

THE CORPORATION OF THE TOWNSHIP OF HORTON

HUMAN RESOURCES COMMITTEE

JANUARY 18, 2012

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Wednesday January 18, 2012 following the Public Works Committee Meeting. Present were Chair Bob Kingsbury, Mayor Don Eady and Committee member Susan Humphries. Staff present was Mackie McLaren CAO/Clerk.

1. **CALL TO ORDER**
Chair Bob Kingsbury called the Meeting to order at 11:19 a.m.
2. **DECLARATION OF PECUNIARY INTEREST**
There was no declaration of pecuniary interest by Committee members or staff.
3. **MINUTES OF December 12, 2011, December 14, 2011 and January 9 2012.**
Chair Kingsbury briefly reviewed the meeting minutes noting that the January 9, 2012 minutes have not yet been approved by Council.

Moved by Don Eady, Seconded by Susan Humphries

THAT the Human Resources Committee approves the January 9th 2012 HR Policy review meeting minutes. **Carried.**

4. **BUSINESS ARISING**

Bi-Weekly Payroll

The CAO/Clerk reported that a memo has gone out to the staff inviting them to a meeting on January 24th 2012 and this item will be on that agenda for discussion.

Payroll Direct Deposit

The CAO/Clerk reported that the above item will also be on the agenda for discussion.

5. **DELEGATIONS**
There were no delegations that appeared before the Committee.
6. **EMPLOYEE CONCERNS**
The CAO/Clerk reported that there were no employee concerns raised to him.

He did report to the Committee that he has completed the job appraisals for the office staff and the Infrastructure Manager. He also requested that the Committee also carry out the job appraisal for himself later in this meeting. He will then arrange for the appraisals to be carried out with the Public Works staff.

7. **VACATION TIME BOOKED**
The CAO/Clerk presented a meeting calendar for the first two months of 2012. No annual vacation time has been booked by staff at this point.
8. **ATTENDANCE CONTROL**
Report on 2011 Information
The CAO/Clerk presented the following reports prepared by the Finance Manager.
 - Vacation/Leave by Employee Report
 - Weekly OT Hours Report
 - Banked OT Hours Report

The Committee reviewed the reports.

On the Banked OT Hours Report, Chair Kingsbury asked if the hours are banked in one year but paid out in the next year, are they payed out at the previous year's rate of pay.

The CAO/Clerk said no. The Committee requested that the Finance Manager advise how much this is costing the budget.

On the Weekly OT Hours Reports the CAO/Clerk reported that for office staff the majority of Overtime is for Committee and Council meetings after work hours. The Committee questioned if staggered hours should be given in lieu of time for meetings. Example, come in later the following day or another day. Mayor Eady asked what other Municipalities do in this situation. Chair Kingsbury said we should look at ways of reducing the overtime and would like to have Council's input as well as employees input for a solution.

Mayor Eady noted that under the Banked Time Report that banked time costs money and productivity. The employees are gone when we need them to work on projects. He believes that OT should be paid out to each pay period rather than banked. Chair Kingsbury said this should be taken further for all Council members input.

9. SAFETY OFFICERS REPORT

Chair Kingsbury, the Safety Coordinator, said that the Township has had a company prepare a health and safety policy in 2008 which was required. It contains all we need to have in a policy but it hasn't been updated. He suggested that this report be sent to the Infrastructure Manager and the CAO/Clerk for a comment on a starting point.

Mayor Eady asked if the Fire Chief has personnel files on each firefighter for long term health reasons.

Chair Kingsbury noted that he has called a Safety Committee Meeting on January 27th at 1:00 p.m.

10. EMPLOYEE EVALUATION COMMITTEE REPORT

Mayor Eady informed the Committee that he and the CAO/Clerk were both given a confidential package containing Bruce Beakleys report on staffing. He proposes that it be brought to Council in a closed meeting. After discussion it was agreed that Chair Kingsbury receive a copy of this report at the end of this meeting and that a Special Meeting of Council be called for 2:00 pm on January 27th following the Safety Committee Meeting.

11. HR POLICY REPORT

The CAO/Clerk briefly discussed the County's policy that Public Works staff are not on the grid. They have two rates: probation and job rate. Our Public Works staff is on the grid which has 5 steps to get to job rate. The CAO/Clerk said the current practice might be unfair to the new employee on our Public Works staff as he has 10 to 11 years of experience operating trucks and snow plows but is starting at step A. The CAO/Clerk was asked to bring back a report on starting salaries and previous experiences.

The CAO/Clerk also presented a copy of the County Employment By-law which goes hand in hand with the HR Policy. He indicated where the Township is different in their policies. After discussion the Committee agreed to proceed with a draft Employment By-law to be presented to Council at the same time the HR Policy is for approval.

12. OTHER BUSINESS

The Committee carried out the appraisal for the CAO/Clerk.

13. NEXT MEETING

The Committee agreed to meet Wednesday February 15th at 11:00 a.m. following the Public Works Committee meeting.

14. 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.

15. ADJOURNMENT

Moved by Susan Humphries , Seconded by Don Eady
That this Committee Meeting be adjourned at 3:03 p.m.

Carried.

Chair

CAO/Clerk