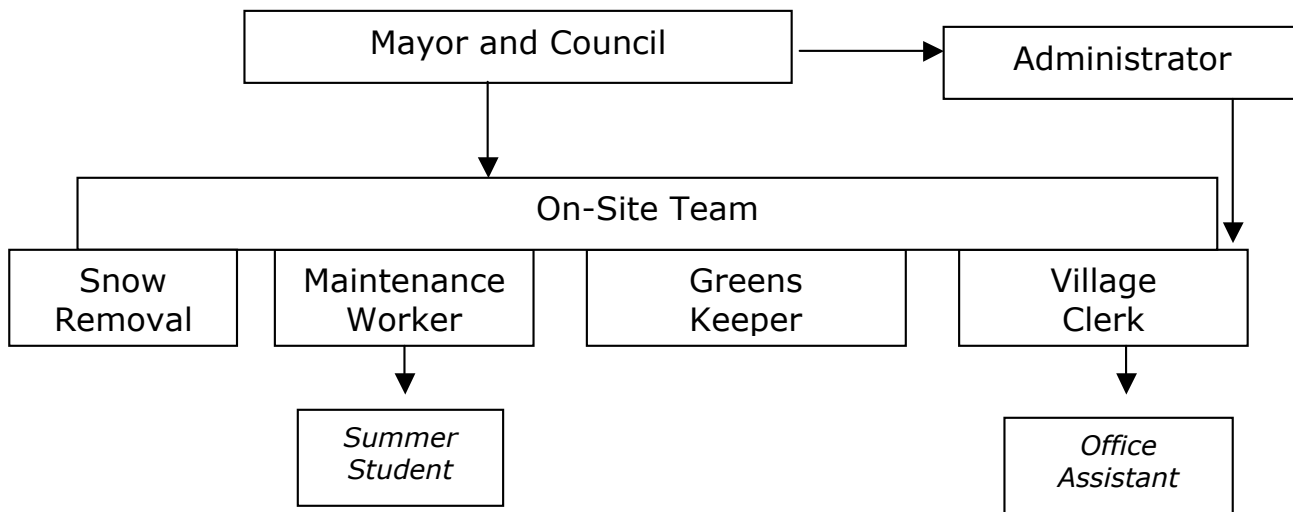


## STAFFING PROCEDURES

### Organizational Chart

The following chart illustrates the accountability and operation of village staff:



### Ongoing positions

- The Administrator, the Clerk, the Maintenance Worker, the Greens Keeper and the Snow Removal positions are all **ongoing part-time positions**. These staff members shall be known as the **on-site team** for the operation of the village. The Clerk will coordinate the functioning of the team.
- Whereas the Administrator and Clerk positions are ongoing for 12 months of the year, the Maintenance Worker and the Greenskeeper are ongoing positions for part of the year (typically April to October with hours as defined by contract) and the Snow Removal position occurs, as needed, in the winter.

### Casual positions

- The summer student position, the office assistant position and other casual positions may occur as required, with accountability as shown on the organizational chart.
- These positions are appointed annually.

### Reporting to Council

- The Administrator and Clerk attend all Council Meetings and jointly report on the operation of all staff.
- The Administrator and Clerk may call on other staff members to attend briefly at meetings and report on their areas of endeavor.

## **Hiring**

Hiring for vacant ongoing positions involves the following steps:

- The position is advertised.
- A designated committee of mayor and councilors short-lists the applications and conducts the interviews.
- The entire Council ratifies the hiring.

## **Assignment of hours and hourly wages**

The assignment of hours and setting of hourly wage rates for each position is made by the Council, typically as part of its annual setting of the budget.

## **Staff Appreciation**

- Annually, the Council invites staff in ongoing positions, along with their spouses, to a staff appreciation dinner.
- Annually, in December, the Council will pay an honorarium to those staff members in ongoing positions equivalent to \$20 per year of service, with a minimum of \$40 and a maximum of \$100 per staff member.

## **Supervision and Evaluation**

- The Mayor and Council will complete an evaluation report on individual members of the On Site Team every three years. (See attached form)
- Employees will be invited to set goals and plans for the future.
- A copy of the performance evaluation will be provided to the employee and another copy kept in the employee's personnel file.

# Joint Personnel Evaluation Form<sup>1</sup>

Employee's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Background** – Length of employment, description of required tasks.

**Areas of strength** – Describe the areas of the position (tasks, skills, competencies) that are regularly completed effectively by the employee.

**Council Input:**

**Employee Input:**

**Areas of challenge** – Describe the areas of the position (tasks, skills, competencies) that pose a challenge to the employee.

**Council Input:**

**Employee Input:**

**Support required** – Describe was, if any, that the supervisor or the employer can enhance the effectiveness of the employee (example: additional resources, training, materials).

**Conclusion -**

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date of submission of report to Council: \_\_\_\_\_

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<sup>1</sup> Note – this form should be completed individually by each of the two parties who then meet to complete the copy for presentation to the Council.