

November 19, 2024**Addendum No. 01****File Reference Number: RFP 2024 019****Title: Non-Union Salary Structure and Compensation Review****RE: Clarifications/Questions**

Please refer to the following information / clarifications:

Item 01: What Job Evaluation tool/system is current being used?**Answer:** Hay Methodology**Item 02:** Are the number of positions below outlined by level considered “unique jobs” or does it reflect the non-unionized incumbent count by level.

- a) 8 Executive positions
- b) 14 Director positions
- c) 114 Management positions
- d) 140 Individual contributor positions

Answer: Please note that a. – 8 Executive positions, b. – 14 Director Positions and 114 Management Positions would be considered unique jobs whereas d. – 140 Individual Contributor Positions reflects incumbent count.**Item 03:** On an overall basis, how current are the non-union job descriptions? Are they actively updated?**Answer:** Job Descriptions are 80% updated.**Item 04:** For any missing or outdated job description where the consultant recommends updates or revisions, who would be responsible for completing new /revised job descriptions

- a) Would ONTC manage completion of any new or revised job descriptions? Or, would this be the responsibility of the consulting partner?

Answer: ONTC would manage updating and completion of the Job Descriptions.

Item 05: For the benchmarking exercise, what doe ONTC define as total compensation (base salary plus annual bonuses) + any long-term incentives in the market data ?

Answer: Benchmark Total Compensation excluding Long Term Incentive (LTI).

Item 06: What proportion of unique jobs would ONTC estimate as being “specialized” under Section #1 of the scope of work -

- a) How would ONTC define a job as being specialized? Is there a philosophical perspective or process already established for this type of segmentation

Answer: Unique to our organization includes those with specific related experience to the areas they support such as rail transportation, in-house general counsel with experience in real estate and duty to consult requirements, Information Technology and a production environment leading skilled trade staff. Represents approx. 10% of our non-union staff.

This Addendum hereby forms part of the RFP.

Regards,

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