



**Meeting Date: November 1, 2023**

**Submitted by: Ruth Joyce, Manager of Human Resources, Tiffany Farrell,  
Director of Corporate Services**

**Report No: CPS-47-2023**

**Subject: Human Resources Policy Updates**

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**Recommendation:**

THAT the Job Evaluation Management Program Policy HRS.P03.V2, Pay Equity & Job Evaluation Policy HRS.P05.V2, and Salary Administration Policy HRS.P08.V2 be repealed and replaced with the Compensation Administration Policy HRS.P43.V1;

AND THAT Problem and Conflict Resolution policy HRS.P40.V2 be repealed;

AND FURTHER THAT Report CPS-47-2023 re: Human Resources Policy Updates be approved.

**Purpose:**

The purpose of this report is to inform Council of the updates made to the corporation's human resources policies during a legislative and administrative review in 2023. Most of the updates are housekeeping amendments to remain legislatively compliant and an employer of choice.

**Background:**

The Municipality has not undertaken a full policy review since January 1, 2018. Many policies were outdated and required administrative and legislative changes. Earlier this year, staff engaged consultants at HRdownloads to review and update all human resources policies. Staff did an inventory of the policies, and in conjunction with the consultants, revised, repealed and/or renamed each policy as appropriate.

**Analysis:**

During every new council term, staff review all human resources policies to ensure they remain legislatively compliant and are competitive so that Middlesex Centre can remain an employer of choice.

For all policies the following was amended:

- Policy review date added to all policies
- Updated to a standard template
- Removed supporting policies and procedures section
- Employee titles updated
- Standard policy naming convention applied
- Update to departments instead of position when possible
- Removal of acknowledgment of policy within the policy
- Changed numbering of policies

Refer to the attached appendix CPS-47-2023 A1 Human Resources Policies & Procedures – Amendments for the summary of policy changes.

The consultants at HRDownloads also reviewed the Municipality's Information Technology (IT) policies. These comments in collaboration with County IT's comments will be reviewed and brought forward to Council in January 2024.

**Financial Implications:**

None.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- Responsive Municipal Government

This Report aligns with maintaining accountability through compliance with legislative changes and requirements.

**Attachments:**

A1 Human Resources Policies & Procedures – Amendments