

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee

October 12, 2012

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Friday October 12, 2012. Present was 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 10:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. ADDITIONS TO AGENDA AND APPROVE AGENDA

The CAO/Clerk requested permission to add discussion on Policy J-01 – Service Awards.

Moved by Susan Humphries, Seconded by Don Eady that this Committee approves the agenda for this meeting as amended.

Carried

4. MINUTES OF JULY 4, 2012 COMMITTEE MEETING

Chair Kingsbury asked the Members to review the July 4th meeting minutes.

5. BUSINESS ARISING

Office Summer Hours - the CAO/Clerk informed the Members that he has raised the issue of next year's summer hours with staff at recent staff meetings. The discussion will continue in the new year.

Life Insurance deferred to 2013 budget deliberations – The Committee asked for the effect of increased insurance coverage for staff and that it be **forwarded to Finance Committee for their 2013 budget discussions.**

Engineer's Report – Concrete Slabs in Public Works Garage – The Members reviewed the engineer's report and solution to keep other concrete slabs from falling down in the future. **The Committee requested that Public Works Committee set up a time table to have this work carried out this fall.**

Job Descriptions from HR Study – The Committee discussed the draft job descriptions that were prepared by the County HR Department as part of Bruce Beakley's HR review. Chair Kingsbury suggested that the Public Works Superintendent should be involved with reviewing the descriptions for the Public Works Staff and likewise the CAO/Clerk for the Office Staff.

Mayor Eady added that individual employees should have an opportunity to discuss their job descriptions with the Committee

Susan Humphries noted that input is important.

Chair Kingsbury suggested that we hold a separate meeting to discuss the job descriptions. Ms. Humphries added that the Committee should review the positions department by department.

Mayor Eady said we need to check with the list of duties to be carried out by the landfill attendant.

Chair Kingsbury suggested the date of November 9th at 9 am. The Members agreed to the date and time.

Susan Humphries suggested the focus should be on administration for this meeting and to give out a copy of their description to each office staff member before the meeting. The Committee Members agreed.

Lockout Procedure - Chair Kingsbury reported on a situation where a propane tank valve was locked out and it was bypassed by a Fire Department employee. He added that the Fire Department Safety Officer provided him with a report. He informed the Committee that he has asked for a meeting with the employee, safety officer and CAO/Clerk to discuss the seriousness of this action.

6. DELEGATIONS:

There were no delegations that appeared before the Committee.

7. EMPLOYEE CONCERNS:

Employees carry 2 weeks' vacation from one year to the next.

Jennifer Barr, Finance Manager joined the meeting to discuss her suggestion that employees be given the option of carrying over 2 weeks' vacation. She presented the following reasons:

- Difficult for senior managers to get all vacation in
- Payout of unused vacation is a cost to the budget where time off is not
- If allowed to carry over it would the potential to save the budget.

Chair Kingsbury suggested that with 2 weeks carry over added to someone who has 4 weeks' vacation, there will be a budget impact to temporarily cover that position. He asked how many employees this would involve. Ms. Barr said 2 or 3.

Ms. Barr asked if the Committee would support approval as a special circumstance. Councillor Kingsbury asked the Finance Manager and CAO/Clerk to provide draft wording for consideration by the Committee.

8. VACATION TIME BOOKED, WEEKLY O/T HOURS REPORT & BANKED O/T HOURS REPORT

The CAO/Clerk presented a copy of the following reports which the Committee Members reviewed:

- Vacation Time booked
- Weekly overtime hours report; and
- Banked overtime hours report.

9. ATTENDANCE CONTROL

The CAO/Clerk reported on attendance control. There were no issues.

10. SAFETY OFFICER'S REPORT

Chair Kingsbury confirmed the next Safety Officer's Meeting will be October 22 at 1 pm. He reminded that all monthly audit reports must be submitted with a copy to him.

11. OTHER BUSINESS
Service Awards – HR Policy J-01

The CAO/Clerk informed the Committee that it was suggested that the staff be the appreciated group at the December Appreciation dinner, so he presented a copy of policy J-01 which sets out recognition for the tenure of staff members at 5 year milestones. This is a new policy and staff has not received recognition in this way previously. The Committee requested the Finance Manager prepare a cost for a gift as set out in the policy, for all staff that have been with the Township for 5 years or longer, which is the starting point for recognition under this policy. This cost to be forwarded to Finance Committee.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommends that Council present the Service Awards entitled by staff under HR Policy J-01 at the December Volunteer and Staff Appreciation dinner.
Carried

Councillor Remuneration – meeting definition

The CAO/Clerk reported that there is no meeting definition in the Remuneration By-law. It has always been understood that a meeting includes a meeting with staff members in the office or on site i.e. landfill site, public works tour etc. as well as Committee and Council meetings. A definition is required.

Councillor Kingsbury suggested there was not enough information to discuss at this time. The Committee needs more information on what constitutes a meeting first and then develop a proper definition for consideration by Council. The CAO/Clerk was directed to contact other municipalities where Members are paid by the meeting for their definition.

Annual Performance Review of CAO/Clerk

The CAO/Clerk requested that his performance review be carried out in December so that he is prepared to discuss the goals given to him with the staff during their performance reviews late December. The Committee agreed that they would invite all Council Members to participate with the appraisal on December 7, 2012 at 9 am.

Landfill Site Attendant – step increase

The CAO/Clerk advised that the Attendant has not had an increment increase in 2011 or 2012. He was eligible last year. Mayor Eady asked what the process for approval was as it should be automatic. The Committee requested that this item be discussed by the Finance Committee.

Moved by Susan Humphries, Seconded by Don Eady that HR Committee recommend that Finance Committee support an increment increase for the Landfill Site Attendant who was due an increase in 2011 and 2012.
Carried

The Finance Manager was requested to prepare a report on costs.

12. NEXT MEETING

The Committee agreed that the next meeting will be Friday November 9th at 9:00 am to discuss the draft job descriptions.

13. ADJOURNMENT

Moved by Susan Humphries, Seconded by Don Eady, that this meeting be adjourned at 11:15 p.m.

Carried

CHAIR

CAO/Clerk