

Type of Decision									
Meeting Date	Friday, March 23, 2012				Report Date	Thursday, March 15, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Performance Appraisal Recommendation Report #23/03/12/1203									

Subject: To recommend a grid increase for the Clerk after completion of performance appraisal.

**RECOMMENDATION:** That Council adopt the following resolution outlining salary grid moves commensurate with job performance for the Clerk for 2011 based on the completed Checkpoint 360 Review reports.

**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** the Clerk's employee evaluation for 2011 was completed through an independent 360 review process with the Executive Skill Set Summary indicating that the Clerk's performance has been within or above the "favourable" zone for all 18 skills graded;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that based on the completed 360 degree review for the 2011 work year and to be retroactive to January 1<sup>st</sup> 2012 the Clerk receive a step increase on the salary grid.

Background/Executive Summary: The increase recommended is a result of the positive report received from the Checkpoint 360 process. In the 18 skills sets two scores fell within the "favourable" zone while the remaining 16 scores were above. The Executive Competency Overview showed that "all observers" scored higher than self; again with all being either within or above the "favourable" zone. The Skill Set Analysis showed all areas as a "Talent" as opposed to a "Focus" which would require specific attention and improvement. Although there were some significant variances between high and low responses, the low responses were always from only one respondent and in each case the same respondent. All comments were positive.

Financial Considerations/Budget Impact: The increase would be a normal step increase and is in effect 3% of the current wage being paid as dictated by the salary grid.

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

Others Consulted/Resources/References: Checkpoint 360 reports.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*