

HUM Policies for Rescission**Report Purpose**

To provide Council an update on the HUM policy review and seek approval on the rescission of four HUM policies.

Recommendation

THAT the following four policies be rescinded:

- HUM-001-016 Condolences
- HUM-001-018 Infectious Diseases
- HUM-001-021 Classified Staff Suspension, Termination, Demotion or Reassignment
- HUM-001-022 Classified Staff Position Abolishment/Reduction

Our Prioritized Strategic Goals

Governance Requirement

Report

HR has been working with LLS to review all the Human Resources (HUM) 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 The goals of the review include updating policies that are no longer current, identifying potential policy gaps and eliminating or rescinding policies that are no longer required.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 approach has been to establish over-arching Council direction through key HUM policies, consolidating overlapping content and rescinding redundant policies.

With the support of Council, two major policies have been updated and 12 redundant HUM policies have been rescinded from the Municipal Policy Handbook:

- HUM-001-034 Employee Total Rewards policy was reviewed and 11 policies were rescinded in 2019.
- The new HUM-001-038 Inclusive Hiring policy was approved in 2020.
- In 2021, HUM-001-032 Respectful Workplace policy was updated, a Respectful Workplace Procedure was added and one overlapping policy was rescinded.

A review of the Code of Conduct and Ethics and two related policies is currently underway. See enclosure 2 for a summary of the status of current HUM policies.

The following four HUM policies are not related to an over-arching policy and are recommended for rescission.

HUM-001-016 Condolences

(current policy attached as Enclosure 3)

- The policy outlines Council's expectation and the process for Human Resources to send a sympathy card (signed by the Mayor) and/or flowers in the event of the death of an employee/elected official or former employees/elected officials as well as significant relatives of employees and elected officials.
- Under privacy legislation, a public body may collect personal information if that information relates directly to and is necessary for an operating program or activity of the public body. Information surrounding the death of employees, former employees, elected officials and former elected officials as well as other significant relatives of employees and elected officials is collected by Human Resources for the purpose of administering our benefits program (e.g. life insurance or Blue Cross coverage).

- A public body must collect personal information directly from the individual the information is about unless another method of collection is authorized by that individual, or in the event of death, another authorized individual for 25 years post mortem.
- The collection of this information for benefits administration purposes is allowable under privacy legislation, secondary use of the information for condolence purposes falls outside of the permitted use.

HUM-001-018 Infectious Diseases

(current policy attached as Enclosure 4)

- The policy outlines guidelines and procedures to protect employees from infectious disease exposures, compassionate treatment of employees infected with an infectious disease and a commitment to provide education on infectious diseases.
- The Occupational Health and Safety program includes an Infectious Diseases Standard.
- Provincial legislation also guides our actions in relation to infectious diseases (as has been the case with COVID-19).
- This policy is not required.

HUM-001-021 Classified Staff Suspension, Termination, Demotion or Reassignment

(current policy attached as Enclosure 5)

- The policy outlines the progressive discipline process, up to and including dismissal, when a classified employee's conduct, performance or suitability does not satisfy the objectives or standards for their job.
- This policy is only applicable to Classified staff. Collective Agreements contain discipline processes for unionized staff. The Classified Employee Handbook contains information related to employee discipline and associated Human Resource (HR) Guidelines outline the treatment of classified staff in the case of a demotion or reassignment.
- The HR policy framework includes two policies that relate to employee behaviour: Respectful Workplace and the updated Code of Conduct and Ethics policy (under review in 2021).
- The scope and content of this policy are inconsistent with the definition and principles of policy contained in The Municipal Policy Handbook. The practices included in the current policy are covered by the Classified Handbook and are also informed by labour legislation and common law.

HUM-001-022 Classified Staff Position Abolishment/Reduction

(current policy attached as Enclosure 6)

- The policy outlines guidelines for staff treatment when Strathcona County finds it necessary to reduce the total classified staff complement by position abolishment and/or staff reduction.
- This policy is only applicable to Classified staff because the Collective Agreements contain position abolishment/position reduction processes for unionized staff.
- The HR Guideline on Organizational Review and Realignment was approved by Executive Team in 2019 and has been used to provide direction on the treatment of staff whose jobs are impacted by position reduction. This guideline is posted on the Insider for all staff.
- Council is typically made aware of any significant downsizing, restructuring or service changes that may impact staff either during the budget process or when they occur throughout the year.

Relevant updates related to position abolishment and disciplinary action that will be made in the Classified Employee Handbook are attached as Enclosure 7.

Council and Committee History

- | | |
|-------------------|---|
| February 23, 2021 | Council approved the updated Respectful Workplace policy (HUM-001-032) and rescission of the Discrimination and Harassment policy. |
| October 20, 2020 | Priorities Committee provided input to the draft Respectful Workplace Policy and Procedure. |
| May 12, 2020 | Council approved HUM-001-038 Inclusive Hiring policy |
| June 25, 2019 | Council approved the updated Employee Total Rewards policy (HUM-001-034) and the rescission of 11 related and/or redundant policies. |
| March 12, 2019 | Human Resources provided Priorities Committee with an overview of the proposed HUM policy framework and an update on the HUM policy review. |

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

Enclosures

- 1 Presentation - Policies for Rescission
- 2 HUM Policy Summary
- 3 HUM-001-016 Condolences
- 4 HUM-001-018 Infectious Diseases
- 5 HUM-001-021 Classified Staff Suspension, Termination, Demotion or Reassignment
- 6 HUM-001-022 Classified Staff Position Abolishment, Reduction
- 7 Classified Handbook - Sections 12, 13