

Type of Decision									
Meeting Date	Friday, December 2, 2011				Report Date	Friday, November 18, 2011			
Decision Required	X	Yes		No	Priority	x	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Request for PA Report 02/12/11/1204									

Subject: Request for consideration to be given to an alternate process for conducting an objective Performance Appraisal (PA) for the Clerk.

RECOMMENDATION: That the following resolution be adopted providing an objective process for an effective Performance Appraisal for the Clerk for 2011.

WHEREAS there is some doubt that the Clerk will receive an objective performance appraisal for 2011 based on past practise;

AND WHEREAS during the last appraisal the Clerk was tasked with developing a more effective process for appraisal of the Clerk's position;

THEREFORE BE IT RESOLVED THAT a 360 Degree Feedback process be combined with the current process to provide an overall effective and objective appraisal to determine grid placement and to identify required performance improvements.

BACKGROUND/EXECUTIVE SUMMARY: The Clerk is formally requesting a performance appraisal as job performance has been questioned by a number of individuals and there is a need to know which duties require attention to continue to meet Council's expectations.

There have been many unsubstantiated rumours of the Clerk failing to adequately perform the duties of employment; some from members of Council. There is obviously a personal agenda being pursued which has poisoned the work environment and is affecting all employees. Due to this personal agenda I don't believe that there will be an opportunity for an unbiased performance assessment for the Clerk following the existing process.

Because of the unsubstantiated allegations it is pertinent that an objective PA be performed that will assess the current situation and constructively provide suggestions for improvement where required.

Based on previous PAs it was understood that job duties were being performed at an acceptable level. Supervisor's comments were "Melinda has met or exceeded all performance expectations." The only suggestion ever given for modification of performance was to limit speech during Council meetings.

In defence, it is the Clerk's legislated duty to "undertake research and provide advice to council". In completing that duty the Clerk has often requested the floor to speak to obvious errors of fact and to remind Council of information that they seem to be overlooking. In most instances the Reeve has approved those requests to speak; and on those instances where she hasn't, has remained silent. The few times the Reeve has requested that I stop, I have.

I am completely bewildered that there are any performance challenges with work as all previous appraisals have been positive. I have not ever been told that work is subpar. Prior to recent events, the alleged shortcomings were never verbalized to me and, as far as understood, I have been following the procedures or protocol in place.

At my last appraisal I was tasked with providing an alternative to the current performance appraisal form utilized by Council in the past to conduct my evaluation. It is my recommendation that staff and Council participate in a 360 Feedback process where anonymous ratings are averaged to come out with an unbiased performance appraisal.

The employees interact with the Clerk on a daily basis and are able to objectively provide feedback as it relates to a number of factors including: Character, Interpersonal Skills, Building Talent, Motivation, and Leadership. A full questionnaire will be created pending Council's decision. A member of staff and/or Council will be tasked with tabulating the anonymous ratings and coming to an aggregate scoring. Grid placement will be made based on the results of this tabulation. Performance improvements will be documented based on competencies in the job description and corresponding comments in / results of the 360 review.

Financial Implications/Budget Impact: ?

Others Consulted: Although a number of sites were consulted, the following website provides an overview of the process and provides tips on creating an effective evaluation. The tasks and categories will be taken directly from this document and edited to fit the requirements of the Clerk's position.

http://www.visionrealization.com/Resources/Organizational/360_degree_evaluation.pdf

A second site that may be utilized is http://www.axi.ca/tca/jul2003/templatesplus_1.shtml.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith