

| Type of Decision | | | | | | | | | |
|-------------------|---------------------------|------------------|--|----|-----------------|---------------------------|------|--|--------|
| Meeting Date | Friday, December 18, 2009 | | | | Report Date | Monday, December 14, 2009 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | x | Information Only | | | Type of Meeting | X | Open | | Closed |

REPORT TITLE

Performance Assessment Recommendations Report #18/12/09/207

Subject: To recommend grid increases for staff after completion of performance assessments.

RECOMMENDATION: That Council adopt the following resolution depicting moves commensurate with job performance for staff for 2008 and 2009 based on completed performance assessments.

WHEREAS the Council of the United Townships of Head, Clara & Maria has adopted a performance assessment policy and wage grid for use by management and Council to perform employee evaluations;

AND WHEREAS once an individual reaches the end of the salary grid, Step 5, the only increase in compensation is the result of a cost of living adjustment or a "bonus" based on merit;

AND WHEREAS some employees are at that level and are not in a position to achieve a merit award;

AND WHEREAS employee evaluations were completed this December for the 2009 year for the Clerk by Reeve Stewart and Councillor Aiston and for all other employees by the Clerk with assistance from employee supervisors where applicable, and with assistance from Ruth Morin our Treasurer for the 2008 year;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve the following recommendations based on completed assessments utilizing the current forms and grid:

That for the 2008 work year to be awarded January of 2009 and paid retroactively:

- Bob Labre receive a step increase; and
- Gayle Watters receive a step increase;

That for the 2009 work year to be effective January 1st 2010:

- Bob Labre receive a step increase;
- Gayle Watters receive a step increase;
- Melinda Reith receive a step increase;
- Tracy Pearce receive a step increase;
- Ruth Morin receives a merit increase.

Background/Executive Summary: The increases are a result of acceptable and above average work performance, taking on new tasks, continued learning and moving up to the next step as a result of acquiring experience. Some staff are already at Step 5 and are not in a position

to be awarded a “merit” or “bonus”. Other staff members simply did not warrant a step increase due to inadequate performance.

The rationale for the merit awarded is based on increased workload and duties due to the “training” of a new staff member and the added duties of documenting work practises for use in the future. These are not normally components of the Treasurer’s position hence the merit award for performing over and above what is normally required.

Should Council want to discuss any of these issues in more detail, we would be required to go into closed session as it would be a discussion about an identifiable individual including personnel and is subject to the MFIPPA.

Financial Considerations/Budget Impact: - each increase is in effect 3% of the current wage as dictated by the salary grid.

Policy Impact: - none. This is according to policy although current reviews highlight challenges with the forms. Will be reviewed in 2010 and brought to Council for consideration and amendment.

Others Consulted: Ruth Morin, Treasurer, Reeve Stewart and Councillor Aiston

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith