

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 10, 2019
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	Unfinished Business - Policy Review – Human Resources - 1100
File:	0102,

BACKGROUND/PROPOSAL:

Human Resources – 1100

- 1100-01 Discrimination of Employees
- 1100-02 General Holidays
- 1100-03 Hours of Work and Shifts
- 1100-04 Lay Off and Recall of Employees
- 1100-05 Payroll Issuance
- 1100-06 Payroll Files
- 1100-07 Personnel Files
- 1100-08 Personnel Development
- 1100-09 Wellness and Learning Program
- 1100-10 Posting of Vacancies of Employees
- 1100-11 Probationary Period of Employees
- 1100-12 Recruitment and Selection of Employees
- 1100-13 Salaries, Wages & Schedules
- 1100-14 Seniority of Employees
- 1100-15 Staff Training & Development
- Schedule “B” Allowances
- 1100-16 Stand-by Call Back
- 1100-17 Subsidized Group Benefits
- Schedule “A” – “Subsidized Group Benefits”
- 1100-18 Termination of Employment
- 1100-19 Vacations
- 1100-20 Overtime
- 1100-21 Special Leave
- 1100-22 Medical/Dental Appointments
- 1100-23 Grievance Policy
- 1100-24 Emergency Supplies
- 1100-25 Jury Duty and Court Service
- 1100-26 Cell Phone Policy
- 1100-27 Sick Leave
- 1100-28 Political Activity

- 1100-29 Leave of Absence
- 1100-30 Compassionate Leave
- 1100-31 Maternal & Parental Leave
- 1100-32 Medical Examinations
- 1100-33 Code of Conduct
- 1100-34 General
- 1100-35 Effective Date & Supremacy of Policy
- 1100-36 Temporary & Summer Staff
- 1100-37 Harassment in the Workplace
- 1100-38 Violence in the Workplace
- 1100-39 New Employee-Hire on Package
 - Form "A" – Personnel Policies Understanding
 - Form "B" – First Aide Requirement
 - Form "C" – Job Description
 - Form "D" – Oath of Confidentiality
 - Form "E" – Medical Information
 - Optional Life Insurance Enrolment Form
 - Health Statement
 - Beneficiary nomination
 - Personal Tax Credit Return (Alberta & Federal)
 - Group Benefits enrolment/change form
 - Driver's Abstract Consent

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Council approves the Human Resources Policy Review as amended/presented.

Initials show support- Reviewed by:	Manager:	C.A.O. <i>SW</i>
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