



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-10-22
Subject: Human Resources Policy Revision

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Human Resources Policy Revisions for review and
That West Elgin Council hereby directs staff to bring forward adopting by-laws at the next Council.

Purpose:

The purpose of the revision of Probationary Period and Compensation Policies is to align the policies with Council's strategic vision and goals that have been put in place over the last few months through the Organizational Review.

Background:

Over a year ago an Organizational Review process was initiated by Council to obtain information about the performance of an organization and determining the factors that affect the performance. Robert J. Bryce Consulting was engaged to perform this review. The review consisted of collecting information from a variety of sources including employee interviews, survey collection and variety of document reviews not limited to the Municipal Policies.

The completion of the organizational review in January-2020 revealed the list of recommendations on how to improve an organizational performance and bottom line results and at the same time being mindful of Municipal goals for the current term of council.

In order to properly align the organizational goals and vision of Council, the following changes to the Municipal Policy HR-3.4 Probationary Period have been made:

- Section 2.01 A probationary period specific to CAO and all Municipal Employees has been determined.
- Section 2.02 – Performance review was added as a mandatory step at the end of probationary period.
- Section 2.03 – Timeline and reporting structure was established with 3 different options of the new employee status.
- Section 2.04 – the reporting structure to Council for the Clerk, Department Heads and Supervisors has been outlined. And the probationary period for the Administrator/Treasurer has been removed.
- Section 2.05 – a paragraph consisting remuneration has been removed.
- Section 2.06 (b) – has been removed.

A new Human Resources Policy have been implemented outlining Terms of Employment – Compensation policy in relation to Remuneration schedules and Hiring of Employees. Compensation Policy lays out the process for an employee to move through the stages of the pay grid in order to receive merit-based raises. Hiring of Employees is required under Section 270 of the *Municipal Act*. West Elgin has a policy that governs the procedure for hiring employees, this lays out the framework to ensure recruitment is carried out in a fair and unbiased manner. All policies are attached in this report for Council's review and feedback.

Financial Implications:

There are no financial implications

Policies/Legislation:

Human Resources Policy:

1. Recruitment and Selection – Probationary Period - Revised
2. Terms of Employment – Compensation – New
3. Hiring of Employees – New

Section 270 of the *Municipal Act* requires Municipalities to pass policies with respect to the hiring of employees.

Report Approval Details

Document Title:	Human Resource Policy Revision - 2020-16-Administration Finance.docx
Attachments:	<ul style="list-style-type: none">- Probationary Period Policy - DRAFT.docx- Compensation Policy - DRAFT.docx- Hiring of Employees Policy - DRAFT.docx- HR-3.4 Probationary Period.pdf
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott