

HUM Policies for Rescission

Council Meeting
May 18, 2021

Background

- HR has been working with LLS to review the Human Resource (HUM) policies
- Prior to the review, there were 25 HUM policies. Many of them were outdated and did not align with the requirements of the Municipal Policy Handbook Program
- Our approach has been to establish overarching direction through key human resource policies, consolidating overlapping content and rescinding redundant policies
- This presentation is to provide an update on the status of the review and seek Council approval for the proposed rescission of four specific policies

HUM Policy Review Update

With the support of Council:

- HUM-001-034 Employee Total Rewards Policy:
 - Reviewed and updated
 - 11 related policies rescinded
- New HUM-001-038 Inclusive Hiring approved
- HUM-001-032 Respectful Workplace Policy
 - Reviewed and updated
 - New Procedure approved
 - One related policy rescinded

The following is underway:

- HUM-001-001 Employee Code of Conduct & Ethics
 - Review currently underway
 - Two related policies will be proposed for rescission
- 13 HUM policies remain
 - 4 of those policies are recommended for rescission today (May 18)

HUM Policy Summary

Remaining Policies

- HUM-001-001 Employee Conduct and Code of Ethics
- HUM-001-024 Nepotism
- HUM-001-027 Personnel Records
- HUM-001-028 Secondary Employment
- HUM-001-032 Respectful Workplace
- HUM-001-034 Employee Total Rewards
- HUM-001-038 Inclusive Hiring
- HUM-001-035 Authorization to Sign Off on Collective Agreements
- HUM-001-026 Employee Business Expense

Policies Proposed for Rescission (May 18)

- 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

HUM-001-016 Condolences

- Outlines Council's expectations for HR to send a sympathy card (signed by the Mayor) and/or flowers in the event of a death of a current or former employee/elected official as well as significant relatives
- Information is collected for benefits administration purposes, which is allowable under FOIP legislation
- Secondary use of the information for condolences purposes falls outside of the permitted use of this information under FOIP legislation

HUM-001-018 Infectious Diseases

- Outlines guidelines and procedures to protect employees from infectious disease exposures, compassionate treatment of infected employees and a commitment to provide education on infectious diseases
- The Occupational Health and Safety program includes a recently updated 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

- Outlines the progressive discipline process when a classified employee's conduct, performance or suitability does not satisfy objectives or standards
- Policy is only applicable to classified staff because the collective agreements contain discipline processes for unionized staff.
- The Classified Employee Handbook contains information related to employee discipline, and associated HR Guidelines outline the treatment of classified staff in the case of a demotion or reassignment.
- Practices are informed by labour legislation and common law
- Council Policies, Respectful Workplace and Code of Conduct and Ethics outline expectations that relate to all employees behaviour

HUM-001-022 Classified Staff Position Abolishment/Reduction

- Outlines guidelines for staff treatment when it is necessary to reduce the total classified staff complement by position abolishment and/or staff reduction
- Direction for staff impacted by position reduction is covered in the Classified Handbook as well as the Organizational Review and Realignment Guideline (for classified staff) and, the collective agreements (for union 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

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