into hiring, firing and performance evaluation decisions to next level.

LEVEL 5

Supervises work of subordinates or volunteers. Responsible for hiring, firing, evaluation and development of staff and development and evaluation of volunteers. May consult with others on human resource policies and practices.

LEVEL 6

Direct and indirect supervision and responsibility for human resources in several work units of subordinates or volunteers. Consults with subordinates who supervise others about supervisory problems they may encounter; may develop human resource policies. Responsible for hiring, firing, evaluation and development of staff and development and evaluation of volunteers.

Responsibility: FINANCIAL

(Decisions - expenditure, acquisitions, \$ amount, impact)

(Budget - involvement)

(Records - involvement, impact, value, frequency)

The extent to which duties and responsibilities involve the accountability for financial records and decisions; and the acquisition of funds.

LEVEL 1

Infrequent involvement in financial matters, typically on a relief basis. May input/gather financial data.

LEVEL 2

Compile information and data required for financial activity. Accurate recording into ledgers. Maintenance of financial records, ledgers, etc. Calculates and maintains records, or provides input to data entry personnel. May be authorized to spend and collect small amounts of cash.

LEVEL 3

Ensures accurate recording of assets and liabilities, accounting and financial transactions in accordance with generally acceptable accounting principles. Prepares annual reports. Primary responsibility for the accuracy of input and timeliness of preparation and expenditure of budget. May approve expenditure for work unit necessities. Collection and accounting of major revenues.

LEVEL 4

Formulates budget. Develops policy for financial control and cash management systems. Liaise with auditors, government officials, legal personnel and others. Submits complex funding proposals requiring extensive negotiation, persuasion and justification in order to obtain funding. Ultimately responsible for the collection of taxes or generation of revenues.

Responsibility: INFORMATIONAL AND MATERIAL RESOURCES

This factor measures the degrees of responsibility for the appropriate, safe usage and maintenance of information and material resources. Value of resource and nature of involvement with resources are measured.

LEVEL 1

Involvement with information/data which is straightforward, non-confidential and easily available. Responsible for basic care and proper usage of information/data, equipment, machinery, supplies, tools, or other work aids of minimal capital value such as calculator, cleaning supplies, mops and brooms, hand tools, shovels, sports equipment, toys, etc.

LEVEL 2

Involvement with information/data which is mostly straightforward and non confidential with straightforward rules for location or retrieval. Record and store in existing systems or formats. Responsible for basic care and proper usage of information/data sources, equipment, machinery, supplies, tools, or other work aides of moderate capital value such as lawn tractors, personal computers, photocopying machines, typewriters, etc.

LEVEL 3

Handles information/data which is somewhat complex; may work with confidential and/or non-confidential information. Ensure others have information/data in form they need it. Develop methods or formats for storing or presenting data/information. Responsible for the safe operation and maintenance of information/data sources, equipment, machinery, supplies, tools or other work aids moderate capital value, such as annual book budget, all office supplies, automobiles, ice clearing equipment, light trucks, etc.

LEVEL 4

Manipulation of information/data which is complex; work with some confidential information. Presents data/information. May decide what information/data is needed. Responsible for the safe operation and maintenance of information/data sources, equipment, machinery, supplies, tools or other work aids of significant capital value, such as: mainframe computers, maintenance trucks, major book collection budget, snow graders, major heating/ventilation/air conditioning equipment.

LEVEL 5

Manipulation of information/data which is complex; work with confidential information. Presents data/information. Decides what information is needed. Responsible for the safe operation and maintenance of information/data sources, equipment, machinery, supplies, tools or other work aids of significant capital value, such as mainframe computers, maintenance trucks, major book collection budget, snow graders, major heating/ventilation/air conditioning equipment.

Notes to raters:

A job does not have to include everything in the level description, since some jobs involve few physical resources and other little informational resources, while some jobs involve both. So rate the job where it fits best overall.

Skill: KNOWLEDGE (Note: Reference to time is compressed or compact time.)

This factor measures the level of theoretical and technical knowledge required to perform assigned duties and responsibilities normally acquired through formal or informal training and/or experience. Skills and knowledge may be learned from both on-the-job or off-the-job experiences or education.

LEVEL 1

Job tasks require little or no acquired knowledge. Job tasks may require knowledge in one functional area. Understanding of the job tasks may be acquired in the workplace with some "on the job training" and observation; training is usually over short periods of time. Knowledge/skill acquired before beginning this job. On-the-job training to learn unique aspects of this job is usually up to and including three (3) months.

LEVEL 2 (High School - specific courses)

Job tasks require some acquired knowledge. Understanding of the job tasks may be acquired through some job specific courses through schooling, self-study or through periods of training. Employee may perform more than on simple function requiring more lengthy "on-the-job" training. Knowledge/skill acquired through some schooling or apprenticeship and brought to the job or usually learned within and including one (1) year of experience on this job or related life experiences.

LEVEL 3 (Community College)

Job tasks require a higher level of acquired knowledge obtained through higher levels of required schooling or self-study. Understanding of the job tasks is acquired progressively through a combination of required job specific courses and/or training periods. Employee may perform job tasks requiring the use of some analytical and/or interpretational skills. Knowledge/skill acquired through schooling or apprenticeship and brought to the job. Proficiency on the job typically requires 1 to 3 years of work experience or fairly extensive related life experience.

LEVEL 4 (BA)

Job tasks require some specialized acquired knowledge. Understanding of the job tasks is acquired progressively through completion of required schooling, and/or combination of courses and formalized training periods which may involve designation or certification. Employee may be required to use advanced job knowledge skills on a regular basis. Knowledge/skill acquired through schooling or apprenticeship and brought to the job. Proficiency on the job typically requires three (3) years to five (5) years of work experience or extensive related life experience.

LEVEL 5 (Masters)

Job tasks require specialized acquired knowledge. Understanding of the job tasks may be acquired progressively through a combination of required highest level schooling (usually advanced degree or certification designated program) and/or lengthy periods of formalized training and observation. Job tasks may require the application of specialized knowledge on a continuous basis and may assist in a variety of job functions in the organization. Knowledge/skill acquired through schooling brought to the job. Proficiency on the job typically requires five (5) or more years of related experience.

Effort: PHYSICAL EFFORT

This factor measures the degree to which physical effort is required to perform the duties of the job. Physical effort relates to the amount of physical demand on the body or energy needed to do any number of tasks. For example: holding arms or hands in certain positions for a length of time, standing for periods of time, repetitive lifting of medium or light objects, or sitting for long periods of time. This factor also considers the duration and intensity of the effort.

LEVEL 1

Physical effort involves a mix of standing, sitting, walking and light lifting for the majority of the time. It provides a variety of activities and light exercise of the body for low duration and intensity. (up to and including one hour)

LEVEL 2

Some degree of physical effort is required for low duration and intensity; or moderate duration and low intensity; or low duration and moderate intensity. (one - two hours)

LEVEL 3

Frequently some degree of physical effort is required for high duration and low intensity; or moderate duration and intensity; or low duration and high intensity. (most of the time)

LEVEL 4

A high level of physical effort is required for high duration and moderate intensity; or moderate duration and high intensity; or high duration and intensity.

Note to Raters: The effort refers to physical fatigue. This may include fatigue due to equipment, machinery or process. It also refers to agility, coordination, manual dexterity (both fine and gross), speed of manipulative skills, and the physical effort required to perform work. Examples are sitting all day in a confined space (which is fatiguing), climbing ladders, or frequently lifting objects or people regardless of their weight.

Effort: PHYSICAL EFFORT (cont'd)

1. Duration of time is interpreted as follows:

Short	- Up to and including one hour	LOW
Intermediate	- Between one and two hours	MODERATE
Long	- More than two hours	HIGH

2. Frequency relates to work carried out on a regular basis throughout the year.

Intermittent	- Periodic, not every day
Occasional	- Once in a while, most days
Frequent	- Everyday

3. Intensity (severity) is interpreted as follows:

Low	Light physical effort required, for majority of tasks. Which in total is mildly physically taxing. Opportunity for relief from physical tasks as desired or required.
Moderate	Some physical effort required, to complete tasks which are physically tiring or taxing. Some opportunity for relief from tasks, as required or desired.
High	Extended periods of strenuous work required. Little opportunity for relief from tasks as required or desired. Many tasks that are physically tiring and taxing.

Physical effort requirements may involve:

- repetitive movements (typing, assembly, packing, etc.)
- prolonged sitting or standing (without choice)
- carrying, bending, pushing, pulling, twisting, lifting.

Give consideration to the available labour saving devices that are available to aid in physical effort. (eg. hoists, dollies, lift trucks, hydraulics).

Effort: MENTAL EFFORT

(including other senses i.e. concentration)

This factor measures the mental effort or mental energy required to perform the duties of the job. It considers the degree of concentration and attentiveness needed, stress and the demands of the senses of hearing, seeing, etc. The factor also considers the energy required, its duration and its intensity.

LEVEL 1

Sensory effort involves occasional periods of concentration of **low** (up to one hour, including 1-2 senses) duration and intensity using one of the senses.

LEVEL 2

Some degree of mental effort is needed for low duration and intensity; or moderate duration and low intensity; or low duration and moderate intensity.

LEVEL 3

Frequently some degree of mental effort is needed for high duration and low intensity; or moderate duration and intensity; or low duration and high intensity.

LEVEL 4

A high level of mental effort is needed for high duration and moderate intensity; or moderate duration and high intensity; or high duration and intensity.

Note to Raters: This effort refers to the degree of mental demand that results in mental fatigue. This may include fatigue due to lack of control over the kind of work, the pace of work, deadlines (whether self-imposed or imposed by others) and the work schedule. Mental effort also refers to the degree of effort that results in fatigue due to using the senses: sight, hearing, taste, smell or touch.

Effort: MENTAL EFFORT (cont'd)

1. Duration of time is interpreted as follows:

Short	- Up to and including one hour	LOW
Intermediate	- Between one and two hours	MODERATE
Long	- More than two hours	HIGH

2. Frequency relates to work carried out on a regular basis throughout the year.

Intermittent	- Periodic, not every day
Occasional	- Once in a while, most days
Frequent	- Everyday

3. Intensity is interpreted as follows:

Normal	- able to perform tasks with ordinary mental effort, ordinary concentration, etc. - opportunity for relief from particular task(s) as required or desired.
Above Normal	- paying attention to direction, such as needed when driving, reading, giving instruction, etc.
Extreme	- requires high degree of concentration, such as needed when writing briefs, listening to complaints, inputting and retrieving data, etc.

Skill and Effort: PROBLEM-SOLVING/JUDGEMENT

Consider the problem solving/judgement required on the job. Assesses the difficulty in identifying various available choices of action, and in exercising judgement to select the most appropriate action. Considers mental processes such as analyzing, reasoning, or evaluating.

LEVEL 1

Problems faced on job tend to be routine and standard. Solutions or required responses are established. Decisions are readily apparent, with few alternatives or can almost always refer problem to someone else. Little choice of independent action or judgement.

LEVEL 2

Problems faced on job tend to be somewhat routine with infrequent novel problem situations. Action selection is made from a number of known alternatives typically refer unusual problems to someone else. Some choice of independent action or judgement.

LEVEL 3

Problems faced on job tend to be non-routine. Action decision is made by determining alternative approaches from within a framework of prevailing customary practice occasionally refer unique problems to someone else; sometimes refer recommendations for approval. Typically a choice of independent action or judgement.

LEVEL 4

Problems faced on jobs are typically unique. Decisions involve interpretation and analysis of different factors; guides and precedents are limited. Seldomly refer problems to someone else; frequently refer recommendation for approval. Frequent opportunity for independent action or judgement.

LEVEL 5

Problems faced on jobs are complex and unique. Decisions involve interpretation of many different factors, often requiring the need to generate novel solutions from which decision will be made. Ultimately responsible for resolution of problems; or refers recommendations for approval. Policy development.

Skill and Effort: INTERPERSONAL SKILL/CONTACTS

(frequency, purpose, type, importance, nature of)

This factor measures the ability to effectively deal with people both internal and external to the organization for the purpose of carrying out the objectives of the job. This factor considers the type, importance and the purpose of contacts and the degree of interpersonal skill required to achieve job objectives. Contact between supervisors and subordinates (both staff and volunteers) is not assessed here but under responsibility for human resources.

LEVEL 1

Contacts are primarily within the organization to exchange information typically with people who are pleasant, calm and easy to communicate with.

LEVEL 2

Contacts are both internal and external to the organization, frequently exchange information, answer routine straightforward questions; or occasionally required to deal with unclear or imprecise requests for information; or infrequently provide information which is likely to be disliked by recipient. Occasionally deal with rude or upset people but generally can refer difficult situation to others.

LEVEL 3

Contacts are both internal and external to the organization, frequently deal with unclear or imprecise request for information; provided explanations which are likely to be disliked by recipient; provide instruction and semi-complex material; provide support; sometimes must persuade, influence, counsel and/or negotiate. Frequently deal with rude, upset or injured people and must interact with people before can refer difficult situation to others.

LEVEL 4

Contacts are both internal and external to the organization, frequently deal with unclear or imprecise request for information; often must provide explanations which are likely to be disliked by recipient; provide instruction complex material; provide support; persuade, influence, counsel and/or negotiate is on-going part of job.

LEVEL 5

Contacts are both internal and external to the organization, often must provide explanations which are likely to be disliked by recipient and for which there is likely no appeal; provide instruction on complex material; provide support; persuade, influence, counsel and/or negotiate is on-going part of job; must be diplomatic frequently. Deals with variety of contacts requiring varying interpersonal skills including greater sensitivity to the situation.

Working Conditions: ENVIRONMENT

This factor measures the nature and severity of working conditions and hazards that impact on the job during the conduct of work duties and responsibilities.

Note to Raters:

Unpleasant working conditions could be due to such things as the following:

bodily fluids

chemical substances

deadlines

dirt/dust

distractions/interruptions

fumes

grease/oil

humidity/moisture

industrial garbage

isolation

lack of privacy

monotony

multiple demands

noise (human or equipment)

odour

soiled linens

smoke

steam

stress

travel

temperatures outside the normal comfort range

verbal abuse

varying work schedule

vibration

Risk may be due to such things as exposure to hazardous conditions such as physical attacks by people, fire, toxic elements, disease, volatile or otherwise dangerous substances; handling of dangerous equipment.

Working Conditions: ENVIRONMENT (cont'd)

LEVEL 1

Work in a pleasant, comfortable environment either inside or outside in typically pleasant conditions or infrequent exposure to moderately disagreeable internal or external conditions. Typical conditions are such that risk of any injury to self or others is unlikely.

LEVEL 2

Conditions may cause minor emotional and/or physical discomfort due to limited exposure to those items recorded on previous page, or frequent exposure to moderately disagreeable internal or external conditions. Typical conditions are such that minor risk to injury possible or likely to self or others.

LEVEL 3

Conditions may cause some emotional and/or physical discomfort due to moderate exposure to those items recorded on the previous page or constant exposure to moderately disagreeable internal or external conditions or occasional exposure to severe conditions. Typical conditions are such that moderate risk of injury possible to self or others.

LEVEL 4

Conditions may cause considerable emotional and/or physical discomfort due to significant exposure to those items recorded on previous page or frequent exposure to disagreeable internal or external conditions to severe conditions. Typical conditions are such that high risk of injury possible or moderate risk likely to self or others.

LEVEL 5

Typical conditions are such that high risk of personal injury or loss of life to self or others, possibly requiring frequent breaks or time away from the job.