

Update to Policy HUM-001-034 Employee Compensation and Policies for Rescission**Report Purpose**

To seek Council approval on updated policy HUM-001-034 Employee Compensation, and Council approval on rescinding certain HUM policies.

Recommendation

THAT Policy HUM-001-034 Employee Total Rewards, as set out in Enclosure 1 of the April 30, 2019 Human Resources report, be approved.

THAT the following policies be rescinded:

1. HUM-001-004 Comprehensive Workplace Health
2. HUM-001-005 Disability Management and Early Return to Work
3. HUM-001-009 Employee Performance and Appraisal Program
4. HUM-001-014 Staff Learning, Development and Growth
5. HUM-001-015 Occupational Health and Safety
6. HUM-001-019 Employee Recognition and Awards Program
7. HUM-001-020 Talent Attraction and Hiring
8. HUM-001-033 Talent Retention
9. HUM-001-012 No Smoking Policy
10. HUM-001-017 Retirement of Part-Time Fire Fighters
11. HUM-001-031 Military Leave

Our Prioritized Strategic Goals

Governance Requirement

Continuously improving the way we work, as one organization, in an agile and sustainable manner

Report

Human Resources (HR) has been working with Legislative and Legal Services (LLS) to review all of the HR policies. The goals of the review include updating policies that are no longer current, identifying potential policy gaps and eliminating or rescinding policies that are no longer required.

The Employee Compensation Policy (HUM-001-034) and policies related to total rewards are the first to be reviewed. HUM-001-034 provides a framework for Administration to establish and maintain a total rewards package that balances fiscal responsibility with the need to attract and retain a highly qualified, engaged and inclusive workforce. Strathcona County's total rewards package includes opportunities for competitive pay, pension and benefits, illness/vacation leave, development and learning, employee safety and wellbeing and rewards and recognition.

Strathcona County views the total rewards package as an investment in organizational productivity, employee engagement and enhanced employee attraction and retention.

The Policy has been updated and revisions have been made to improve clarity. While there are no changes to the intent of the Policy, a summary of the key recommended changes is below:

- The proposed new title is Employee Total Rewards, to more accurately reflect the scope of the policy.
- Language in the Policy has been updated and redundancies have been removed.
- The broader public sector in Western Canada has been removed as a comparator. This change better reflects current practice of comparing to other similar sized Alberta municipalities and public sector organizations in Alberta.
- Added clarity for union and classified employee total rewards package elements.
- Occupational Health and Safety and Employee Wellness combined to "Employee Wellbeing".
- Addition of "Rewards and Recognition" as part of the total rewards package.

HR identified the following policies that we recommend for rescission because their intent is addressed in the proposed Employee Total Rewards Policy (HUM-001-034). The operational elements of the policies are addressed through the related Human Resources Management Directive and supporting HR guidelines as follows:

Policy Name	Reason for Rescinding
HUM-001-004 Comprehensive Workplace Health	The County's commitment to support employee wellbeing is addressed in HUM-001-034. More specific direction is provided by the Health and Safety Directive.
HUM-001-005 Disability Management and Early Return to Work	The County's commitment to support employee wellbeing is addressed in HUM-001-034. Operational process for disability management is provided by the Disability Management Guideline.
HUM-001-009 Employee Performance Appraisal Program	The County's commitment to employee development is addressed in HUM-001-034. Operational process for employee performance appraisal is provided by the performance, planning and review process.
HUM-001-014 Staff Learning, Development and Growth	The County's commitment to employee development is addressed in HUM-001-034. Operational process for employee learning is provided by the Learning and Development Guideline.
HUM-001-015 Occupational Health and Safety	The County's commitment to employee safety is addressed in HUM-001-034. More specific direction is provided by the <i>Occupational Health and Safety Act</i> and the Health and Safety Directive.
HUM-001-019 Employee Recognition and Awards Program	The County's commitment to rewards and recognition is addressed in HUM-001-034.
HUM-001-020 Talent Attraction and Hiring	The content is repetitive with HUM-001-034 and rescission eliminates redundancy in the Policy Handbook. Operational process for talent attraction and hiring is provided by the Staffing Guideline.
HUM-001-033 Talent Retention	The content is repetitive with HUM-001-034 and rescission eliminates redundancy in the Policy Handbook.

HR identified other policies that are recommended for rescission for the reasons provided in the chart below:

Policy Name	Reason for Rescinding
HUM-001-012 No Smoking Policy	The policy is redundant since its requirements are now covered in the <i>Alberta Tobacco Reduction Act</i> . Employee smoking cessation support is available through benefit plans and the Employee and Family Assistance Program.
HUM-001-017 Retirement of Part-Time Fire Fighters	The current policy is a statement rather than a policy. The requirement for part-time firefighters to retire on their 65 th birthday has been added to the Classified Employee Handbook.
HUM-001-031 Military Leave	This policy is redundant since its requirements are covered in the <i>Alberta Employment Standards Code</i> and the Unpaid Leaves Handbook.

Council and Committee History

March 12, 2019	Human Resources (HUM) provided Priorities Committee with an overview of the proposed HUM policy framework and an update on the HUM policy review.
January 23, 2018	Council directed Administration to provide an update on the status of the review of policies in the Municipal Policy Handbook.
July 18, 2017	Council was provided with rationale for classified positions to be paid at the 75 th percentile.
May 9, 2017	Council approved "THAT Administration review Policy HUM-001-034 Employee Compensation and provide a report to Council on the rationale for classified positions at the 75th percentile of current pay levels of other similar sized Alberta municipalities, other public sector organizations in Alberta, and the broader public sector in Western Canada; as well as any other potential policy recommendations; and that this report be provided to Council for consideration by September 5, 2017."
July 12, 2011	Council approved policy HUM-001-034 Employee Compensation.

Other Impacts

Policy: GOV-002-021 Mandatory Review of Bylaws and Policies requires that policies are reviewed on a 3 year cycle.

Legislative/Legal: The *Municipal Government Act (MGA)* s. 5 sets out that a municipality has the duties that are imposed on it by enactments and those that municipality imposes on itself as a matter of policy.

Interdepartmental: The policy review initiative involves all County departments.

Master Plan/Framework: N/A

Communication Plan

Administration will update the Municipal Policy Handbook as Council directs changes to our policies. Changes will be reflected on Strathcona County's public website.

Enclosures

- 1 HUM-001-034 Employee Total Rewards Policy - updated
- 2 HUM-001-034 Employee Compensation Policy - current
- 3 Update to Policy HUM-001-034 Employee Compensation and Related
Policies for Rescission
- 4 HUM-001-004 Comprehensive Workplace Health
- 5 HUM-001-005 Disability Management and Early Return to Work
- 6 HUM-001-009 Employee Performance Appraisal Program
- 7 HUM-001-014 Staff Learning, Development and Growth
- 8 HUM-001-015 Occupational Health and Safety
- 9 HUM-001-019 Employee Recognition and Awards Program
- 10 HUM-001-020 Talent Attraction and Hiring
- 11 HUM-001-033 Talent Retention
- 12 HUM-001-012 No Smoking
- 13 HUM-001-017 Retirement of Part-Time Fire Fighters
- 14 HUM-001-031 Military Leave