

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

June 25, 2019

HR Policy Framework

Council Policy (What)

Example: Employee Compensation

Directive (How)

Example: Human Resources Management

HR Guidelines (Process)

- Classified Employee Handbook
- Salary Administration
- Learning and Development
- Etc.

- Establish standards or overarching direction on key human resource topics (e.g. total rewards/compensation and employee conduct).
- Administrative directives, approved by the Chief Commissioner, will provide more specific direction on employee related matters in alignment with the Council policies.
- HR Guidelines describe the process in detail.

Background

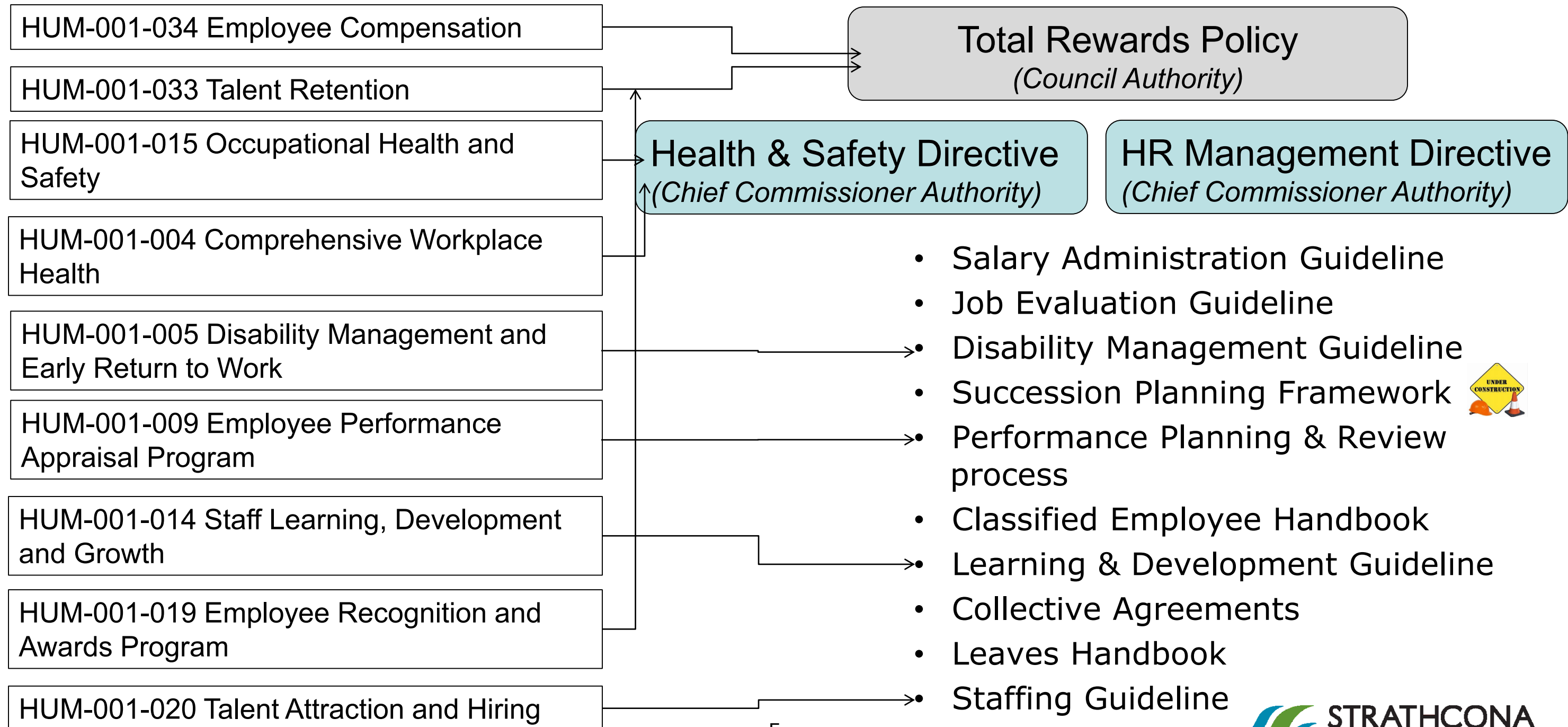
- Currently there are 25 Human Resource (HUM) policies in the Municipal Policy Handbook.
- Most of the HUM policies require review and updating.
- Our approach is to consolidate the topics of total rewards/compensation, employee treatment/behaviour and workplace environment into 3-5 broad Council policies and rescind the balance of remaining HUM policies.
- The Employee Compensation Policy and policies related to total rewards were first to be reviewed.
- Based on feedback from Council, the revised draft Employee Total Rewards Policy includes enhancements for employee career development, succession planning and leadership development.

Employee Total Rewards

More than Just Pay



Proposed Policies for Rescission



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* and Unpaid Leave of Absence Guidebook.

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- THAT the following policies be rescinded: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