

THE CORPORATION OF THE TOWNSHIP OF HORTON

**HUMAN RESOURCES COMMITTEE**

JANUARY 9, 2012

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Monday January 9, 2012 to finalize the Human Resources Policy Review. Present were Chair Bob Kingsbury, Mayor Don Eady and Committee Member Susan Humphries. Staff present were Jennifer Barr, Finance Manager and Mackie McLaren CAO/Clerk.

1. CALL TO ORDER

Chair Bob Kingsbury called the Meeting to order at 10:05 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of the Committee or Staff.

3. MINUTES OF DECEMBER 19, 2011 HR POLICY REVIEW MEETING

Chair Kingsbury asked the Committee Members to briefly review the December 19, 2011 Committee Meeting minutes.

4. BUSINESS ARISING

Savings on Bi-Weekly Payroll

Jennifer Barr said that she has now received financial information from the TD Bank and is now able to put together a report on savings. There is no technical reason why we cannot have bi-weekly payroll. On a question if the employees have been contacted she said no. She thought that this was to be part of the HR Policy review. Mayor Eady suggested that employees should have a large say in bi-weekly payroll if it is to proceed. Chair Kingsbury said that we will need to have the cost-savings numbers before we request employee support so they are aware of the savings to the Municipality. Susan Humphries asked if we would circulate this proposed policy with the new HR Policy Review separately. Jennifer Barr suggested that we could point out this policy when we present the full HR document. Chair Kingsbury suggested that we could do this in a 15-30 minute meeting when we present the entire policy to the staff and we could discuss bi-weekly at that time.

Report on Acceptance of Staff on Direct Deposit

Jennifer Barr reported that she has contacted all staff and has received several void cheques from employees to use to set up direct deposit for payroll. Mayor Eady asked if the employees support this change stating that the staff will have to approve this as well. Jennifer Barr will carry out another follow up memo to staff.

Staff Access to Township Internet from Home

The CAO/Clerk reported that he checked with the IT consultant and staff cannot access the Township internet from their home. Mayor Eady asked if there was a need for an employee to work from their home. Jennifer Barr said with the current staff there is not a need but future staff may want the opportunity.

Staff Change their own password

The CAO/Clerk reported that the IT technician also confirmed that only he can change individual passwords.

5. FINAL REVIEW OF HR POLICIES AND FORMS

Chair Kingsbury reviewed some changes that he found that were clerical in nature. He also referred to Policy E-01 which had a section highlighted in red that "Public Works employees go home after their 8 hour shift is over if it starts before 7:00 a.m." i.e. Winter callouts. The Committee discussed this suggestion; this is similar to the County Policy. It was agreed that we would want the employees concerns stated to the Committee about this proposal and that the Chair of the Public Works Committee, Councillor Campbell, and the Public Works Department Managers be requested for their comments. Further on Policy E-01 Chair Kingsbury noted that the Municipal Infrastructure Manager and the CAO/Clerk were entitled to 80 hours per year overtime as straight time and noted that the

CAO/Clerk would approve the Infrastructure Managers overtime, who approves the CAO/Clerk's overtime. After discussion the Committee agreed to change the wording.

Policy G-01, Chair Kingsbury asked if he is the appointed safety coordinator that is referenced in this section. Jennifer asked if this should be an employee under the Health and Safety Act. The CAO/Clerk said that it was understood that Chair Kingsbury appointment is the same as this position referenced in Policy G-01. Chair Kingsbury said he will call a meeting shortly of the Safety Committee and will invite Mayor Eady, Councillor Campbell Chair of the Public Works Department, the CAO/Clerk and the Recreation Program Manager to attend.

Susan Humphries reviewed the index and table of contents. The CAO/Clerk reviewed the Policies noting several changes that he made with numbering and words and also presented copies of the forms that are referenced in the policies for the first time to the Committee. Susan Humphries asked if there would be training with the Managers on this policy. Councillor Kingsbury suggested that this would be part of the review with staff and to let the CAO/Clerk lead this training if required. The Committee agreed.

6. EMPLOYMENT BY-LAW – SAMPLE OF COUNTY BY-LAW

The CAO/Clerk presented a copy of the County Employment By-law which works in cooperation with their HR Policies therefore we would need a similar type By-law. The Committee reviewed the By-law noting several changes that are required to suite the Township's HR Policies.

It was noted that in the Policy that the County's boot allowance is \$180.00 where Horton is at \$160.00. Chair Kingsbury suggested that this be referred to the Finance Committee to be part of the budget process to discuss if an increase is required. The Committee also noted that during the review of the HR Policies a change was made whereby a receipt had to be produced for the boots before a cheque was written.

After further discussion the CAO/Clerk was authorized to draft a Horton Employment By-law with the information discussed by this Committee.

7. WHEN TO REPORT TO STAFF AND COUNCIL

After discussion the Committee agreed that they would meet with staff weather permitting on Tuesday January 24<sup>th</sup> 2012 at 3:00 pm. All staff will be invited to the Council Chambers for a short presentation on the policies at which time the staff would be given a copy of the policy and a request that they review it and to report any concerns to the CAO/Clerk with a two week time limit. The CAO/Clerk would also meet with the Managers in this two week period to train them on the policies. Once the document has been completed to the satisfaction of the staff and Council members, it will be presented to Council for enactment. Then the CAO/Clerk will carry out training sessions on the document with staff. Susan Humphries asked when Council members will see the policy. The Committee agreed that Council would receive a copy of the policy when it was ready to present after final changes are made from this meeting.

8. OTHER BUSINESS

There was no other business to discuss.

9. CONFIRMING RESOLUTION

Moved by Don Eady Seconded by Susan Humphries

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 Susan Humphries, Seconded by Don Eady  
That this Committee Meeting be adjourned at 11:44 a.m.

**Carried.**

---

Chair

---

CAO/Clerk