



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: November 12, 2024

Subject: SRCAO.2024.09 Human Resources Policy

Report from: Emily Dance, Chief Administrative Officer

Appendices: A - Recruitment Policy,
B- Sick Leave Policy,
C- Banked time Policy

Recommendation

Be It Resolved that Council hereby,

1. Approves Report SRCAO.2024.09 being the Recruitment Policy, Sick time Policy and Banked time Policy,
2. And further authorizes the appropriate By-Laws be brought forward bring force and effect to the same.

Report Summary

The Municipality of Arran-Elderslie has listed Human Resources Enhancements, including employee recognition, engagement and wellness as a priority in the Corporate Strategic Plan with the goal of being a fantastic place to work. Staff is proposing establishing policies for non-union staff and non-union positions as it relates to sick leave, hours of work and overtime and recruitment.

Background

Staff have reviewed the Municipalities Human Resources practices to ensure alignment with current processes and legislative updates. It has been identified that certain processes require updating to meet these changes effectively.

Staff intend to bring forward various policies throughout the remainder of 2024 and into 2025. All draft policies are circulated to staff for comment and input prior to bringing them forward for Council consideration.

Analysis

Sick Leave Policy

The purpose of the Sick Leave Policy is to ensure that staff are able to maintain a level of income in the event of an illness or injury that requires the employee to be absent from work. The current practice is to follow the union collective agreement for non-union staff. The proposed policy will create equality for all staff as it pertains to sick leave.

Hours of Work and Overtime Policy

The Municipality will endeavour to provide adequate resources to enable each department to meet the objectives and level of service required without excessive overtime being incurred.

The purpose of the policy is to recognize that overtime work may occur in certain circumstances and proposes fair remuneration or time off in lieu be provided to employees to accommodate these circumstances.

The proposed policy also incorporates the Employment Standards Act requirements to require staff to “disconnect from work” to support an effective work-life balance and clearly outline that staff are not expected to respond to work messages outside normal working hours.

Recruitment Policy

The proposed policy shows commitment to fair hiring practices and to eliminate bias from the recruitment process. It clearly outlines the recruitment process and expectations of candidates and staff. The intent is to give preference to internal candidates if they possess the necessary skills and qualifications and supports internal succession planning and staff development.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Advance a positive culture and high employee engagement within the Municipality of Arran-Elderslie as the foundation for exceptional customer service.

Foster teamwork and efficiency through joint training and standardization across municipal departments.

Human Resources Enhancements, including employee recognition, engagement, and wellness.

Financial Impacts/Source of Funding/Link to Procurement Policy

Staff wages and sick time are included in the operating budget.

Approved by: Emily Dance, Chief Administrative Officer