



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: December 8, 2021
Subject: Adopt Human Resources Policies

Recommendation:

That Council receive and adopt the following Human Resource Policies:

- Human Rights Policy; and
 - Position Classification 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 two (2) policies which have created or reviewed. Each of the policies proposed were reviewed with Pesce and Associates.

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Human Resources Policy Review and Service Delivery Review, it has been identified that the Township has a number of outdated policies and processes related to Human Resources.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 or reviewed:

- Human Rights Policy
- Position Classification Policy

Human Rights Policy

This policy outlines the Township's commitment to building and preserving an

open, inclusive and healthy working environment for its employees based on mutual respect. In accordance with the *Ontario Human Rights Code*, the Township does not condone or tolerate acts of discrimination or harassment in the workplace against or by any employee. The Township is also committed to upholding the Code in all of its practices and policies. The Township of South Stormont will work to ensure that individuals protected under the Code are able to work effectively, by adjusting or making modifications to the work, or the work environment, up to the point of undue hardship. His policy outlined the Township's procedure in providing accommodations to individuals based on protected grounds of discrimination under Human Rights legislation.

Position Classification Policy

This policy outlines the employment classification under which each employee will be categorized for determining employment status and eligibility for such things as fringe benefits. Categories of staff will be defined in an employee's employment contract and are based on the hours the employee is regularly scheduled to work and/or the term of the employment contract.

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 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:

Directors, Pesce and Associates

Submitted By:

Shelby Martel, Human Resources Coordinator/Executive Assistant