

APPENDIX B

PPM RECOMMENDED CHANGES

Topic	Recommendation	Rationale	Revision/ New/ Deletion
Various Housekeeping Changes	<ul style="list-style-type: none"> - Title page – Council removed from main “applicable to” section and moved to “including” section to reflect recent legislation mandating the requirement for Council to have a separate Code of Conduct. - “Articles” within the document renamed to “Section” - Rename “Permanent Part Time” to “Regular Part Time” - Update position titles as necessary - 		Revision
Article 1 Scope and Purpose			
1 (a), (b)	Include acknowledgement of <i>Employment Standards Act (ESA), 2000</i> , as amended, as a minimal standard guiding employment terms not specifically accounted for in the PPM	In light of recent legislation changes (Bill 148 and subsequent reversals by Bill 47) additional wording to direct employees to the ESA for minimal standards	Revision
1 (c)	<p>Specify that the scope also includes the Halton Hills Part Time Firefighters Handbook</p> <p>Include Hiring of Relatives</p>	<p>Not before specifically named although applicable</p> <p>Not before specifically named although applicable</p>	Revision
1 (d)	Add a section to detail provisions in PPM specific to Council	Changes due to recent legislation (Bill 68)	Addition
Article 2 Definitions			
Regular Part Time position	Rename Permanent Part Time positions as Regular Part Time	Terminology revised to match what is commonly seen in the marketplace.	Revision
Casual Part Time position	Define category of part time positions that do not qualify for regular part time status	Clarify parameters for positions not classified as regular part time	New

Regular Part Time Employees	Define a class of employees which qualify for benefits afforded Regular part time positions (paid sick time)	Allows for clarity on what class an employee falls within	New
Casual Part Time Employee	Define a class of employees apart from regular part time employees	Allows for clarity on what class an employee falls within	New
Workplace	Revise to match definition of workplace elsewhere in the document	To provide consistency throughout the document	Revised
Article 4 Conditions of Employment			
4.4 (c)	Revise wording to reflect vacation taken during probationary period is acceptable in exceptional circumstances with supervisor approval	Revised to reflect current practice	Revision
Article 7 Employee Benefits			
7.2 (e)	Revise wording to remove onus on the Town to conduct a benefits review every 3 years	A proper benefits review can take anywhere from 12-18 months to perform so is not practical to do that often	Revision
Article 8 Designated Holidays and Vacation			
8.2 (d)	Add wording to let employees on LTD know that any vacation balance will be carried over to following year	Clarification of payroll practice for employees	Addition
8.2 (e)	Add wording addressing sickness during the Christmas closure	Clarification for employees on parameters to have vacation leave converted to sick leave during Christmas closure time	revision
Article 9 Absence from Work			
9.7 (b)	Update parameters to allow departments heads to approve compassionate leave up to 10 days within their own department	Remove need for CAO to approve any compassion leave under 10 days	New

9.8 (b)	Add language regarding payment while on jury duty	The Town pays the wages of full time employees while on jury duty	Revision
Article 14 Recruitment			
14.2 (b) Appointments	Include language regarding factors to consider whether to post or whether to appoint a current employee into the position	Clarification request from the Workplace Culture Committee and in discussion with senior management	New
14.2 (c) Appointments	Include language regarding the Town's stance on status of staff occupying contract positions that are converted to full time.	Clarification request from the Workplace Culture Committee and in discussion with senior management	New
14.2 (d) Appointments	Clarify factors taken into account when considering a staff appointment	Clarification request from the Workplace Culture Committee and in discussion with senior management	Revision
14.4 (a) Hiring of Relatives	Clarify that relative is inclusive of "in-law" and "step" relationships	Clarification on intent of clause	Revision
Schedule A – Code of Conduct			
Overview	Remove Elected officials from scope	Elected officials have separate Code of Conduct	Deletion
	Clarify definition of 'workplace' to match Definition in Section 2 Definitions and other Schedules attached to the PPM	Brings uniformity into the document for defining workplace	Revision
Fit For Work	Add Fit for Work clause	Addition in light of recent Cannabis legislation	Addition
Schedule B – Workplace Discrimination Prevention			
A. Purpose	Separate Harassment from this policy and deal with under the Workplace Violence and Harassment policy (Schedule C)	Legal opinion recommends collating harassment under one policy instead of two	Revision

B. Definitions	Update definition of the following terms: <ul style="list-style-type: none"> • Workplace • Discrimination • Harassment • Poisoned Environment 	Advised by legal counsel to reflect our obligation under relevant legislation	Revision
E. Accommodation	Add section regarding the Town's obligations under current legislation regarding accommodating employees who face barriers based on a protected status	Advised by legal counsel to reflect our obligation under relevant legislation	Addition
F. Complaint Procedure	Clarify language and add a No Reprisal clause	Advised by legal counsel to reflect our obligation under relevant legislation	Addition New

Schedule C – Workplace Discrimination Prevention

Overview of Policy	Update to include Harassment based on a prohibited ground of discrimination under the Ontario Human Rights Code.	Advised by legal counsel to reflect our obligation under relevant legislation	Revision
Definitions	Update definition of the following terms: <ul style="list-style-type: none"> • Domestic Violence • Workplace Harassment • Workplace 	Advised by legal counsel to reflect our obligation under relevant legislation	Revision
Overview of Procedure and Investigating Complaints	Update to reflect the Town's obligation under relevant legislation	Advised by legal counsel to reflect our obligation under relevant legislation	Revision

Schedule D – Job Evaluation Policy

D. Job Evaluation Information	Revise to clarify what type of information will be released to staff in appeals of job evaluation results	Revised to reflect current practice after consultation with Job Evaluation consultant	Revision
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Schedule E – Retirement and Service Recognition

Service Recognition	Revise to reflect that service recognition will be done on an employee's service anniversary instead of once a year	Recognition format has changed with the switch to an on-line recognition service provider	Revision
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Schedule G – Electronic Mail

	Include updated version for inclusion in the PPM	Revised policy from Information Services	Revision
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Schedule H – Computer Use Policy

	Include updated version for inclusion in the PPM	Revised policy from Information Services	Revision
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Schedule I – Employee Purchase/Repayment Plan for Personal Computers

Purchase Options	Include tablets under qualifying computer equipment	Reflects current technology choices available	Revision
	Update how payment is handled	Updated to reflect current business practices	Revision

Schedule J – Media

	Include updated version for inclusion in the PPM	Revised policy from Corporate Communications	Revision
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