



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Jonna Ison, Director of Human Resources

DATE: November 1, 2024

REPORT NO.: CS-2024-030

SUBJECT: 2025 Personnel Policy Manual

RECOMMENDATION:

THAT Report No. CS-2024-030, dated October 30, 2024, regarding the 2025 Personnel Policy Manual be received;

AND FURTHER THAT the 2025 Personnel Policy Manual (Appendix A), upon Council approval, be effective January 1, 2025.

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 to ensure it is clear and accurate.
- This report outlines the recommended amendments to the current PPM and seeks Council approval for said amendments.
- Any approved changes will be incorporated into the 2025 PPM to take effect on January 1, 2025.

BACKGROUND AND DISCUSSION:

The 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 to the 2024 Personnel Policy Manual that reflect changes requested by staff, housekeeping fixes, and current best practices in human resources. A copy of the revised 2025 PPM is attached as Appendix A. Additions and revisions have been summarized in Appendix B. Those having a financial impact have been identified below.

Recommended Changes for the 2025 PPM with Financial Impact:

- Section 10: Convention, Conference, Employment Expenses, and Professional Fees – Add Construction Students to the list of positions that are eligible for an additional \$0.5/km to the regular mileage rate of \$0.63/km.

STRATEGIC PLAN ALIGNMENT:

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

This report identifies a safe and welcoming community 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 Manager of Budgets and Financial Reporting were consulted about preparing this report.

FINANCIAL IMPLICATIONS:

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

The financial impacts are expected to be minimal in terms of costs to the operational budget.

Reviewed and approved by,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer