



REGULAR MINUTES

City HR/COTAPSA
Monday, May 29, 2017
City Hall, 3rd Floor West, Boardroom

Present:

City:

Kerry Pond, Executive Director, Human Resources
Barbara Shulman, Director, Strategic Recruitment, Compensation & Employment Services
Bill Taylor, Director, HR Systems & Management Services
Sandra Hughes, Manager, Organizational Development
Michelle Poirier, Manager, Corporate Learning and Leadership Development

Absent:

City:

John Schaffter, Director Organizational Development Learning & Workforce Plan
Alison Anderson, Director, Occupational Health and Safety

COTAPSA:

Heather Nicolson Morrison, Executive Director
Grace Ciardullo, Senior Human Resources Consultant
Tristin Downe-Dewdney, 2nd VP
Jenna Mantle, Executive Assistant

1. Minutes March 27, 2017

Approved.

2. Approval of Agenda

COTAPSA Staff requested that some meetings be moved to the COTAPSA office for accessibility reasons. COTAPSA staff to work with City HR to organize.

COTAPSA Staff noted an addition to the agenda for Other Business.

Agenda approved with noted amendment.

3. Business Arising from Last Meeting of March 27, 2017

- *Pay for Performance (Pro-rated)*

At the last City HR/COTAPSA meeting, COTAPSA Staff requested of City HR that they consider pro-rated performance rating when employee's gets terminated without cause (ie. position deletion)

City HR explained that performance increase is not a bonus on past work. Performance for the prior year is used to gauge how that employee will perform on a go forward basis. Their performance increase, therefore, is a salary increase for the year that they are presently working. The employee has to work in the same year they receive their performance increase in order to receive this increase on their salary. If they are terminated in December, 2016, for example, they will not receive a performance increase. If they are terminated in January, 2017, they would get a pro-rated performance increase for the days they worked in 2017. The effective date of salary increase is January 1st of each year.

COTAPSA Staff indicated that this is not clear in the policy. City HR to review this and look at the language regarding performance increase pro-ration and provide clarity on who the pro-ration applies to.

- *Vacation Savings Pay*

At the last City HR/COTAPSA meeting, COTAPSA inquired about the Vacation savings as this was an item raised at the Retirement 101 Session.

City HR confirmed that the VSP is applied to the employee's final pay from the City.

4. Outstanding Items from Previous Meeting(s)

- Standby/Call in Pay (2010) (ON HOLD)
 - To be discussed at meeting with Peter Wallace and Kerry Pond.
- Detecting & Responding to Crisis: A Mental Health Training Proposal (ON HOLD)
- Board and Executive Directors of COTAPSA being permitted time away from office for meetings. (Not discussed)

5. New Business

- *Pay for Performance Rating*

COTAPSA Staff commented that they are concerned in the way the performance evaluations are handled. Employees are receiving a developmental rating or a did not meet objectives without any advance warnings on performance issues. Without HR involvement, Members have nowhere to turn if they believe that the performance reviews are completed unfairly and disagree with the performance

rate. In the last two weeks, many employees have reached out requesting assistance regarding their 2016 performance rating. They allege that the assigned performance rating does not accurately reflect a fair assessment of their performance. Some have also mentioned a situation where they have received a meets expectations form their manager and then it is overruled by the Director and subsequently they are given a developmental rating. At no point during their ongoing discussions with their immediate manager, were they told that a problem existed or that there were any complaints.

City HR explained that the employee needs to go to the next manager up if they disagree with their performance rating and request points of feedback. There are always two sides to the situation. They explained that this is a transition year and the Performance Planner is not new. HR does not get involved because they do not know how the employee performed.

City HR explained that if the employee was off sick, it doesn't mean they didn't meet expectations. Expectations should be adjusted for duration of time away. This should be encompassed in the return to work accommodations and through effective communications with their manager on objectives. City HR noted that performance is not just about asking what objectives have been met and what rating they received but how those objectives have been met and how they received that rating. Performance is about the individual it is not based on comparison or ranking amongst staff.

COTAPSA Staff flagged that they will be surveying their members on their experience with the performance management program and hope to share the gathered information with City HR.

- Green Shield response to issues COTAPSA raised re: 70 member concern

COTAPSA Staff clarified that they are seeking a response from GSC regarding what has been done or planned in regards to the issues encountered with the transition from Manulife. Once this response is received, a communication will be sent to members advising of the course of action. There are quarterly meetings now set with PPEB to stay informed.

- Contacting PPEB retirement information follow up

City HR commented the reason they are unable to accommodate meetings/conversations with employees before they have their retirement date set is due to volume of issues and staffing.

6. Other Business

- HR Satisfaction Survey

City HR stated the survey has been completed and the results have been populated and they will send to COTAPSA Staff as a heads up before they are distributed to City employees. Overall they received great feedback and the

satisfaction is up from the 2015 results.

- City Retirement Sessions

City HR confirmed that registration is not mandatory.

- Major Capital Infrastructure Coordination Consultation

COTAPSA Staff raised that there is an expectation for all Councillor (staff) to take on this responsibility. Large work load.

City HR noted that administration cannot comment on this item as it falls under the Council decision making and these directives can only be changed by Council. They suggested the Clerk's Office get involved and a meeting be scheduled to discuss, K Pond offered to help arrange if necessary.

Meeting adjourned at 2:40 p.m.

DRAFT