

# Policies and Procedures 2017

Tuesday, November 07, 2017

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# Agenda

**Tuesday, November 7th, 2017**

4:00pm – Review Survey Results

4:30pm – Review Changes to Policies and Procedures

5:00pm – Presentation on Trends in Employee Benefits:  
Kevin & Melody – PointBreak Consulting

6:00pm – Dinner

6:30pm - Complete review of changes to Policies and Procedures (if necessary)

# 20

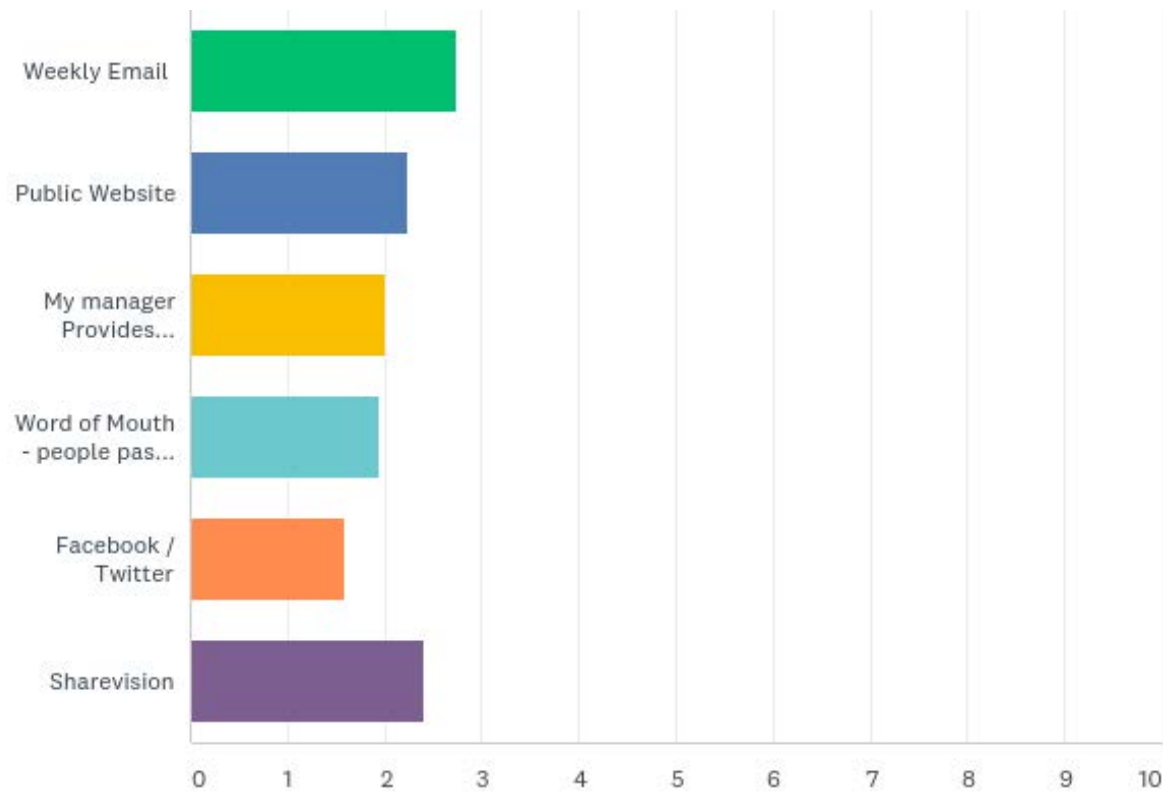
**Total Responses**

Date Created: Friday, April 28, 2017

Complete Responses: 20

# Q1: Communication at Spectrum: I get my information about what is happening at Spectrum from the following sources:

Answered: 20 Skipped: 0



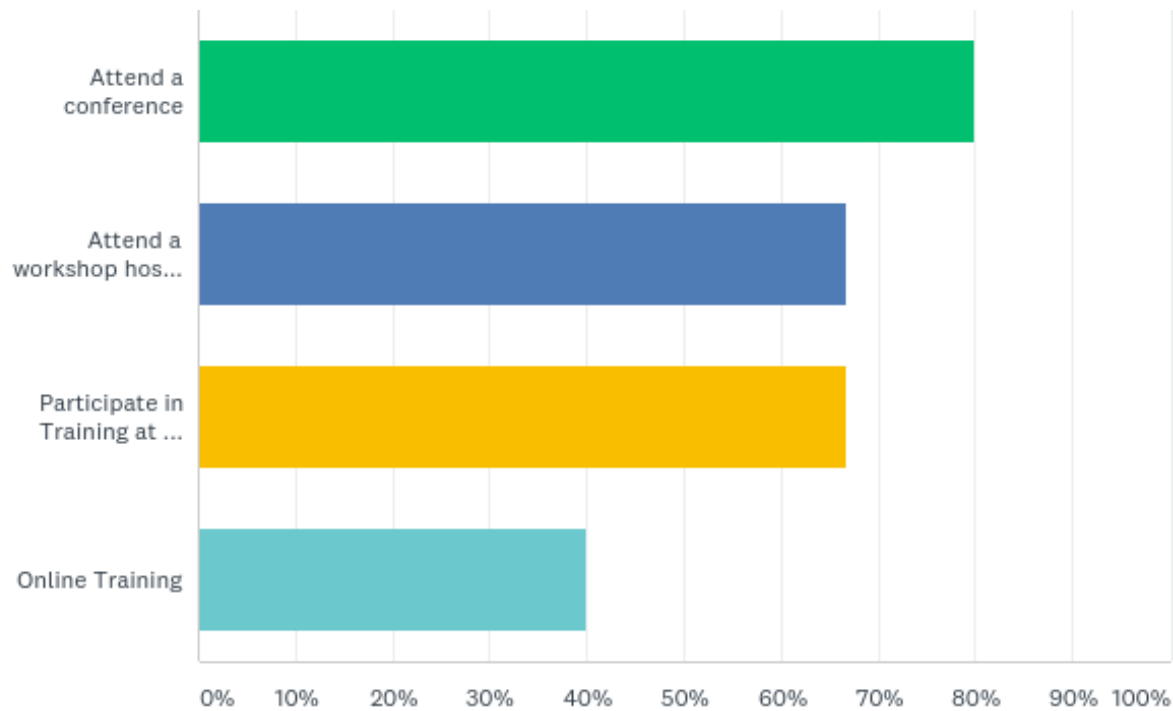
## Q1: Communication at Spectrum: I get my information about what is happening at Spectrum from the following sources:

Answered: 20 Skipped: 0

|  | NEVER       | OCCASIONALLY | REGULARLY    | TOTAL | WEIGHTED AVERAGE |
|--|-------------|--------------|--------------|-------|------------------|
| Weekly Email                               | 0.00%<br>0  | 25.00%<br>5  | 75.00%<br>15 | 20    | 2.75             |
| Public Website                             | 29.41%<br>5 | 17.65%<br>3  | 52.94%<br>9  | 17    | 2.24             |
| My manager Provides Updates                | 29.41%<br>5 | 41.18%<br>7  | 29.41%<br>5  | 17    | 2.00             |
| Word of Mouth - people pass on information | 18.75%<br>3 | 68.75%<br>11 | 12.50%<br>2  | 16    | 1.94             |
| Facebook / Twitter                         | 53.33%<br>8 | 33.33%<br>5  | 13.33%<br>2  | 15    | 1.60             |
| Sharevision                                | 11.76%<br>2 | 35.29%<br>6  | 52.94%<br>9  | 17    | 2.41             |

## Q2: Training: What opportunities for training have you had in the past year?

Answered: 15 Skipped: 5



## Q2: Training: What opportunities for training have you had in the past year?

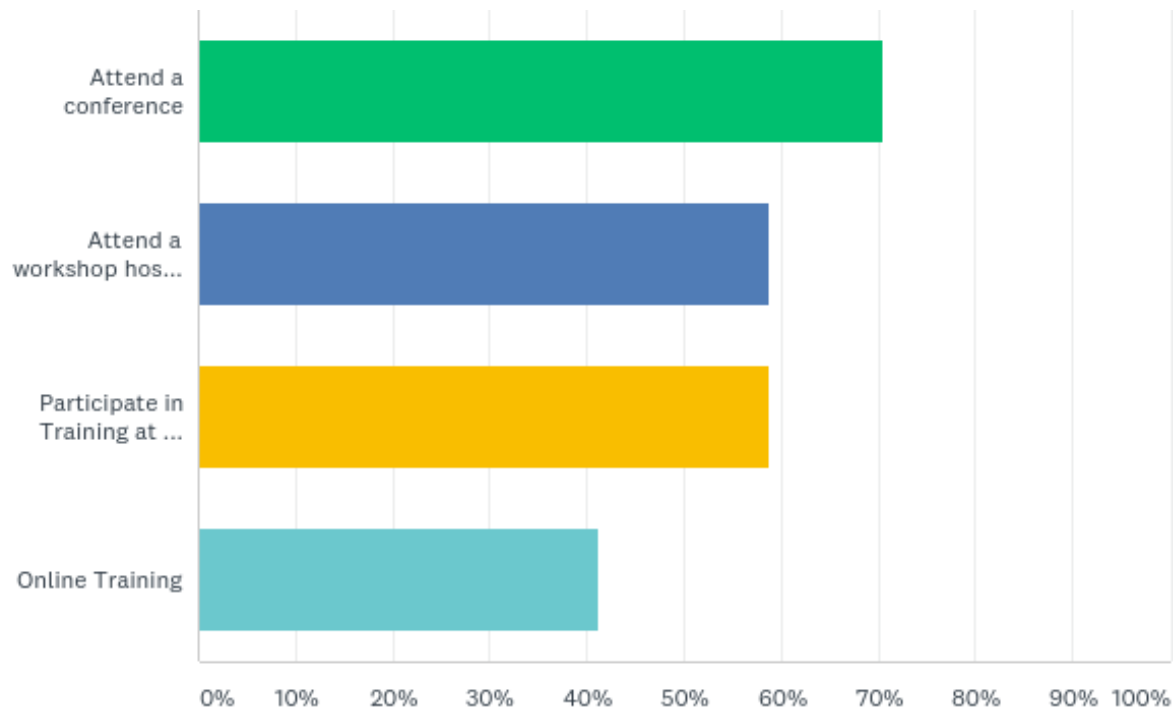
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Answered: 15 Skipped: 5

| ANSWER CHOICES                            | RESPONSES |    |
|---|-----------|----|
| Attend a conference                       | 80.00%    | 12 |
| Attend a workshop hosted by Spectrum      | 66.67%    | 10 |
| Participate in Training at a Team Meeting | 66.67%    | 10 |
| Online Training                           | 40.00%    | 6  |
| Total Respondents: 15                     |           |    |

### Q3: Training: What training opportunities would you like to have in the coming year (2018)?

Answered: 17 Skipped: 3





### Q3: Training: What training opportunities would you like to have in the coming year (2018)?

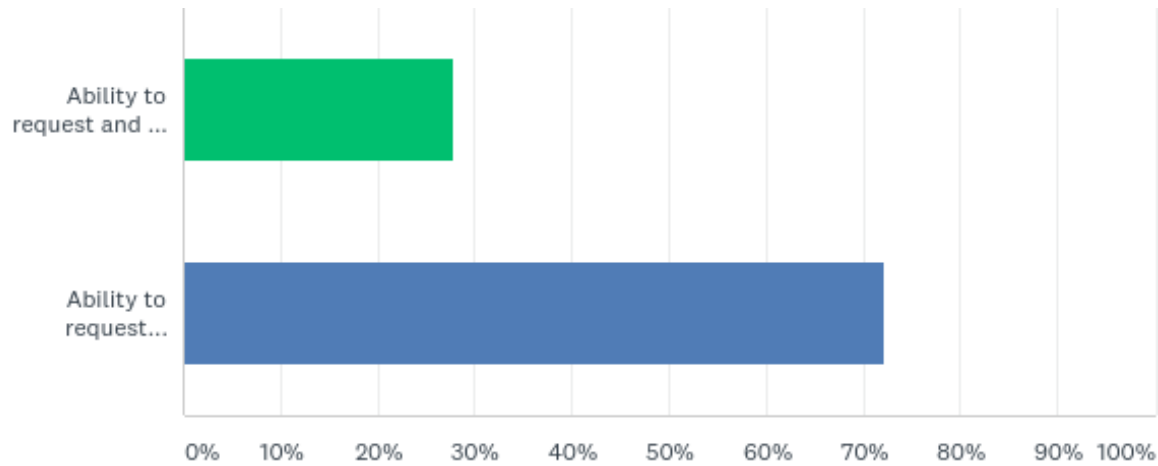
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Answered: 17 Skipped: 3

| ANSWER CHOICES                            | RESPONSES |    |
|---|-----------|----|
| Attend a conference                       | 70.59%    | 12 |
| Attend a workshop hosted by Spectrum      | 58.82%    | 10 |
| Participate in Training at a Team Meeting | 58.82%    | 10 |
| Online Training                           | 41.18%    | 7  |
| Total Respondents: 17                     |           |    |

# vacation requests are approved. Current practice has many vacation requests coming in throughout the year. What is the most important factor in vacation request policy to you?

Answered: 18 Skipped: 2



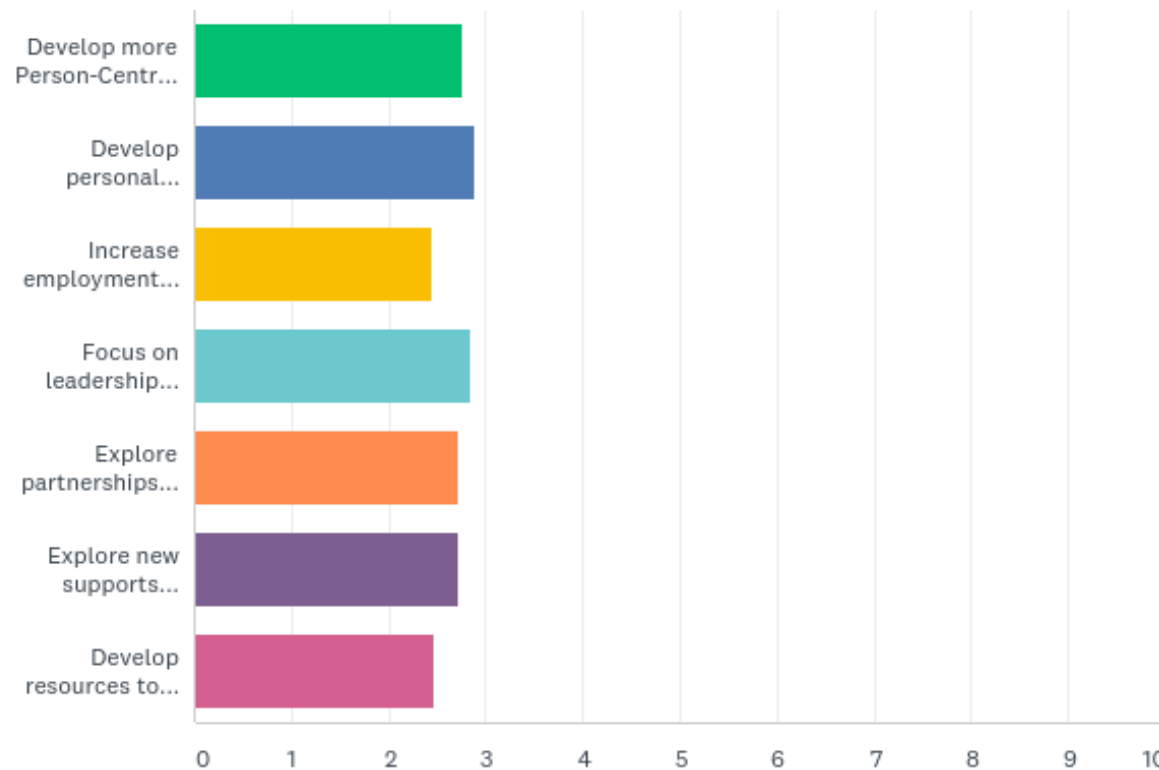
## March 31 are approved. Current practice has many vacation requests coming in throughout the year. What is the most important factor in vacation request policy to you?

Answered: 18 Skipped: 2

| ANSWER CHOICES   | RESPONSES |
|--|-----------|
| Ability to request and get firm approval for all vacation planned in the year. (Additional requests after March 31 may not be approved.)                 | 27.78% 5  |
| Ability to request vacation time flexibly throughout the year. (Approval would be based on other team members schedules and the availability of relief). | 72.22% 13 |
| TOTAL  | 18        |

# safeguard our 2020 vision, St. Spectrum Consulting - expand on effective person centred training, workshops and hosted dialogues. Please rank your priorities for the next three years:

Answered: 19 Skipped: 1



**safeguard our 2020 vision, 3. Spectrum Consulting - expand on effective person centred training, workshops and hosted dialogues. Please rank your priorities for the next three years:**

Answered: 19 Skipped: 1

|   | IMPORTANT PRIORITY FOR SPECTRUM | SECONDARY PRIORITY FOR SPECTRUM | NOT A PRIORITY FOR SPECTRUM | TOTAL | WEIGHTED AVERAGE |
|---|---------------------------------|---------------------------------|-----------------------------|-------|------------------|
| Develop more Person-Centred practices to support the natural authority of individuals and their networks. | 82.35%<br>14                    | 11.76%<br>2                     | 5.88%<br>1                  | 17    | 2.76             |
| Develop personal support networks to ensure individuals are not isolated, lonely and vulnerable.          | 94.44%<br>17                    | 0.00%<br>0                      | 5.56%<br>1                  | 18    | 2.89             |
| Increase employment supports so that more people can contribute to their communities.                     | 50.00%<br>9                     | 44.44%<br>8                     | 5.56%<br>1                  | 18    | 2.44             |
| Focus on leadership   | 81.82%                          | 15.79%                          | 2.38%                       |       |                  |

## Q8: How likely is it that you would recommend Spectrum Society to a friend or colleague?

Answered: 18 Skipped: 2



## Q8: How likely is it that you would recommend Spectrum Society to a friend or colleague?

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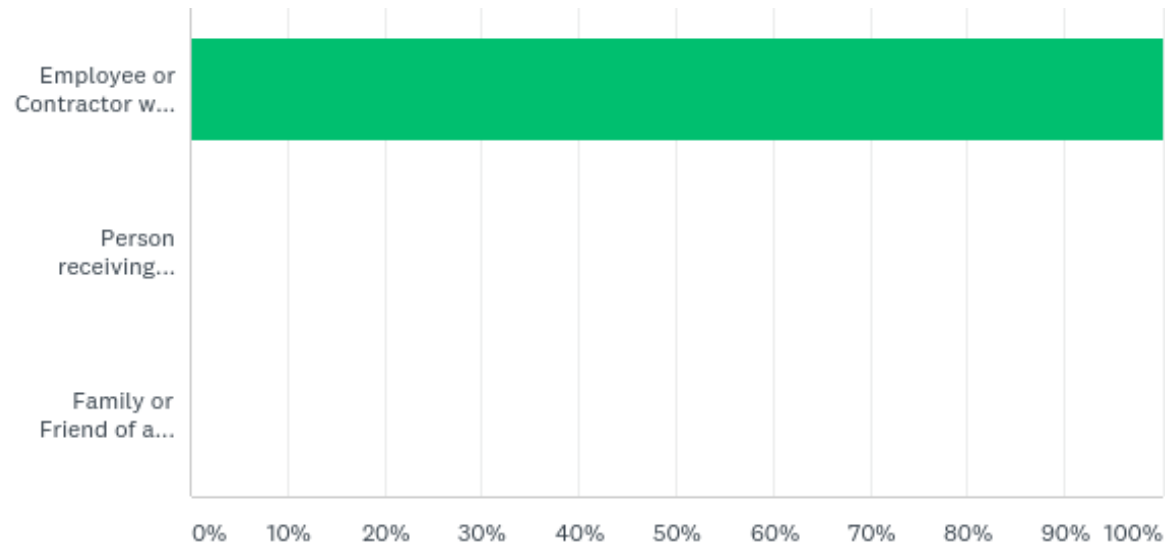
Answered: 18 Skipped: 2

| DETRACTORS (0-6) | PASSIVES (7-8) | PROMOTERS (9-10) | NET PROMOTER® SCORE |
|------------------|----------------|------------------|---------------------|
| 22%<br>4         | 22%<br>4       | 56%<br>10        | 33                  |

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## Q9: What is your relationship with Spectrum?

Answered: 19 Skipped: 1





## Q9: What is your relationship with Spectrum?

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Answered: 19 Skipped: 1

| ANSWER CHOICES  | RESPONSES |           |
|---|-----------|-----------|
| Employee or Contractor with Spectrum                          | 100.00%   | 19        |
| Person receiving services from Spectrum                       | 0.00%     | 0         |
| Family or Friend of a person receiving services from Spectrum | 0.00%     | 0         |
| <b>TOTAL</b>  |           | <b>19</b> |

## Future Issues:

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- MSP – 50% Reduction in 2018 – 100% reduction over four years
- Minimum Wage Increase – to \$15.00 per hour (currently \$11.35/hr)
- April 2018 Wage increase 3.5%
- February 2019 Wage increase 1% (Last year of Government's Plan)

## Benefits Changes – LTD Up – Health and Dental Down

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