

## APPENDIX B

### 2024 PERSONNEL POLICY MANUAL - RECOMMENDED CHANGES

Topic	Recommendation	Rationale	Revision/ Addition/ New/ Deletion
Various Housekeeping Changes (throughout PPM)	<ul style="list-style-type: none"> <li>- Formatting, spelling, grammar.</li> <li>- Minor word changes to clarify language.</li> </ul>		Revision
<b>Section 5 – Wage and Salary Administration</b>			
Salary Survey	<ul style="list-style-type: none"> <li>- Addition of a Special note at the top of this section indicating that proposed changes in this subsection are subject to Council's approval of recommendations outlined in Report No. CS-2024-030 regarding the 2025 Personnel Policy Manual, and Report No. CS-2024-029 regarding the Non-Union Salary and Pay Equity Review.</li> </ul>	<ul style="list-style-type: none"> <li>- Recommendations from the Non-union Salary and Pay Equity Review (Report No. CS-2024-030) and recommended amendments to the PPM (Report No. CS-2024-029) are both to be presented to Council on November 18.</li> </ul>	Revision
<b>Section 8 – Designated Holidays and Vacation</b>			
Designated Holidays	<ul style="list-style-type: none"> <li>- Add National Day for Truth and Reconciliation to the list of designated holidays.</li> </ul>	<ul style="list-style-type: none"> <li>- With the addition of National Day for Truth and Reconciliation as a designated holiday in the collective agreement for the Town's Unions (Fire and CUPE), in 2024, Council approved the recommendation to provide the holiday to non-union staff.</li> </ul>	Addition
<b>Section 10 – Convention, Conference, Employment Expenses, and Professional Fees</b>			
Professional Fees	<ul style="list-style-type: none"> <li>- Add the position of Construction Student to the provision of additional \$.05/km to the regular mileage rate (\$.63/km) while performing inspection duties in the field.</li> </ul>	<ul style="list-style-type: none"> <li>- Construction Students are tasked with having to use their own personal vehicle to travel to work sites throughout the Town to perform the duties of their job in the field.</li> </ul>	Addition

**Schedule C – Workplace Violence & Harassment Prevention**

	<ul style="list-style-type: none"><li>- Addition to the list of resources related to Schedule C, at the end of the Policy</li></ul>	<ul style="list-style-type: none"><li>- Provide the following additional information related to Schedule C: Schedule B Workplace Discrimination Prevention, Town of Halton Hills Incident (Injury) Report Form, and the Public Conduct Policy.</li></ul>	Addition
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