

Type of Decision									
Meeting Date	Friday, February 27, 2015				Report Date	Wednesday, February-25-15			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## Staff Performance Appraisal Results - Report #27/02/15/1203

**Subject:**

Recommendations arising from completed employee performance appraisals.

**RECOMMENDATION:**

That Council approve the following step increases.

**WHEREAS** employee evaluations were completed in February for 2014 with all employees meeting or exceeding expectations with 3 individuals in a position for a step increase as recommended by the CAO;

**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 1<sup>st</sup> 2015 all staff warranting step increases receive them.

**BACKGROUND/EXECUTIVE SUMMARY:**

The formal employee performance appraisal (PA) process has been completed for 2014. Individual meetings with the CAO occurred where individual performance and goals were discussed. Comments and suggestions resulting from those individual meetings were then discussed with the entire staff (save Trang who is only here on weekends).

Each PA begins with the statement that there will be no surprises in this discussion; if there were challenges to address or successes to celebrate it would have occurred at the time not at year end. The employee is 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. The focus on 2014 year end was cost savings. Employees have realized some savings on their own; they have been challenged to come up with others. As incentive, we are going to begin a section in the Newsletter and on-line which will focus on “what your employees have done/are doing for you”.

We also focused on the only issues which were common to nearly all employees which include scheduling, organization and working in the “fish bowl”. As supervisor, I am attempting to come up with some solutions for the constant interruptions we are faced with

in this type of workplace and how we might address those while still meeting the needs of the public.

“Team” goals discussed and agreed to include:

1. Continue with employee meetings. Make every effort to attend unless ill or on vacation. Those on days off will be compensated. Provide list to everyone.
2. Job Description review.
3. Newsletter contributions. Each employee should be responsible for an article in each edition.
4. Each employee is to address Council at least twice per year to provide department or position updates and answer any questions council may have.
5. Cost savings – ideas moving forward as well as examples from the past.
6. In November staff will meet to go over the budget line by line to determine where costs can be cut.
7. Terry to discuss with Bill when he needs contractor equipment in area so they can coordinate to decrease float costs.
8. Suggestions from Pas which will be further investigated to date include:
  - a. Close one dump during winter months.
  - b. Corporate donation program.
  - c. Plow for roads truck?
  - d. Be cautious when making changes – deck for hall; trails for OMP; who will maintain? Out of which budget?

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

The total of the 3 step changes will be approximately \$6,200 increased salary and payroll expenses for 2015. At this point there will only be one employee who is not at “job rate”. This salary increase can easily be absorbed in our usual surplus which results from “found” revenue increases.

### **Policy Impact:**

As per Policy

### **Others Consulted:**

Noella LeBreton, Treasurer; Employees at meeting and performance appraisals.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk