

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

April 30, 2019

# Background

- There are currently 25 Human Resource (HUM) policies in the Municipal Policy Handbook.
- Most of the HUM policies require review and updating.
- Our approach is to consolidate the topics of total rewards/compensation, employee treatment/behaviour and workplace environment into 3-5 broad Council policies and rescind the balance of remaining HUM policies.
- The Employee Compensation Policy and policies related to total rewards are the first to be reviewed.

# Employee Compensation Policy

- The policy encompasses total rewards, not just pay
  - Competitive Pay
  - Benefits
  - Terms and conditions of employment, including leave programs
  - Learning and Development
  - Health and safety
  - Employee Wellness

# Employee Compensation Policy

- Key points from the Employee Compensation Policy:
  - We manage our human and financial resources to meet community needs and priorities
  - We balance fiscal responsibility with the need to attract and retain a highly qualified and engaged workforce
  - Our highly qualified and engaged workforce is a competitive advantage
  - We have an effective, competitive, fiscally responsible total compensation package
  - Our policy supports the strategic plan

# Proposed Updates:

## HUM-001-034 Employee Compensation

- No change to the intent of the policy
- Updated title: Employee Total Rewards Policy
- Modernized language
- Changes to the policy guidelines:
  - Added clarity between union and classified employee total rewards packages
  - The broader public sector in Western Canada removed as a comparator.
  - Occupational Health and Safety and Employee Wellness combined to “Employee Wellbeing”
  - Addition of “Rewards and Recognition”
  - Removed reference to redundant policies

# Proposed Policies for Rescission

- The intent of the following policies was consolidated into the proposed Employee Total Rewards Policy (HUM-001-034) :
  - HUM-001-004 Comprehensive Workplace Health
  - HUM-001-005 Disability Management and Early Return to Work
  - HUM-001-009 Employee Performance Appraisal Program
  - HUM-001-014 Staff Learning, Development and Growth
  - HUM-001-015 Occupational Health and Safety
  - HUM-001-019 Employee Recognition and Awards Program
  - HUM-001-020 Talent Attraction and Hiring
  - HUM-001-033 Talent Retention
- Operational process is outlined in Human Resource guidelines.

# Proposed Policies for Rescission

- HUM-001-012 No Smoking Policy
  - Content is covered under the *Alberta Tobacco Reduction Act*
- HUM-001-017 Retirement of Part-Time Fire Fighters
  - Requirement has been added to the Classified Employee Handbook
- HUM-001-018 Military Leave
  - Content is covered under the *Alberta Employment Standards Code*

# 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:
  - HUM-001-004 Comprehensive Workplace Health
  - HUM-001-005 Disability Management and Early Return to Work
  - HUM-001-009 Employee Performance and Appraisal Program
  - HUM-001-014 Staff Learning, Development and Growth
  - HUM-001-015 Occupational Health and Safety
  - HUM-001-019 Employee Recognition and Awards Program
  - HUM-001-020 Talent Attraction and Hiring
  - HUM-001-033 Talent Retention
  - HUM-001-012 No Smoking Policy
  - HUM-001-017 Retirement of Part-Time Fire Fighters
  - HUM-001-031 Military Leave