



To: Council
From: Debi LucasSwitzer
Date of Meeting: May 11, 2022
Subject: HR Policies: Public Holiday Policy, Volunteer Policy and Social Media Policy

Recommendation:

That Council receive and adopt the following Human Resource Policies:

- Public Holiday Policy
 - Volunteer Policy
 - Social Media Policy
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Executive Summary:

The Township has been reviewing and revising assorted Human Resources policies over several months to ensure compliance with legislation and to improve policies in order to support stronger and current Human Resources practices. Many of the policies proposed for consideration were identified in recent Pay Equity, Job Description, Compensation and Service Delivery Review projects as needing updating.

Attached to this report are three (3) policies which have been created or reviewed. Each of the policies proposed were reviewed with Pesce and Associates, in addition to the Social Media Policy which was reviewed by the Township's Solicitors.

Background:

In the last few months, the CAO has presented Council with the steps required in order for the Township to reach Employer of Choice Status.

Much like the studies and strategies for development and maintenance of physical assets, the municipality is responsible for the human resources assets which are critical to the Township's ability to deliver its services. Through the course of work done in 2020 related to Pay Equity, Compensation, Human Resources Policy Review and Service Delivery Review, it has been identified that the Township has a number of outdated policies and processes related to Human Resources. In Step 2 of the elements of the Employer of Choice status, the Township is responsible to develop policies to support the Township's Corporate Principles and Values outlined in the Township's Strategic Plan. As a result, the following policies are currently being added and/or reviewed:

- Public Holiday Policy

- Volunteer Policy
- Social Media Policy

Public Holiday Policy

The Public Holiday policy outlines public holiday entitlements for full-time and part-time employees. The policy applies to all non-union employees. Unionized employees shall refer to the Collective Agreement. The policy is very similar to the former Public Holiday Section in the Human Resources Policy. One of the changes is the addition of Truth and Reconciliation Day as a holiday for full-time employees.

Volunteer Policy

The Volunteer Policy outlines volunteer management policies and procedures that enhance program delivery while protecting community members, volunteers and the Township from harm. This is a new policy and outlines the responsibilities for various employees when supervising or working with community volunteers.

Social Media Policy

The Social Media Policy communicates corporate expectations to employees, many of whom indirectly represent the Township outside of regular business hours through the use of social media. The Township expects that all employees conduct themselves in a manner that is appropriate and professional while expressing themselves using any form of social media. This policy is not intended to interfere with the private lives of our employees, nor to restrict or impede their rights to freedom of speech and expression.

Currently, the Employee Code of Conduct states with regards to social media that we as employees: *"refrain from making any inappropriate social media posts that could harm the reputation of the Township or breach the confidentiality of any Township residents or employees."* The proposed policy provides much clearer guidelines on the types of interactions on social media (posts or comments) which would be considered inappropriate; regardless of whether they are on-duty or off-duty. The policy lists the following as interactions on social media that will not be tolerated:

- Proprietary and confidential Township information;
- Discriminatory statements or sexual innuendos regarding co-workers, management, elected officials, customers, competitors, partners, or vendors;
- Defamatory statements regarding the Township, its employees, management, elected officials, customers, competitors, partners, or vendors;

- Any discrimination; and
- disseminating any private organizational information therein, or any negative comments regarding the Township human resources matters.

The Township strives to maintain a positive image in our community and wants to ensure that employees are aware of their responsibility to maintain a positive image, as representatives of our organization.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity

Objective 1.3: Human Resources

Policies and changes proposed in this report were among recommendations made in the Service Delivery Review and were identified as being weak or in need of updating based on legislation during the Pay Equity, Job Description, Compensation work undertaken in 2020.

Options:

1. That Council receive and adopt the policies presented in this report. This is the recommended option.
2. That Council receive and adopt individually one or more of the policies presented in this report.
3. That Council not receive and adopt the policies as presented in this report.
4. Other.

Financial Impact:

There are no financial impacts as a result of adopting these policies.

Others Consulted:

Pesce and Associates, Directors and Township Employment/Labour Solicitor (Social Media Policy).

Submitted By:

Shelby Martel, Human Resources Coordinator/Executive Assistant