

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Committee

March 21, 2012

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Wednesday March 21, 2012. Present were Chair Bob Kingsbury, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the meeting to order at 11:15 a.m.

2. Declaration of Pecuniary Interest

There was no declaration of pecuniary interest by Committee Members or staff.

3. MINUTES OF:        January 18<sup>th</sup> 2012 Regular Committee Meeting  
                                  January 24<sup>th</sup>, 2012 Meeting with Staff  
                                  February 24<sup>th</sup>, 2012 Review of draft Website

The Committee Members briefly reviewed the Meeting Minutes which had been approved by Council.

4. BUSINESS ARISING FROM MINUTES:

Banked Overtime Hours – Extra Cost when Paid Out in Following Year

The Committee agreed to discuss this under Agenda Item 12 – “Other Business” when the Finance Manager would be present.

Report on Public Works Employees Starting Salaries & Previous Experience

The CAO/Clerk presented a report on past experience of the starting point on the salary/wage grid when a new public works employee started with experience. The Committee agreed to refer this topic to the Employee Evaluation Committee to follow up with the County HR Director.

5. DELETATIONS:

There were no delegations that appeared before the Committee.

6. EMPLOYEE CONCERNS

The CAO/Clerk briefly discussed the staff meetings he has held.

7. VACATION TIME BOOKED

The CAO/Clerk presented a calendar showing the staff holidays booked to date for the year.

8. ATTENDANCE CONTROL

The CAO/Clerk reported that there were no attendance issues. He noted that the flu has taken its toll on the office staff over the past 6 weeks.

9. SAFETY OFFICER'S REPORT

Chair Kingsbury reviewed the January 27 and February 24, 2012 Meeting Minutes of the Safety Officer's committee. The next meeting date is March 28<sup>th</sup>.

He asked that the inspection forms in the Health and Safety Manual be printed off for the Members for that meeting.

Chair Kingsbury reported that he has received the staff report on the snow plough accident on February 25, 2012. One snow plough couldn't make it up a hill on Whitton Road due to ice conditions and slipped back down the hill into the ditch at approximately 3:00 a.m. The second plough was called over to sand the hill but it too slipped back down the hill and struck the first truck in the ditch damaging the air tank on the truck.

Mayor Eady requested review of a 2007 a policy on calling a tow truck to pull snow ploughs out of the ditch.

#### 10. EMPLOYEE EVALUATION COMMITTEE REPORT STATUS

Mayor Eady briefly updated the Committee on the status of the review of the County HR Director's report. A third meeting is required and will be held in April upon the return of the vacationing Council members.

#### 11. HR POLICY REPORT

##### Staff questions/concerns on draft HR Policy

The CAO/Clerk informed the Committee that he has received three comments from the staff:

- a) dress code – the draft policy doesn't permit Friday dress down days. Office staff have been permitted to wear dress jeans and office casual wear on Fridays and requested that this be permitted to continue. After discussion the Committee Members agreed with the staff request and changes will be made to the draft policy.
- b) Acting Pay – The policy permits acting pay after 10 days retroactive to the first day if an employee covers for an employee that is on leave. The staff requested the Acting Pay to also cover when someone they are replacing is on holiday. Staff noted that our policy is patterned after the County policy, but they permit acting pay for holidays. After discussion the Committee Members agreed not to change the draft policy.
- c) Work Hours for Public Works Staff – There is no normal working hour for the Public Works Employees stated in the HR Policy. Staff requested that it state the typical hours of 7:00 a.m. to 3:30 p.m. with half hour lunch, Monday to Friday. The Committee Members agreed with this request.

Susan Humphries asked if a decision was made to change the Public Works Summer Hours from 4 x 10 hour days back to 5 x 8 hours days. Chair Kingsbury said that no decision has been made yet.

The Committee requested that the Municipal Infrastructure Manager report on the justification of a 4 day work week in the summer months.

##### Proceed to Council for Approval of draft HR Policy

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee forward the amended HR Policy Manual to Council and recommend that they adopt the policies.

Carried.

12. OTHER BUSINESS

Committee Meeting Package

The Committee requested that the Meeting Package contain page numbers.

4 month Probationary Assessment completed on new Public Works employee

The CAO/Clerk advised the Committee that the 4 month probation assessment has been completed for the Public Works Employee that started October 31, 2011. Staff is satisfied with his performance.

Website

Susan Humphries asked for the status of new website. The CAO/Clerk reported that the site went live Monday morning March 19<sup>th</sup>. Several small items were reported by the public which have been corrected.

Banked Over Time Hours – Extra Cost when Paid out in Following Year

Jennifer Barr, Finance Manger was present for this discussion. She presented a worksheet showing the effect of banked O/T earned in one year and paid out the following year at a higher rate. The Committee members discussed alternatives. Susan Humphries suggested that all the banked time be paid out on December 31. Mayor Eady suggested that the previous year's banked time be paid out at the rate of pay in effect when it was earned.

Banked Overtime Carry Over into Following Year – Finance Manager's Concern

Jennifer Barr noted that most Public Works employees have their O/T bank full at year end. That means that any overtime earned over the January to March winter maintenance has to be paid out until staff use up some of the banked O/T. She suggested that the HR Policy be changed to only permit one week to be carried over rather than the current two weeks. This would give room for some overtime to be banked in the new year.

The Committee Members considered these two concerns and agreed to add the words "payout at previous year's rate of pay would be required" to policy E-01 2 (a).

Council Meeting on Website

The CAO/Clerk informed the Committee that he wanted to post our Council Meeting Package on our new website. He asked if the Committee supported it being posted before the Meeting or after the Meeting.

After discussion the Committee agreed that it be posted the day following the meeting and that a notice be placed on the package that "*this package was presented to Council prior to the Council Meeting and additions or deletions may have been made during the Council Meeting.*"

13. 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.**

14. ADJOURNMENT

Moved by Susan Humphries, Seconded by Don Eady  
That this Committee Meeting be adjourned at 1:02 p.m.  
**Carried.**

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Chair

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CAO/Clerk