

Type of Decision									
Meeting Date	Friday, December 7, 2012				Report Date	Thursday, November 29, 2012			
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 #07/12/12/1205									

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

RECOMMENDATION: That Council adopt the following resolution outlining moves commensurate with job performance for staff for 2012 based on completed performance assessments.

**WHEREAS** employee evaluations were completed in November for 2012;

**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> 2013 all staff warranting step increases receive them.

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. Currently three employees are eligible for step increases.

Financial Considerations/Budget Impact: The total of the 3 step changes will be approximately \$5,800 increased salary expense for 2013. (This estimate includes a COLA of 1.2%. The amount of the COLA is \$69.00.)

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

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*