

Type of Decision									
Meeting Date	Friday, October 02, 2009				Report Date	Wednesday, Sept. 30, 2009			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE
Annual Performance Appraisals 02/10/09/205

RECOMMENDATION: That the following resolution be considered excepting normal practise of allowing only one grid move per employee per year.

WHEREAS the Clerk was absent for the latter half of 2008 and the first two months of 2009;

AND WHEREAS employee appraisals were not performed for the calendar year 2008;

AND WHEREAS employees need to be compensated according to policy;

THEREFORE BE IT RESOLVED THAT the Clerk in conjunction with the Treasurer complete performance appraisals for 2008 making any step increases and corresponding pay increases retroactive.

BACKGROUND/EXECUTIVE SUMMARY: Due to the Clerk's absence in 2008 performance appraisals were not completed; however, it is only fair that staff get compensated accordingly. In conjunction with Ruth (who assumed my duties while I was away) I propose to complete pa's for 2008 and 2009. Then, if an employee warrants it, we will implement back pay for 2009.

Financial Considerations/Budget Impact: None - increases were budgeted for, simply not allocated yet. Retroactive pay will not affect the budgeted amounts for salary.

Approved and Recommended by the Clerk	
Melinda Reith, Municipal Clerk	<i>Melinda Reith</i>