

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee

December 19, 2011

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Monday December 19, 2011. Present were Chair Bob Kingsbury, Mayor Don Eady and Susan Humphries. Staff present was CAO/Clerk Mackie McLaren.

1. CALL TO ORDER

Chair Kingsbury called the meeting to order at 9:55 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest expressed by Members or Staff.

3. MINUTES OF DECEMBER 5, 2011 MEETING

The Committee Members reviewed the December 5th Meeting Minutes.

4. BUSINESS ARISING FROM MINUTES

Succession Planning – Policy B-02 – change made

The CAO/Clerk presented copies of the revised Policy B-02 in which reference to Succession Planning had been added. The Committee Members were satisfied with the wording.

Bereavement Time – Policy E-05 – change made

The CAO/Clerk presented copies of the revised Policy E-05 in which the changes recommended by the Committee had been incorporated.

Discipline and Dismissal Policy H-02 – rewritten

The CAO/Clerk presented copies of the revised Policy H-02 in which the changes recommended by the Committee had been incorporated.

Payroll changes - weekly to bi-weekly – report coming

The CAO/Clerk reported that the Finance Manager is still drafting the report on savings if the Township goes to bi-weekly payroll from weekly.

A report will be available at the next regular Committee Meeting.

- direct deposit – employee survey

The CAO/Clerk reported that the Finance Manager has sent a survey out to the employees on direct payroll deposit. Several favourable responses have been received.

A report will be prepared for the next regular Committee Meeting.

5. POLICIES LEFT FOR REVIEW WITH CAO/CLERK

Policy D-03 – Long Term Sick Leave

The Committee reviewed the policy and decided not to make changes to the Short Term Disability benefit.

Policy D-04 – Cumulative Sick Leave Plan

The CAO/Clerk explained that this was a policy that was specific for the County. It involves a payout of unused sick leave upon retirement to any person employed before May 1985. Horton does not have any employees in that category, and is therefore not required. The Committee Members agreed.

Policy E-01 – Hours of Work and Overtime

The Committee Members reviewed the supervisors' role in approving overtime. They also discussed the 4 – 10 hour work week during the summer for the Public Works Employees. They suggested that this should be reviewed with the employees before next summer, possibly in late March or early April.

The Committee also discussed the County's provision in their policy that the Public Works employees end their day after 8 hours worked if called out before starting time i.e. winter snow event. The Committee Members suggested that this be discussed with the employees as well.

Policy G-01- Occupational Health and Safety

The Committee Members reviewed the policy and made several changes.

6. CONTINUE POLICY REVIEW STARTING WITH POLICY I-01

The Committee Members continued with their review of the remaining policies. Policies I-01, I-02 and I-03 were renamed as policies IT-01, IT-02 and IT-03 to conform with the County's numbering. Policies IT-04 through to IT-09 were added to the Township's draft HR Policy Book as we did not have them before, but were listed in the County's policies.

The CAO/Clerk was requested to find the answers to the following questions:

Can the staff access our Township Internet from our homes? Can staff members change their log in passwords themselves?

7. FINALIZE THE CHANGES AND DATE TO REPORT TO COUNCIL

The Committee Members, having completed their review of the HR Policy Manual agreed that they would like to have one more view of the entire document with all the changes before it was presented for approval to Staff and Council. They also requested that the index be updated as well for this review. After discussing dates, the Members agreed to meet Monday January 9, 2012 at 10:00 a.m. for this final review.

8. OTHER BUSINESS

There was no other business discussed by the Members.

9. CONFIRMING RESOLUTION

Moved by Susan Humphries, Seconded by Don Eady

That the Committee pass this confirming resolution to cover any actions or directions given during the open portion of this Committee Meeting which are minor in nature and which were not set out in By-law or Resolution.

Carried.

10. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries

That this Committee Meeting be adjourned at 12:05 p.m.

Carried.

Chair

CAO/Clerk