

## Report to Council

<b>Report Title:</b>	Personnel Policies Updated – September 20, 2022		
<b>Prepared By:</b>	Sonya Watson, Chief Administrative Officer, Julie Farrell, Human Resources Generalist and Trish Serratore, Chief Financial Officer		
<b>Department:</b>	Human Resources		
<b>Date:</b>	September 20, 2022		
<b>Report Number:</b>	HR2022-06	<b>File Number:</b>	C11HR, A09
<b>Attachments:</b>	Annual Vacation Policy Internal Employee Complaint Policy Amended Personnel Policy		

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number HR2022-06 - Personnel Policies Updated – September 20, 2022, prepared by Sonya Watson, Chief Administrative Officer, Julie Farrell, Human Resources Generalist and Trish Serratore, Chief Financial Officer, for information purposes and in doing accepts the Annual Vacation Policy and Internal Employee Complaint Policy as presented and further approves a By-Law coming forward to adopt the Internal Employee Complaint Policy immediately and approves a By-Law coming forward to adopt the Annual Vacation Policy effective January 1, 2023;

And further that the Council of the Municipality of Brockton hereby approves removing Section 5 – Vacation Entitlement and Section 17 – Compliant Procedure wording from the Personnel Policy and that the amended Personnel Policy be adopted by By-Law.

### Report:

#### Background:

Human Resources is in the midst of a comprehensive review of all Brockton Policies. Some of these policies will be extracted from the Non-Union 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:

- Annual Vacation Policy,

- Internal Employee Complaint Policy; and
- Changes to the Non-Union Personnel Policy:

1. The **Annual Vacation Policy** has been created to replace **Section 5** - of the Personnel Policy. Changes to this policy include Section 3 (a) which states vacation time must be taken in accordance with ESA. In addition, the years of service for eligibility for a fifth (5) week of vacation was changed from 18 years to 15 years to be consistent with the five years of service increments. Previously the entitlement was based off of 0 – 5years, 5 – 10 years, then 10 – 18 years. This supports employee retention efforts and will only apply to long-term employees with dedicated service of 15 years. This will have a minimal impact on employees over the next three years. We are recommending that this policy come into effect in January 2023.
2. The **Internal Employee Complaint Policy** has been created to replace **Section 17** - of the Personnel Policy. The major change to the Internal Employee Complaint Policy includes more detailed information on the steps employees, including Department Heads, would take should they have a cause for a complaint. The updates to this section provide greater clarification on the process for all employees.

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 these policies.

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### Respectfully Submitted by:



Trish Serratore, Chief Financial Officer



Julie Farrell, Human Resources Generalist

A handwritten signature in black ink, appearing to read "Sonya Watson", with a long, sweeping horizontal flourish extending to the right.

Sonya Watson, Chief Administrative Officer