



# Inside HR



Prairie and Territories Region, December 2012

## Finishing Well

You've had a busy year and you've likely accomplished more than you realize and, as you think about "wrapping up" the performance year you may also be thinking about what lies ahead. Here are a few reminders that may help you to have a great finish to 2012 and a strong start to 2013.

**Look** at your Progress Review, reflect on your accomplishments since then and develop a brief summary of your contributions for the year. It's amazing what can be forgotten and how a simple list of accomplishments can help focus the performance evaluation discussion.

**Gather** any performance feedback you have received throughout the year as these examples can help support your assessment of your performance.

**Consider** what you have learned from the past year in terms of what you might want to do differently, or better, in the future and what strategies will help you achieve that. This will form part of a realistic self-assessment in terms of where development may be beneficial, in both technical skills and competencies.

**Consider** what may be carry-forward activities or objectives for the new year and be in the 2013 performance plan.

**Inevitably**, the performance evaluation discussion leads into the development planning process and the career conversation - an opportunity

to link past performance to future development and consider development objectives for the current job as well as for longer term career goals.



Remember that the performance evaluation doesn't begin on the day of the meeting, rather it is the culmination of activities and discussions from throughout the year.

Many tools and ideas can be located in HR on-line in the following sections:

1. The Performance Management Guide
2. The Competencies Toolkit
3. Learning & Development

## 2012 Year-End Reminders

### Change of Address:

#### Have you moved during the year?

If so, please ensure that you have updated your address on **HR on-line** under My Data. Income tax time will be here before you know it, and if your address is not up to date on HR on-line, valuable time will be wasted searching for your T4.



### Compressed Work Week:

Employees on a **CWW** cycle are expected to use their **CWW** day as it occurs – it is not intended that CWW days be accumulated. If, for any reason, an accumulation of **CWW** days has occurred, these accrued days are to be used by December 31, 2012.

### Vacation and Floater:

Any unused vacation credits, up to a maximum equal to your annual allocation, may be carried over to the next year. All unused vacation credits at the end of 2012 in excess of the carryover limit will be paid out automatically in early 2013. If you haven't yet used your 2012 floater day, consider taking this instead of a vacation day. If you don't use it by year end, you lose it.

### Overtime:

All approved overtime hours worked in 2012 must be paid, or used as Compensatory Leave, in the fiscal year in which the overtime was worked. If you have approval to take Compensatory Leave up to and including December 31, 2012 this must be entered into the system by December 11, 2012. Any remaining overtime hours in the Time Entry System at December 11, 2012 will be paid out on December 28, 2012.