



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Jonna Ison, Director of Human Resources

DATE: November 24, 2023

REPORT NO.: CS-2023-036

SUBJECT: 2024 Personnel Policy Manual

RECOMMENDATION:

THAT Report No. CS-2023-0036, dated November 24, 2023, regarding amendments to the 2023 Personnel Policy Manual be received;

AND FURTHER THAT the 2024 Personnel Policy Manual (Appendix A) be approved and made effective on January 1, 2024.

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.
- Typically, the PPM is reviewed in the spring, approved by Council thereafter with changes taking effect immediately.
- The PPM (2022 version) was last reviewed in spring 2023 with recommended changes approved by Council in June 2023.
- On the direction of the Senior Management Team, the PPM has been reviewed once again. Recommended changes as approved by Council, will take effect in January 2024 thereby adjusting the schedule of future reviews of the PPM to the fall of each year with changes taking effect on January 1 of the following year.

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:

- Updates to the language in Section 9 – Absence from Work, including overhaul of the Town’s short-term disability management program and process
- Addition of guidelines under the Town’s Return-to-Work Program and process
- Increase to the mileage rate from \$0.56/km to \$0.63/km based on benchmarking data from the Town’s comparators
- Removal of the Job Evaluation Policy and Social Media Guidelines from the document.

The full list of additions and revisions have been highlighted in Appendix B. Once the document content has been approved, staff will clean up the formatting for publication.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town’s 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.

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 have been consulted in the preparation of this report.

FINANCIAL IMPLICATIONS:

This report has an immediate financial impact and requires a funding source.

Staff is recommending that mileage be reimbursed at the rate of \$0.63 per kilometre for 2024 as per the recommended changes to the 2023 PPM. The proposed increase will be accommodated within the existing budget for 2024 and actual usage will be monitored during the year. At year end, actual mileage expenses exceeding the budgeted amount will be included in the corporate surplus or deficit and the Treasurer will determine an appropriate funding source at that time.

The mileage budget will be reviewed as part of the 2025 budget process and required adjustments will be included for budget consideration.

Reviewed and approved by,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer