

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

Type of Decision									
Meeting Date	Friday, December 12, 2017				Report Date	Friday, December 8, 2017			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Employee Grid Placement - Report #12/12/17/1203

Subject:

Review of the job description and actual work being completed by employees.

RECOMMENDATION:

That Council consider approving the following resolution increasing funding for wages for 2017 based on work being completed compared to job descriptions and successful job performance over the past year.

WHEREAS merit increases may be awarded to employees based on performance as a lump sum or base pay rate as per municipal policy and grid placement moves according to performance;

AND WHEREAS the Clerk is recommending, based on increased responsibilities, a changing job description and exceptional performance, that a retro-active step increase for 2017 and a step increase for 2018 be awarded for one employee, and that a step increase be awarded for a second employee for increased payroll costs of approximately \$1,900 for 2017 and \$2,500 for 2018;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve increase budget spending for purposes of awarding municipal employees earned step increases for 2018 including one retro-active to Jan. 1, 2017;

BACKGROUND/EXECUTIVE SUMMARY:

Historically, annual review of job performance, job descriptions and the salary grid are completed by the Clerk for municipal employees by Council for the Clerk. At this point in time, many employees are at the “job rate”.

It is the role of the Clerk to evaluate employees and award increases or not. It is Council’s role to approve the additional budget spending should they choose to do s.

The Clerk’s appraisal has yet to be completed.

Financial Considerations/Budget Impact:

Funds exist in the as yet unaudited surplus to safely absorb these increased costs both for 2017 and 2018.

For 2017 retroactively – approximately \$1,900.

For 2018 increases would be – approximately \$2,500.

Others Consulted:

Noella LeBreton, Treasurer

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

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