

Type of Decision									
Meeting Date	Friday, July 16, 2010				Report Date	Monday, July 12, 2010			
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 #16/07/10/209

Subject: To recommend grid increases for staff upon one year of hire.

RECOMMENDATION: That Council adopt the following resolution awarding a step increase as per our grid and anniversary of hire date. Once the initial "probation" period is over, increases will occur only at year end as with all other employees.

WHEREAS based on satisfactory job performance and successful completion of educational requirements, it is hereby recommended that Tracy Pearce be considered for a salary increase upon 1 year of hire;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve the above recommendation that Tracy Pearce receive a step increase effective July 13, 2010.

Background/Executive Summary: This increase is 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.

As per the details in her hiring letter, (and being the same for whoever the successful applicant might have been) Tracy will begin to work a 4-day work week upon her anniversary hire date. At the end of her training period, Tracy's salary will increase to that of the "Treasurer" position on the grid and will progress as per all other employees.

Note: These issues are not required to be held confidential however; should Council want to discuss specific performance issues in more detail, we would be required to go into closed session as we would then be having a discussion about an identifiable individual including personnel which is subject to the MFIPPA.

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

Policy Impact: - none. This is according to policy.

Others Consulted: Ruth Morin, Treasurer;

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith