

Human Resources (HUM) Policy Summary
May 2021

Policies recommended for rescission

Policy	Last Review Date	Summary	Rationale
HUM-001-016 Condolences	November 30, 2006	<ul style="list-style-type: none"> - Council expects elected officials and department heads to advise HR of the death of employees, former employees, elected officials, former elected officials as well as other significant relatives of employees and elected officials - Outlines procedures 	<ul style="list-style-type: none"> - Under FOIP legislation, the secondary use of information collected for benefits administration purposes falls outside of the permitted use
HUM-001-018 Infectious Diseases	November 30, 2006	<ul style="list-style-type: none"> - Commitment to protect employees from infectious disease exposures, compassionate treatment of employees infected with an infectious disease and provide education on infectious diseases - Outlines definitions, guidelines, and procedures 	<ul style="list-style-type: none"> - Procedural elements of this policy are addressed in the Occupational Health and Safety Program - Infectious Diseases Standard - Covered by provincial legislation
HUM-001-021 Classified Staff Suspension, Termination, Demotion or Reassignment	December 12, 2006	<ul style="list-style-type: none"> - Commitment to a formal and fair procedure for demotion, reassignment, suspension or dismissal of an employee whose conduct, performance or suitability does not satisfy objectives or standards established for SC employees. - Outlines guidelines and procedures 	<ul style="list-style-type: none"> - Policy is applicable to Classified staff only because the Collective Agreements contain discipline processes for unionized staff. - The Classified Employee Handbook contains information related to discipline - HR Guideline outlines the treatment of classified staff in the case of a demotion or reassignment.
HUM-001-022 Classified Staff Position Abolishment, Reduction	November 17, 2006	<ul style="list-style-type: none"> - Council may find it necessary to reduce the total classified staff complement by position abolishment and/or staff reduction - Outlines guidelines 	<ul style="list-style-type: none"> - The HR Guideline on Organizational Review and Realignment provides direction on the treatment of staff whose jobs are impacted by position reduction - Council is typically made aware of any significant downsizing, restructuring or service changes - Policy is applicable to classified staff only because the Collective Agreements contain position abolishment/position reduction processes for unionized staff.

Status of remaining policies

Policy	Last Review Date	Summary	Status
HUM-001-001 Employee Conduct and Code of Ethics	September 4, 2007	- Commitment to fair and equitable decision making, demonstration of excellence, honesty, integrity and respect in all that we do.	- Review and update policy - Timing: review in 2021
HUM-001-024 Nepotism	December 12, 2006	- Council approve more than one member of an immediate family being employed with the County	- Will be recommended for rescission - Consolidated with the updated Code of Conduct & Ethics policy - Timing: 2021
HUM-001-028 Secondary Employment	November 30, 2006	- Council believes the first employment commitment is to the primary employer	- Will be recommended for rescission - Consolidated with the updated Code of Conduct & Ethics policy - Timing: 2021
HUM-001-027 Personnel Records	December 12, 2006	- Council requires that confidential personnel records be maintained for each employee - Outlines guidelines	- Will be recommended for rescission - Official Employee Files are held in HR - Policy will become redundant with enhanced Information Management program updates that are underway
HUM-001-032 Respectful Workplace	November 17, 2006	- County promotes and expects respectful and responsible behaviour of all its employees when interacting with each other and with customers	- Next review date is February 23, 2024
HUM-001-034 Employee Total Rewards	June 25, 2019	- 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	- Next review date is June 25, 2022
HUM-001-038 Inclusive Hiring	May 12, 2020	- Provide a commitment to inclusive hiring practices	- Next review date is May 12, 2023
HUM-001-035 Authorization to Sign Off on Collective Agreements	September 10, 2013	- Collective bargaining is an administrative function under the authority of the Chief Commissioner. Council authorization is built into the business planning and budget process whereby Administration seeks and obtains mandates for contract negotiations	- Review and update policy - Timing: tbc

Policy	Last Review Date	Summary	Status
HUM-001-026 Employee Business Expense	August 15, 2012	<ul style="list-style-type: none">- Commitment to reimburse business expenses necessarily incurred by employees in the performance of duties.- Outlines guidelines and responsibilities & reimbursement rates.	<ul style="list-style-type: none">- Corporate Finance is the lead department- Review and update policy- Timing: tbc