



REPORT

REPORT TO: Chair and Members of the Community and Corporate Affairs Committee

REPORT FROM: Laura Lancaster, Manager of Human Resources

DATE: February 25, 2019

REPORT NO.: CORPSERV-2019-0020

RE: 2019 Personnel Policy Manual

RECOMMENDATION:

THAT report No. CORPSERV-2019-0020 dated February 25, 2019 regarding amendments to the 2019 Personnel Policy Manual be received;

AND FURTHER THAT 2019 Personnel Policy Manual be recommended by the Committee of Community and Corporate Affairs for approval by Council;

AND FURTHER THAT the 2019 Personnel Policy Manual is immediately effective upon Council approval.

BACKGROUND:

The Personnel Policy Manual (PPM) is a document that contains policies and employment contract terms between the Town and our employees. The document 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:

In order for the PPM to be kept current, a review is done periodically, which results in amendments to reflect legislative changes, changes requested by staff, housekeeping fixes and current best practices in human resources. A copy of the revised PPM is attached as Appendix A. Additions and revisions have been highlighted in Appendix B.

RELATIONSHIP TO STRATEGIC PLAN:

The revised PPM supports Council's Strategic Priority regarding "the effective, efficient and economical delivery of the Town's existing services."

FINANCIAL IMPACT:

All of the recommended changes are administrative in nature and do not a financial impact.

CONSULTATION:

The CAO, Department Heads and staff have been consulted.

PUBLIC ENGAGEMENT:

Not applicable

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

Once approved by Council, the 2019 PPM will be made available to staff on the HUB with the changes highlighted. All staff will be advised of where to find these documents.

Unionized staff will be informed of any changes to portions of the PPM that are applicable to them.

All new employees will be made aware of the PPM through the onboarding module of our payroll system.

CONCLUSION:

Staff is seeking a recommendation for approval by Council for the 2019 Personnel Policy Manual, with amendments that reflect changes in legislation, changes requested by staff, housekeeping fixes and current best practices in human resources. All staff will be advised of the revised 2019 PPM and will be given an opportunity to review the document, with changes tracked, on the HUB.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jane Diamanti". The script is cursive and fluid.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is cursive and fluid.

Brent Marshall, Chief Administrative Officer