

Type of Decision									
Meeting Date	Friday, December 16, 2011				Report Date	Thursday, December 8, 2011			
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 #16/12/11/1203									

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

RECOMMENDATION: That Council adopt the following resolution outlining moves commensurate with job performance for staff for 2011 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** employee evaluations were completed this December for the 2011 year for the employees by the Clerk with assistance from employee supervisors where applicable for the 2011 year;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments for the 2011 work year and to become effective January 1<sup>st</sup> 2012 all qualified staff receive a step increase on the salary grid.

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 an increase.

As discussed previously and reinforced by Fred Dean then municipal solicitor, the evaluations of staff are not Council responsibility but that of the Senior Administrative Officer and details are to remain confidential.

The Clerk's appraisal has not been completed as a new system is being created to be utilized for this purpose. Any increase will need to be approved by Council during the first meeting in January.

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

Policy Impact: - According to municipal policy and Council approved policy amendments.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*