

BUDGET COMMITTEE – DECEMBER 14, 2004

**SUMMARY REPORT
RE: INCENTIVE PAYMENTS**

Recommendation

The City Manager recommends that the following report be received.

Purpose

The purpose of this report is to provide members of Council with information regarding the number of employees who received incentive payments in the years 2001 to 2004 inclusive, and its related impact on that year's respective operating budget.

Background

At the December 7, 2004 Budget Committee meeting, it was recommended "that staff be directed to provide a report with respect to incentive payments made and further, that staff provide the Budget Committee with a copy of the Management By-law."

Section 13 "Incentive" of By-law 100-2002 (Management By-law) states as follows:

"An incentive payment will be available to those management/non-union staff that qualify under the following criteria:

- A special circumstance arose during the year that required the employee to provide service/duty over and above the normal course of his/her responsibilities.
- The special circumstance required extraordinary performance on the part of the employee.
- The achievement on the part of the employee was deemed valuable and necessary to the corporation.
- Examples of these circumstances would include: a labour strike, a weather disaster, an environmental catastrophe, a major loss of staff resources, etc.

The incentive payment would be to a maximum of five percent (5%) of the employee's annual salary. The payment would be made upon the authorization of the City Manager. The incentive would be a lump sum payment to recognize the performance of the employee during the special circumstance and would not affect the employee's placement on the salary schedule."

The following lists the number of incentive payments made in 2001, 2002, 2003 and 2004):

DATE	NUMBER OF STAFF	BUDGET IMPACT
2001	2	\$ 9,369.00
2002	11	\$35,330.00
2003	9	\$35,997.55
2004	2 (as at Dec. 14)	\$ 8,516.00

Relationship to Vaughan Vision

This report is consistent with the priorities previously set by Council as it relates to Section 5.4 *Attract, Retain and Promote Effective Staff*.

Conclusion

This report provides a summary of the number of employees who received incentive payments along with the budget impact associated with these payments for the years 2001 to 2004 inclusive. This information is provided for Council's information.

Attachment

1. By-law 100-2002 (Management By-law) – **Council Only**
(Note: By-law available in Clerk's Department for public viewing)

Report prepared by:

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Respectfully submitted,

Michael DeAngelis
City Manager