

Report to Municipal Services Committee (MSC)
Meeting Date: November 25, 2024
Report Title: Human Resources Policy Update

Department: Administration
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Position: Chief Administrative Officer
Report #CAO-2024-12



RECOMMENDATION

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a by-law be passed to amend By-law 2022-76 to update the Human Resources Policy and Procedure Manual, as presented in MSC report CAO-2024-12.

OVERVIEW:

As part of the ongoing review of policies and procedures, staff have reviewed the Human Resources Policy and recommend various changes, additions, deletions to better reflect operations and to clarify areas where no policy exists.

DISCUSSION:

The Human Resource Policy and Procedure Manual has been amended to provide clear objectives and procedures. Additional required policies have also been added including:

- Recruitment – individuals may be considered for hire if they were part of an interview process for the same job within the past six (6) months. No additional job posting will be required.
- Employee Concerns Policy (HR-200-04)
- Employee Driver's License - Addition of suspension/loss of license (HR-200-12)
- Social Media Policy (HR-200-13)
- Credit Card Policy (HR-200-15)
- Termination Policy (HR-200-02)
- Military Reservist Policy (HR-400-02)
- New Staff Orientation (HR-200-08)
- Inclement Weather (HR-400-03)
- Employee Assistance Program (HR-500-02)
- Workplace Accommodations (HR-600-06 and HR-600-07)
- Medical and Recreational Cannabis Policy (HR-600-08 and HR-600-09)
- Jury/Witness Leave (HR-700-07)
- Salary Administration (HR-700-14)
- Dispute Resolution (HR-700-15)
- Telecommuting Policy (HR-700-17)
- Employees as Paid On-Call Fire Fighter (HR-700-18)
- Standby / Call In Policy (HR-700-19)

- Vehicle Store at Home Policy (HR-700-20)
- Township Issued Cell Phone / Phone Allowance Policy (HR-700-21)
- Clothing Allowance Policy (HR-700-22)
- Addition of November 11th and Staff Appreciation Day (HR-700-04)
- Addition of Forms where forms are needed

Changes

- Employee Recognition – removal of extra vacation day on key anniversary years
- Removal of Health and Safety Policies and Procedures – in a separate document

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

Human Resources Policy and Procedure Manual

e-signed

November 12, 2024

Shellee Fournier
CAO

DATE