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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** January 25, 2021

**RE:** **Human Resources Policy Draft – Definitions**

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**ISSUE:**

Administration is preparing a draft human resource manual and is presenting the definitions policy (attached).

**BACKGROUND:**

Much of the Town's existing human resource policies are out of date and do not follow current practice, and in some cases, necessary policies are non-existent. The Operational Review conducted by HMC Management in 2019 recommended updating and adding several policies and drafting of these policies is part of HMC's service agreement. Administration is working with HMC Management to develop a complete Human Resources Policy Manual for the Town. The manual is designed as individual policies for ease of review, approval and modification in the future. Specific policies will be brought forward as timing and priority presents.

**ALTERNATIVES:**

1. Committee of the Whole can recommend approval of HR-D01 Definitions Policy Draft as presented.
2. Committee of the Whole can provide feedback and direct changes to the draft Policy HR-D01.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**ADMINISTRATIVE RECOMMENDATION(S):**

Administration would like feedback and direction on the draft policy.

"THAT HR-D01 Definitions Policy be adopted as presented."

**ATTACHMENT:**

HR-D01 Definitions Policy Draft

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## Definitions



<b>POLICY NAME:</b> Definitions		<b>LAST UPDATED:</b> XXX XX, 2020	
<b>SUPERSEDES POLICY:</b> Not applicable			
<b>POLICY AREA:</b> Human Resources HR	<b>POLICY NUMBER:</b> HR-D01	<b>APPROVAL DATE:</b> XXX XX, 2020	<b>PAGE:</b> 3 of 93

### DEFINITIONS

1. "Chief Administrative Officer" or CAO means that person that reports directly to Council and is accountable for the overall operational requirements and financial management of the Town.
2. "Department" means a specialized area or division of the Town of Wadena.
3. "Division" means a specialized function area of the Town of Wadena.
4. "EDO" means Earned Day Off.
5. "Employee" means and person employed by the Town of Wadena.
6. "Family Day" means the third Monday in February of each year.
7. "HR" means Human Resources and further means the position of CAO.
8. "Immediate Family" is the employee's: spouse, common law spouse, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchildren and grandparents.
9. "MA" mean *The Municipalities Act*.
10. "Manager" means that person that reports directly to the CAO and is accountable for the operational requirements of a specific Department.
11. "OOS" means out of scope of the Collective Agreement between the Town of Wadena and the Canadian Union of Public Employees Local 4335.
12. "Saskatchewan Day" means the first Monday in August of each year.
13. "Smoking" means burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device or any similar device in the opinion of the CAO.

14. "SUMA" means the Saskatchewan Urban Municipalities Association operating as Municipalities of Saskatchewan.
15. "Temporary or Casual Employees" means an employment situation where an employee is expected to remain in a position only for a certain period of time. Temporary workers may also be referred to as seasonal, casual or temps.
16. "TIL" means Time In Lieu