

APPENDIX B

PPM RECOMMENDED CHANGES for 2023

Topic	Recommendation	Rationale	Revision/ New/ Deletion
Various Housekeeping Changes (throughout PPM)	<ul style="list-style-type: none"> - Formatting, spelling, grammar. - Minor word changes to clarify language. 		Revision
Section 1 Scope and Purpose			
1 (b, c, d, and f)	Include Schedule L - Electronic Data Security, Storage and Handling Policy.	<ul style="list-style-type: none"> - Ensure Schedule L is captured under the applicable staff classifications, and elected officials and volunteer categories. 	New
Section 2 Definitions			
	Add definition of Full Time Employee and Full Time Contract Employee.	<ul style="list-style-type: none"> - Ensure all employee classifications are defined for clarity. 	New
Section 3 Employer Rights and Functions			
4.	Add language giving CAO authority to convert full time contract staff to permanent full time status	<ul style="list-style-type: none"> - There is a need for greater agility throughout the year to respond to staffing challenges and maintain business continuity. 	New
Section 5 Wage and Salary Administration			
6. Internal Secondment Opportunities	Add definition of internal secondment opportunities, outline wage and salary administration, and associated process and parameters.	<ul style="list-style-type: none"> - Clarify internal secondment opportunities, differentiate from Acting Appointments. - Ensure consistent application of associated process and parameters. 	New
Section 6 Hours of Work, Overtime Hours, and Standby			
2. Overtime (e and f)	Add language to clarify overtime compensation rate for employees on standby vs employees who voluntarily accept overtime shifts that are scheduled in advance when not on standby.	<ul style="list-style-type: none"> - Clarification of language as it pertains to overtime for employees on standby vs employees who are not on standby. 	Revision

Section 9 Absence from Work			
1. Policy	Added Town's Disability Management Program.	- Require employees to participate in the Town's Disability Management program as directed by their Supervisor and HR.	Revision
2. Incidental Illness	Added paid sick day entitlement for full-time contract staff and outlined parameters.	- Retention tool. - Supports employee health and wellness.	New
3. Short-term Disability (d)	Add language to clarifying the Town's right to amend the STD program in the future as needed.	- Prepare staff for upcoming changes to the STD program.	Revision
4. LTD Benefits	Stipulate requirement for employees to apply for LTD benefits once STD benefits are exhausted and provide medical documentation to support on-going LTD eligibility.	- Ensures employees who have exhausted the STD leave period and continue to be off due to a disability, are compelled to apply for LTD benefits and comply with the program's requirements.	New
5. Reservist Leave	Time worked with the Town of Halton Hills to qualify for reservist leave decreased from 6 months to 3 months.	- Change to ESA legislation.	Revision
Section 11 Employee Education and Development			
1. Education reimbursement program (v)	Tuition reimbursement amount increased from maximum of \$1250 to \$1800.	- Retention tool. - Ensures Town has qualified staff to deliver services. - Support on-going development of staff and mitigate increasing costs due to inflation.	Revision
Section 14 Recruitment			
2. Hiring of Retired Employees (b)	Remove language requiring Town to determine whether re-hire complies with OMERS requirement for a bonafide termination.	- Ensure language is current with OMERS requirements.	Revision

5. Organization Chart (b and c)	Remove language requiring organization charts to be submitted to Council. Remove language for Council to approve staff complement.	- Ensure language is consistent with past practice. - Council approves through budget	Revision
Section 15 Members of Council			
(b)	Clarify language regarding eligibility criteria for continued participation in the Town's benefit program in cases of retirement.	Language clarification to explain that an election loss does not qualify the Council member for continued benefits.	Revision
SCHEDULE A Code of Conduct			
F. Conflict of Interest	Add language requiring employees who work an additional job elsewhere and perform work related to their position at the Town of Halton Hills, to provide details and acknowledge they will agree to Section H on Municipal Resources (i.e. refrain from using Town resources to perform duties of their secondary job).	- Ensure staff use Town facilities, equipment, supplies, and resources to perform duties related only to their position with the Town. Reflects current practice.	New
References and Related Documents	Add Town's Public Conduct Policy (located on The Hills and Town's External Website).	- Education and awareness of the Town's Public Conduct Policy as it relates to the Schedule A Code of Conduct Policy. -	Revision
SCHEDULE E Adjusted Work Arrangements (AWA)			
	Add notation that AWA Policy is temporarily suspended and under review.	- Update status of program to inform staff that review is in progress.	Revision
SCHEDULE G Electronic Mail			
General	Add reference to Schedule L (Electronic Data Security, Storage and Handling Policy) where appropriate.	- Incorporate guidelines from Schedule L as it relates to Electronic Mail.	Revision
Guidelines for the Use of Email	Add guidelines for managing staff email to ensure messages are secure and	- Safeguarding email messages and managing	Revision

<p>Personal Communication</p> <p>Appropriate Use of Technology</p>	<p>properly managed, and transitory messages are disposed of appropriately.</p> <p>Add language prohibiting use of corporate email when creating user accounts for personal services, social media accounts and personal subscriptions.</p> <p>Add language requiring use of a corporately approved service rather than individual staff email accounts when emailing to large numbers of recipients.</p>	<p>staff's inbox, sent, deleted, and other folders effectively.</p> <ul style="list-style-type: none"> - Strengthen security of Town's IT system. - Prohibit use of third-party e-mail service to residents or staff for security purposes. 	<p>Revision</p> <p>Revision</p>
<p>SCHEDULE H Computer Use</p>			
	<p>Add language indicating process for releasing email messages in quarantine.</p>	<ul style="list-style-type: none"> - Strengthen language for IT security purposes and provide clarification to staff for retrieval of quarantined messages. 	<p>Revision</p>
<p>SCHEDULE L Electronic Data Security, Storage and Handling Policy</p>			
	<p>Add policy outlining Data Classification Levels and data storage and handling guidelines.</p>	<ul style="list-style-type: none"> - Protection of Town's data. - Staff awareness and education. 	<p>New</p>
<p>SCHEDULE M Employee Electronic Monitoring Policy</p>			
	<p>Add policy outlining how the Town monitors employees through use of technology (e.g. GPS; computer, e-mail, and instant messaging; video surveillance, key fobs).</p>	<ul style="list-style-type: none"> - Legislative requirement. - Inform employees how Town engages in electronic monitoring of staff and how the information obtained is used by the Town. 	<p>New</p>