

Report to Council

Report Title:	Personnel Policies Updated – June 21, 2022		
Prepared By:	Sonya Watson, Chief Administrative Officer, Julie Farrell, Human Resources Generalist, and Trish Serratore, Chief Financial Officer		
Department:	Human Resources		
Date:	June 21, 2022		
Report Number:	HR2022-03	File Number:	C11HR, A09
Attachments:	Attendance Policy Bereavement Policy Amended Personnel Policy		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number HR2022-03 - Personnel Policies Updated – June 21, 2022 , prepared by Sonya Watson, Chief Administrative Officer and Julie Farrell, Human Resources Generalist and Trish Serratore, Chief Financial Officer, for information purposes and by doing so accepts the Attendance Policy, and Bereavement Policy as presented and further approves a By-Law coming forward to adopt the updated policies.

And further that the Council of the Municipality of Brockton hereby approves removing Section 3 – Attendance and Notice of Attendance and Section 8 – Bereavement wording from the Personnel Policy and be adopted by By-Law.

Report:

Background:

Human Resources is in the mist of a comprehensive review of all Brockton Policies. Some of these policies will be extracted from the Personnel Policy and created into independent policies. Each policy and recommended changes will be presented to Council for approval. We will continue to review and present policies until the entire Personnel Policy sections have been developed into separate independent policies and a Policy Manual for all staff will be established.

Analysis:

Staff are recommending creating the following independent policies:

- Attendance Policy, and
- Bereavement Policy

Changes to the Personnel Policy:

1. The **Attendance Policy** has been created to replace **Section 3 – Attendance and Notice of Attendance** - of the Personnel Policy. Changes include adding wording about absences without excuse, job abandonment, or unacceptable attendance.
2. The **Bereavement Policy** has been created to replace **Section 8 - Bereavement** of the Personnel Policy. There were no major changes to this policy.

A copy of the new and updated policies will be provided to all employees once approved by Council.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

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| • Recommendations help move the Municipality closer to its Vision | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community | Yes |
| • Recommendations contribute to achieving Quality of Life | Yes |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | N/A |
| • Recommendations contribute to achieving Economic Development | N/A |
| • Recommendations contribute to achieving Municipal Governance | Yes |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes


There are no budget implications associated with this policy.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Julie Farrell, Human Resources Generalist



Sonya Watson, Chief Administrative Officer