

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Thursday, January 16, 2020				Report Date	Tuesday, January 7, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #16/01/20/1001 - Staff Performance Appraisal Results									

Subject: Recommendations arising from completed employee performance appraisals

RECOMMENDATION:

That Council approve the following recommendations:

WHEREAS final employee evaluations were completed in January 2020 with two employees meeting or exceeding expectations resulting in a position for one step increase and one merit bonus as recommended by the Clerk-Treasurer;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments and to become effective January 1st 2020 all staff warranting step increases and/or merit bonuses receive them.

BACKGROUND/EXECUTIVE SUMMARY:

The formal employee performance appraisal (PA) process has been completed for 2019. Meetings with the Clerk-Treasurer occurred where individual performance and goals were discussed. Each employee was provided with a list of questions geared to have them think about their performance, what they want from their job and what they feel they can give to their community/job.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT:

The total of the step change will result in an approximate increase in salary expenses of \$400 for 2020. The merit bonus will be based on Council's approval; it is recommended at \$1000. This salary increase and merit bonus will be included in the 2020 budget if approved.

POLICY IMPACT:

As per Policy

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk - Treasurer