



## **Staff Report HR2021-029**

**Title of Report:** HR2021-029 Customer Service & Support Contract Job Posting  
**Department:** Human Resources  
**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2021-029 for information; and  
**That** Council approve the posting of a Customer Service and Support position as a one year contract to fill an upcoming temporary vacancy; and  
**That** Council approve an overlap of approximately one month for training.

### **Background:**

Staff have been notified that there will be a planned leave for the Administrative and Legislative Assistant, anticipated to begin in mid January 2022.

### **Staff Comments:**

Staff have met to discuss how to best fill the position of Administrative and Legislative Assistant during the planned leave and have determined the Customer Service and Support person currently on staff can move into that position on a temporary basis to cover the leave period. This will allow for cross training to occur in the coming months.

Due to that transition, the Township will need to fill the Customer Service and Support position for the term of the planned leave.

Staff recommend beginning the contract in January 4, 2021 in order to have some training completed prior to the leave. The anticipated end date of the contract is January 30, 2023.

### **Financial Implications:**

There is no financial impact of this report in the 2022 budget.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments:**

Staff recommends that Council receive Staff report HR2021-029 for information and approves the job posting with approximately one month of overlap for training.

Respectfully Submitted,

**HR Coordinator:** *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

**Dept. Head:** *Original Signed By*

Lindsey Green, Clerk.

**CAO Approval:** *Original Signed By*

Dave Milliner, CAO

**Attachments:**

None.