



## **Staff Report HR2022-060**

**Title of Report:** Personnel Policy Updates  
**Department:** Human Resources  
**Council Date:** December 21, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2022-060 for information; and

**That** Council approve updates to Personnel Policy #1 as presented; and

**That** Council approve Personnel Policy #1 by Municipal by-law 2022-179.

### **Background:**

At the December 7, 2022 Council Meeting the following report was brought by the Fire Chief.

**Moved by:** Councillor Ferguson **Seconded by:** Councillor Rice

**Be it resolved that** Council receive Staff Report FIRE2022-020 for information; and

**That** Council approve the HR Coordinator to amend Southgate Policy #1 Personnel Policy Section 16 A to separate an employee or council members years of service from their volunteer firefighter years of service.

Carried no. 2022-764

### **Staff Comments:**

The HR Coordinator has updated Personnel Policy #1 section 16 A.

In addition to the changes to Section 16A of the Personnel Policy, staff have also made some other updates that were required:

- Remove "completed probation" from definitions as it does not apply to all sections and the sections it does apply to specifies.
- Section 3, pay date changed to Thursdays.
- Section 11 updated due to OMERS changes.
- Section 14 removed reference to specific hours of work since it can vary.
- Section 20 removed details and reference Policy #17 which has the details.
- Schedule A
  - Added mental health support as an eligible item for Health Care Spending Account.
  - Added 2023 new rates after COLA
  - Added Section 5: Employee and Family Assistance Program

The attached updated Personnel Policy #1 has the recommended updates highlighted in red (Attachment #1).

**Financial Implications:**

There is no financial impact as a result of these policy updates.

**Communications & Community Action Plan Impact:**

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

**Concluding Comments:**

1. That Council receive this report as information.
2. That Council approve updated Policy #1 Personnel Policy as presented.
3. That Council consider approving Policy #1 by Municipal By-Law 2022-179.

Respectfully Submitted,

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

Kayla Best, HR Coordinator/Assistant to the CAO

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

Dave Milliner, CAO

Attachments:

Attachment #1: Policy 1 Personnel Policy Updates