

Supplementary Budget – Briefing Note

2020 Budget

Performance Review Software Licenses

Briefing Note required for:

-items >\$50,000

-changes in FTE

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
CS	HROD	13751	Performance Review Software Licenses	B	\$52,800	

Background:

Chatham-Kent implemented mandatory annual performance reviews for all employees starting in 2012, which has been successful in elevating the level of performance management across the organization. The manual, paper-based process designed in 2012 was meant to be a temporary solution to allow for quick implementation of immediate performance conversations between supervisors and their direct reports. The permanent solution was identified to be an on-line system for performance reviews and reporting. Project Delta was originally planning to include the on-line performance review system, but funding limitations pushed this system out of scope.

As a result, HROD requested and received base funding from Council in 2017 to move this project and two other priority projects forward. With the succession-planning database fully implemented and the Employee Recruitment and Applicant Tracking system being implemented in 2019, the next priority is the on-line performance review system.

Council approved the one-time costs for an on-line performance review system as part of the Provincial Grant Funding RTC on May 27, 2019. At that time, it was identified through the related briefing note that while some base funding still exists to cover licensing costs, additional base funding would be required through the 2020 budget process to cover the rest of the annual user licenses for this system.

Comment:

Initial costing estimates for licenses for performance review software typically average \$24 per employee per year. Based on Chatham-Kent's 2,200 employees, we can anticipate the need for \$52,800 in base budget funding.

Upon approval of this budget request, the on-line performance management project could move forward with an RFP to select a vendor and implement a system.