

Type of Decision									
Meeting Date	Friday, October 16, 2009				Report Date	Wed. October 14, 2009			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE
Policy Updates 2009 16/10/09/204

**RECOMMENDATION:** That the following resolution be accepted adopting all policies as drafted and/or amended at the meeting of Friday, October 16, 2009.

**WHEREAS** some Municipal policies have become outdated and no longer reflect current legislation;

**AND WHEREAS** the municipality was lacking a large number of policies required to clarify administrative and employment issues and provide staff with Council's opinion and direction;

**THEREFORE BE IT RESOLVED THAT** in order to ease and clarify the administration of various employment and safety issues the Council of the United Townships of Head, Clara & Maria does hereby adopt the following policies as drafted and/or as amended during this meeting for implementation effective immediately:

- F, P&G113/ ADMIN/Policy of Job Descriptions
- P&G121/ADMIN/Hiring Guidelines
- P&G126/ADMIN/Hours of Work & Overtime
- P&G127ADMIN/compensation for Travel & Mileage
- P&G128/ADMIN/Special Callout Guidelines
- P&G129/ ADMIN/Policy on Protection of personal Information
- P&G134/ADMIN/Office Procedures
- P&G135/ADMIN/Legal Services
- P&G137/ADMIN/Vacation/Holiday/Sickleave
- P&G156/ADMIN/Policy on Business Expenses
- P&G157/ADMIN/Bereavement Leave
- P&G158/ADMIN/Force & Purpose of Employment Policies
- P&G159/ADMIN/Policy on Accommodation
- P&G160/ADMIN/Policy on EAP
- P&G161/ADMIN/Policy on Customer Service
- P&G162/ADMIN/Policy on Employee Feedback
- P&G163/ADMIN/Policy on Insurance Benefits
- P&G164/ADMIN/Policy on Training and Education
- P901/TREASURY/Tax Write Off
- M611/ERP/Guick Guide to Disposal Site Management
- P&G626/ERP/Funeral Tributes
- P&P1003/HEALTH&SAFETY/Office Staff Policy;

**AND FURTHER THAT** should any of these issues be addressed in another policy or documentation that the previous policy, or section thereof, be voided and declared invalid.

**BACKGROUND/EXECUTIVE SUMMARY:** In the past, long term employees implemented all Council policies and rules and apparently only created new ones to prevent a problem that had happened from occurring again. A vast number of those policies, decisions and procedures were not written down. With Diane gone and Ruth soon to retire it is important to document unwritten policy to ensure continuity of administration. Further, as we have seen with situations such as the garage roof and the OMB hearing, Council today needs to be proactive, not simply reactive. Finally, we need to work towards making the municipality an attractive place to work to retain and attract staff in the future and compete with other municipalities for a dwindling skilled work force.

As explained previously, some of the existing policies of the municipality were contrary to the *Employment Standards Act (ESA)*. We have reviewed these policies and brought them up to date; compliant with the current legislation yet maintaining what I believe was the intent of the original policy.

In 2007 I attended a two day HR session with Lauren Bernardi, a lawyer who specializes in HR law. Her firm has produced a binder of policy templates to be used for HR purposes. Council granted permission to purchase that binder and implement some changes in 2007. The policies you see here are either those that were outdated and required amendment or new policies that have been created as a result of review of the Bernardi binder.

The following list gives a brief description of the changes made or the reason for implementation. Please note there are some policies that require Council to come to a decision about limits.

- **F, P&G113/ ADMIN/Policy of Job Descriptions** – implemented the policy to coincide with the form that existed previously. Explains to staff what is required of them and will be reviewed during each performance evaluation.
- **P&G121/ADMIN/Hiring Guidelines** – Simply updated to reflect current legislation and to correct format/language.
- **P&G126/ADMIN/Hours of Work & Overtime** – Most is the same, updated language and form, **NEW** – the section about inclement weather – documents unwritten policy.
- **P&G127ADMIN/compensation for Travel & Mileage** – implemented changes that conformed to current legislation. In the past, policies were specific to admin staff and Council, excluding outside staff. Legislation demands that all employees be treated equally in respect to compensation for time at meetings. I have extended that to compensation for mileage for use of personal vehicles as well.
- **P&G128/ADMIN/Special Callout Guidelines** – updated to reflect legislated authority.
- **P&G129/ ADMIN/Policy on Protection of personal Information-** updated to reflect legislated authority. Although the policy is somewhat detailed, it was a document created by the Bernardi lawyers and conforms to current legislation.
- **P&G134/ADMIN/Office Procedures** – Updated an existing by-law, hopefully making guidelines easier to understand (language/format).
- **P&G135/ADMIN/Legal Services** – Updated format and language.
- **P&G137/ADMIN/Vacation/Holiday/Sickleave** – Updated format and language. Specified the number of hours per week required to be eligible for additional

benefits. Used to be segregated by position - admin or outside workers. Does not change the eligibility of any employee to benefits.

- A. - Removed sections that simply mirrored the ESA.
- B. – added #8 & #10.
- C. – Added #11, Amended #12, #13 – changed from number of days to number of weeks for ease of administration. Also included the corresponding rate of vacation pay. This is not new, just described differently for clarification.
  
- Change that might affect costs eventually – #13(b) from 12 days to 2.5 weeks & 13(d) from 17 days to 3.5 weeks – with Ruth and I currently working 4 day weeks this has absolutely no effect. Once we have ee's working 5 day weeks it will result in a ½ day increase for both periods, a minimal change.
  
- Added #16, Amended # 17, 18, Remainder is the same.
  
- D. – Added #32.
  
- **P&G156/ADMIN/Policy on Business Expenses – NEW** – combined some information from other policies into one specific to this purpose. Again, changed format and language for clarification. Applies equally to Council and all staff. Added section B – not likely to be used but better prepared than not. Section C simply clarifies unwritten policy.
  
- **P&G157/ADMIN/Bereavement Leave – NEW** – one of the old policies mentioned bereavement leave but did not specify whether or not it was to be paid. This new draft speaks for itself. *Council to fill in requirements for 1. (a), 2. (a), and 3 (a).* There is no applicable legislation. This would be an added benefit for all employees.
  
- **P&G158/ADMIN/Force & Purpose of Employment Policies – NEW** – Explains why these policies are necessary. They will be compiled into an employee handbook and made available for all employees.
  
- **P&G159/ADMIN/Policy on Accommodation – NEW** – with changing legislation it is important to be pro-active and adopt a policy before we need it. Self explanatory.
  
- **P&G160/ADMIN/Policy on EAP – NEW** – Explains to staff the program that Council approved at last meeting.
  
- **P&G161/ADMIN/Policy on Customer Service – NEW** – Should be obvious but sometimes we all need reminders to ensure we are “politically correct”.
  
- **P&G162/ADMIN/Policy on Employee Feedback – NEW** – again, usually addressed during PAs but needed to be documented.
  
- **P&G163/ADMIN/Policy on Insurance Benefits – NEW** – the benefits program is not new, clarifies and documents unwritten policy.
  
- **P&G164/ADMIN/Policy on Training and Education – NEW** – *Requires direction by Council in section #4.* I believe this is necessary to protect the ratepayers of the municipality. If any employee receives training at the municipality's expense, the municipality should benefit. If a recently trained employee leaves, they should be

required to reimburse the municipality and ratepayers a certain amount. I recommend option #2 with different percentages for the different time periods.

- **P901/TREASURY/Tax Write Off** – Updated existing policy for format and language. Provided clarity and additional detail for new staff.
- **M611/ERP/Guick Guide to Disposal Site Management** – Updated existing policy, mostly formatting and language.
- **P&G626/ERP/Funeral Tributes** – Updated for format and language. Added #3.
- **P&P1003/HEALTH&SAFETY/Office Staff Policy** – We are required to have specific policies for each work area or job. This is a project I was working on in 2008 just before I left. Specific policies for Outside workers, disposal site attendant and hall caretaker will follow.

Financial Considerations/Budget Impact: There are no changes or new policies that will significantly affect the budget for this year or any future year. As expressed, the changes to the vacation entitlement from 12 days to 2.5 weeks and 17 days to 3.5 weeks would result in a ½ day increase for both of those periods. This is for employees who work a five day week and have worked for two years and 10 years respectively. Not a significant change. (It will not affect Ruth or me as we are only working 4 day work weeks now to accommodate Tracy's position.)

**Should the vacation entitlement be extended to full-time outside workers (read Terry)?**

Currently the practise is to only offer vacation, sick and personal days to full-time admin staff. Should Council implement this change it would have varying financial implications depending on how it was handled. If it was effective Jan 1, 2010 and applied from that date forward there would be no significant changes. Vacation pay is already being paid at 4%. The difference would be with sick days and personal days. This would amount to approximately \$2,067 additional per year. If it were paid retroactively, since Terry has been employed for some time, he would be eligible for four weeks of holidays at 8% of current wage or approximately \$3,375 per year. If applied retroactively, Ruth's entitlement would change as well, increasing costs again.

Again, I am considering fairly compensating dedicated employees but also creating a position that will attract a qualified individual upon Terry's ultimate retirement.

Bereavement leave would eventually increase costs, no way of determining annual increase.

*[Although getting way ahead of ourselves, and dependant upon Tracy's acceptance and that of Council, at Ruth's retirement (or shortly after) I would consider having Tracy work a 4 day work week as well, allowing us to hire another individual for 3-4 days to train to take over when either Tracy or I leave. Gayle will eventually retire from her position and that one day a week could be incorporated into this as well as limiting additional costs to the municipality. Times have changed and people no longer stay with one employer for life as they once did. This would provide consistency and would allow the municipality to have someone trained to take over any job vacancy while keeping costs down. Food for thought.]*

Policy Impact: Obviously this resolution significantly amends and adds to current policy.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*