

Staff Names have been blocked out for "Confidentiality" purposes as per the Freedom of Information Act.

THE CORPORATION OF THE TOWNSHIP OF HORTON
Human Resources Committee
January 24, 2012

There was a Meeting of the Human Resources Committee to present the draft HR Policies to our Staff Members. Present were Chair Bob Kingsbury and Mayor Don Eady. Member Susan Humphries could not attend.

Staff present was: Jeff Schruder, Rod Eady, Dave Radke, Barry Dodd, Rose Curley, Christina Mulcahey, Kathleen Rogers, Jennifer Barr and Mackie McLaren. Absent were Peter Storie, Bill Yantha and Dennis Fridgen.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 3:05 p.m.

2. WELCOME AND OPENING REMARKS

Chair Kingsbury welcomed the staff members to this meeting and briefly reviewed the policies and introduced the Committee Members. He also stated that they Committee wished to hear the staff member comments on a suggestion of direct payroll deposit and bi-weekly pay.

Mayor Eady outlined the number of meetings the Committee held in the review of the policies. He said the Council has these policies to try to run the Township as you would run a business. He noted that the discussion on the policies is a two way street and wanted the staff to know they had the right to speak up if they have a concern.

3. REMARKS FROM COMMITTEE MEMBERS – BI- WEEKLY PAY

The CAO/Clerk reviewed the memo that was sent to staff about this suggestion. The memo included staff time savings which do not directly reflect on the budget bottom line, but does affect the work output. He also said there would be a small cost of approx \$500 added to the budget for bank costs to process the payroll.

████████████████████ said the Public Works employees discussed this suggestion amongst themselves and no one wanted it. They have their personal budgets setup around weekly pay and it would be hardship for them.

████████████████████ said it is a benefit to receive pay weekly. It helps with the flow of money. She said she appreciates that we have received weekly pay all along.

████████████████████ agreed that it was easier to budget with a weekly pay cheque. That is a huge benefit.

████████████████████ noted that employees would still be getting the same money but over two weeks, and it may mean putting money into a separate account to be used for expenses that are due the second week. This suggestion was quickly put down by ██████████.

Chair Kingsbury thanked Mayor Eady for ensuring our staff voices are heard.

Mayor Eady said that he accepts that this proposal is not accepted by staff. He added that at some point in the future, if something changes like technology, the Committee could come back with this request again.

REMARKS FROM COMMITTEE MEMBERS - DIRECT DEPOSIT OF PAY

Chair Kingsbury asked for comments on direct deposit. [REDACTED] said that this would be OK. All staff members agreed.

REMARKS FROM COMMITTEE MEMBERS - HR POLICIES

Chair Kingsbury gave a short over-view of the HR policy manual that each staff member received. He noted that every area set out in yellow highlights is a change, but most of the changes are housekeeping. The County HR Policies were used as the basis for the Committee changes. He specifically pointed out the following policies:

- A-05 Employee Confidentiality Statement
- A-12 Termination
- A-13 Retirement and Early Retirement
- A-14 Code of Ethical Conduct
- A-15 Dispute Resolution Process – which is new
- B-08 Uniform and Safety Footwear – pointing out that the boot allowance will now only be paid when a receipt is presented for the new pair purchased.
- C-02 Pension Plan
- E-01 Hours of Work and Overtime – he pointed out the section in red highlight is still under discussion with the Committee and wants staff input in this proposal which is the same policy the county has for call in before the start of the normal work hours.
- E-04 Vacation
- E-05 Bereavement/Compassion Policy
- E-06 Pregnancy Leave
- E-08 General Leave without Pay
- E-09 Attendance Control
- G-01 Occupational Health and Safety – Chair Kingsbury noted that Mayor Eady had concerns with safety in the Township and this policy sets out the requirement for a Safety Coordinator to be responsible for safety. The Committee has appointed him to this position and he has called a meeting for Friday January 27, 2012.
- G-05 Return to Work Program
- H-02 Discipline and Dismissal
- IT-02 Proper Use of Email and Internet Access
- IT-04 to IT-09 are all new policies on Information Technology
- J-01 Service Awards.

4. QUESTIONS OR COMMENTS FROM STAFF MEMBERS

There were no comments or questions from staff members.

5. COMMENTS ON ALL THREE PROPOSALS TO BE SUBMITTED TO OFFICE BY FEBRUARY 7th

The CAO/Clerk asked if staff could get back to him with their concerns by February 7th. Staff thought this was possible.

6. CLOSE MEETING

Being no further questions, Chair Kingsbury declared the meeting closed at 3:30 p.m.