



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Jonna Ison, Director of Human Resources

**DATE:** June 6, 2023

**REPORT NO.:** CS-2023-017

**SUBJECT:** 2023 Personnel Policy Manual

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### RECOMMENDATION:

THAT Report No. CS-2023-017, dated June 6, 2023, regarding amendments to the 2022 Personnel Policy Manual be received;

AND FURTHER THAT the 2023 Personnel Policy Manual (Appendix A) is immediately effective upon Council approval.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- The Personnel Policy Manual (PPM) provides staff and elected officials with guidance and information related to the Town's policies, procedures, and benefits. It also communicates the Town's expectations regarding behaviour and conduct of staff and elected officials.
- A review of the PPM is conducted annually to keep it current with changing legislation, trends, and best-practices and ensure it is clear and accurate.
- This report outlines the recommended amendments to the current PPM and seeks Council approval for said amendments.

### BACKGROUND AND DISCUSSION:

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.

Key changes to the PPM include:

- Authority for the CAO to covert full time contract staff to permanent staff to respond to operational needs throughout the year
- Language added to the short-term and long-term disability programs
- Addition of paid sick leave entitlement for full time contract staff
- Add reference to the Town's Public Conduct Policy to the Code of Conduct
- Language to suspend the Adjusted Work Arrangements (AWA) policy while it is under review
- Addition of Electronic Data Security, Storage and Handling Policy
- Addition of Employee Electronic Monitoring Policy

The full list of additions and revisions have been highlighted in Appendix B.

**STRATEGIC PLAN ALIGNMENT:**

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.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

The Senior Management Team, Human Resources, and the Town Treasurer and Director of Finance have been consulted in the preparation of this report.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Any future financial implications will be included for consideration as part of the operating budget process.

Reviewed and approved by,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer