

Human Resources (HUM) Policy Summary

	Policy	Summary
1	HUM-001-001 Employee Conduct and Code of Ethics	Commitment to fair and equitable decision making, demonstration of excellence, honesty, integrity and respect in all that we do.
2	HUM-001-002 Elected Officials Participation in Employee Benefit Plans	Commitment that elected officials will participate in the same employee benefits package as County's classified staff (excluding LAPP).
3	HUM-001-004 Comprehensive Workplace Health	Commitment to optimize the health of all employees by promoting healthy behaviours, providing education and addressing factors that influence health in the workplace.
4	HUM-001-005 Disability Management and Early Return to Work	Commitment to disability prevention, support and assisting employees returning to work as soon as possible following an occupational or non-occupational injury or illness
5	HUM-001-009 Employee Performance Appraisal Program	The County will maintain an Employee Performance Appraisal Program for all classified employees occupying permanent positions
6	HUM-001-012 No Smoking Policy	Smoking is prohibited in all County owned, rented, leased or operated buildings and motor vehicles
7	HUM-001-014 Staff Learning, Development and Growth	Commitment to achieving both individual employee and organizational success by developing and utilizing people's individual and collective skills and talents
8	HUM-001-015 Occupational Health and Safety	Commitment to provide safe and healthy working conditions to contribute to the health, safety and general wellbeing of each employee contractor and visitor.
9	HUM-001-016 Condolences	Council expects elected officials and department heads to advise HR of the death of employees, former employees, elected officials, former elected officials as well as other significant relatives of employees and elected officials
10	HUM-001-017 Retirement of Part-Time Fire Fighters	All part time fire fighters are required to retire on the 65 th birthday.
11	HUM-001-018 Infectious Diseases	Commitment to protect employees from infectious disease exposures, compassionate treatment of employees infected with an infectious disease and provide education on infectious diseases

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12	HUM-001-019 Employee Recognition and Awards Program	Council endorses programs that recognize employee length of service, retirement, safety records and special accomplishments.
13	HUM-001-020 Talent Attraction and Hiring	The County takes pride in recruiting and hiring the best available talent to fulfill both present and future opportunities.
14	HUM-001-021 Classified Staff Suspension, Termination, Demotion or Reassignment	Commitment to a formal and fair procedure for demotion, reassignment, suspension or dismissal of an employee whose conduct, performance or suitability does not satisfy objectives or standards established for County employees
15	HUM-001-022 Classified Staff Position Abolishment, Reduction	Council may find it necessary to reduce the total classified staff complement by position abolishment and/or staff reduction
16	HUM-001-024 Nepotism	Council approves more than one member of an immediate family being employed with the County
17	HUM-001-025 Discrimination and Harassment	Commitment to the delivery of high quality public services. The County promotes and expects that all employees, volunteers and customers have the right to a work environment free from harassment and discrimination
18	HUM-001-026 Employee Business Expense	Commitment to reimburse business expenses necessarily incurred by employees in the performance of duties
19	HUM-001-027 Personnel Records	Council requires that a confidential personnel record be maintained for each employee
20	HUM-001-028 Secondary Employment	Council believes the first employment commitment is to the primary employer
21	HUM-001-031 Military Leave	Commitment to provide a leave of absence to regular employees who are members of the reserve component of the Canadian Forces, when absence from work is necessary for military training or for participation in an operational mission
22	HUM-001-032 Respectful Workplace	The County promotes and expects respectful and responsible behaviour of all its employees when interacting with each other and with customers

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23	HUM-001-033 Talent Retention	Commitment to creating a positive work environment and organizational culture such that talented people will choose to continue working here and add their contributions to the organization, the community and beyond County boundaries.
24	HUM-001-034 Employee Compensation	Commitment to maintain a competitive and fiscally responsible employee total compensation package.
25	HUM-001-035 Authorization to Sign Off on Collective Agreements	Collective bargaining is an administrative function under the authority of the Chief Commissioner. Council authorization is built into the business planning and budget process whereby Administration seeks and obtains mandates for contract negotiations