

Type of Decision									
Meeting Date	Friday, December 13, 2013				Report Date	Wednesday, December-11-13			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## Employee Performance Appraisal Results #13/12/13/1202

### **Subject:**

Employee Performance Appraisal Results

### **RECOMMENDATION:**

That Council adopt the following resolution authorizing incremental step increases for employees as per the results of annual performance appraisals.

**WHEREAS** performance appraisals are a tool used by supervisors to exchange information with subordinates to ensure the goals and expectations are being met and that the supervisor is providing the employee with all the tools and resources required to adequately meet the requirements of the job;

**THEREFORE BE IT RESOLVED THAT** the step increases as awarded by the Clerk to eligible staff members be approved by Council through this resolution, with any increases to become effective January 1, 2014.

### **BACKGROUND/EXECUTIVE SUMMARY:**

This is pretty explanatory. It was felt that with the size of this municipality and the nature of the work that the type of performance appraisal used in the past was ineffective. Performance is appraised and evaluated year round. Issues requiring correction are addressed immediately after any incident as are issues warranting positive recognition.

The employees at HCM are mature adults with excellent work ethic and each is capable of independent work and is a self-starter. Minor issues occur and are addressed with solutions found as soon as possible after. Working and meeting as a team helps us to recognize similar challenges across "departments".

The new approach to this PA was to have all team members meet to verbally discuss their concerns, challenges or issues. Each individual was given the opportunity to meet independently if required.

This process was amended to open dialogue amongst all employees to ensure that full consideration was being given to the ultimate employment goal which is to provide the most effective and efficient service to the ratepayer by both the employee and supervisor. All employees aside from Trang participated with positive results. Trang was unable to attend during

regular work hours and since she has only just started employment it was thought that attendance was not crucial. Changes will be made for 2014 to ensure that she is accommodated.

### **Options/Discussion:**

The results of our “joint” or “team” performance appraisal include the following points. Some affect each person; some affect a specific department, goal or need.

1. The awareness of each employee to treat purchasing and other decisions as if the money being spent was their own or as if your parent/child/God/best friend was watching.
2. The need to cross train in the office, specifically Noella’s duties as they are so specific.
3. A master calendar of events as well as deadlines which must be met by all employees so that if someone is away, others can cover.
4. The requirement for lighted signage to be located along the highway to provide notice to members of the public of issues for all areas of responsibility.
5. Increased need for fire prevention education and advertising due to the loss of the local MNR.
6. Training around, Thinking of your Feet, Writing Concise Notes and computer use.
7. Disposal site maintenance and documentation.
8. Health and Safety – hand rail on the steps leading to the beach at Old Mackey Park.

### **Financial Considerations/Budget Impact:**

The staff step increases would amount to \$4,700 per year plus applicable payroll expenses.

### **Policy Impact:**

Resulted in policy change.

### **Others Consulted:**

Terry/Wilfred Lamure, Gayle Watters, Bill Donnelly, Noella LeBreton, Bob Labre

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk