



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Laura Lancaster, Acting Commissioner of Corporate Services and Director of Human Resources

**DATE:** April 1, 2021

**REPORT NO.:** CORPSERV-2021-0015

**RE:** 2021 Personnel Policy Manual

### **RECOMMENDATION:**

THAT Report No. CORPSERV-2021-0015 dated April 1, 2021 regarding amendments to the 2021 Personnel Policy Manual be received;

AND FURTHER THAT the 2021 Personnel Policy Manual (Appendix A) is immediately effective upon Council approval.

### **BACKGROUND:**

The Personnel Policy Manual (PPM) applies to all staff working for the Town of Halton Hills in full time, regular part time, casual part time, contractual and temporary positions, unless otherwise covered by a collective agreement or contract. The PPM also includes sections that apply to Council members, volunteers and citizen appointees.

### **COMMENTS:**

Amendments have been made that reflect changes in legislation, changes requested by staff, housekeeping fixes and current best practices in human resources. A copy of the revised PPM is attached as Appendix A. Additions and revisions have been highlighted in Appendix B. Those having a financial impact have been identified below.

**RELATIONSHIP TO STRATEGIC PLAN:**

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

**FINANCIAL IMPACT:**

A recommended change in the amount of the annual safety footwear allowance from \$150.00 to \$200.00 will have minimal impact and will be covered by current budgets.

**CONSULTATION:**

The Acting Chief Administrative Officer and Department Heads have been consulted.

**PUBLIC ENGAGEMENT:**

Not applicable

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

Once approved by Council, the 2021 PPM will be made available to staff on the HUB with the changes highlighted. All staff will be advised of where to find these documents.

Unionized staff will be informed of any changes to portions of the PPM that are applicable to them.

All new employees are made aware of the PPM through the onboarding module of our payroll system.

**CONCLUSION:**

Staff is seeking Council approval of the 2021 Personnel Policy Manual, with amendments that reflect changes in legislation, changes requested by staff, housekeeping fixes and current best practices in human resources

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'C. Mills', with a long horizontal stroke extending to the right.

Chris Mills, Acting Chief Administrative Officer