

Township of South Stormont
KEY INFORMATION REPORT
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer
Date of Meeting: July 13, 2022
Subject: 2022 Annual Merit Adjustments

Background:

Pursuant to the Township's Performance Review Policy and the Salary Administration Policy employees who are; a) eligible based on their service; b) who have not had a previous adjustment to their salary (such as a change in position resulting in a change in salary) prior to July of any year; and c) who have completed a satisfactory performance review process are eligible to receive a merit increase.

Discussion:

The Township's salary grid for non-unionized employees has 14 pay bands and positions are added to the grid following a review of the position description and position needs. The Township's consultants Pesce and Associates review the information and place a new position on the salary grid based on the criteria that considers skill, knowledge base, working environment, level of responsibility, educational requirements, etc. In addition, as part of the Township's Employer of Choice work, there are 6 levels for each position. These levels provide advancement opportunities within the grid provided employees meet the annual goals and objectives determined through the performance review process.

Based on the review of employee performance reviews and the recommendations of the Department Directors 19 employees are eligible for the annual merit increase. Employees not eligible for a 2022 merit increase have specific contracts, received a salary adjustment based on completing probation or moved to a new position that is in a higher pay band. It is important to note that there is not a concern related to the quality or level of work for employees who are not in the eligible group of 19.

The CAO's position is not included in the adjustment nor in in the performance review process at this time.

Cost of the adjustments, including employer taxes and benefits for the 6 month period of July to December 2022 is \$33,000.00. Merit adjustments were included in the annual budget for each employee.

Prepared by:
Debi LucasSwitzer