

Human Resources Policy Name	Dept. Policy Number. Version	Comment
Employee Benefits	HRS.P01.V3	Administrative clean up only. Added additional OMERS information related to non-full time employees, added details of the 25% LTD that the employee is responsible to pay for. Addition of the Employee and Family Assistance Plan (EFAP) as it previously was not included. No change to entitlements.
Expenses	HRS.P02.V3	Administrative clean up only. Clarification on the meal allowance with employees having to work 3 hours or more before or after their shift, and clarification on which benefit is a taxable benefit. No change to entitlements.
Job Evaluation Maintenance Program	HRS.P03.V2	Repealed. Blended into Compensation Administration.
Overtime Procedure Policy	HRS.P04.V4	Administrative clean up related to legislation. Prior policy, employees could not get overtime for travel to and from training/conferences, however under legislation this needs to be considered for overtime purposes if the employee is required to attend. Additionally, a new form will be required for employees to complete to allow for banking of overtime as required under legislation. No change to entitlements.
Pay Equity and Job Evaluation	HRS.P05.V2	Repealed. Blended into Compensation Administration.
Performance Evaluation Management Program	HRS.P06.V2	Administrative clean up only. Name changed to Performance Evaluation Management Program from Performance Management Program. Added a second person (HR) when an employee wants to appeal a performance review. Removed discipline which is addressed in the Discipline policy.
Retirement and Long Service Awards	HRS.P07.V3	Administrative clean up including wording changes only. No change to entitlements.
Salary Administration	HRS.P08.V2	Repealed. Blended into Compensation Administration
Time-In-Lieu Procedure	HRS.P19.V4	Administrative clean up only. Policy elaborates that this is applicable for senior level positions only and title changes to be in compliance with the updated job titles arising from the pay grid review completed in 2023. No change to entitlements.
Training and Professional Development	HRS.P10.V2	Administrative clean up only. Clarification on who has authority to approved specific training and development. A new form has been added for employees to complete. Addition of an expense repayment agreement for an employee to be responsible to pay for a portion of the training should they leave the Municipality. No change to entitlements.
Bereavement	HRS.P11.V3	Legislative update including addition of a relative of the employee who is dependent on the employee for care or assistance as immediate family member. No change to entitlements.
Extended Personal Leave of Absence	HRS.P12.V2	Administrative clean up only. Removal of compassionate leave as this is a protected leave and included in another policy. Addition of the details around any unpaid authorized personal leave of absence is considered a break of service for OMERS. These leaves can be purchased for a cost of double the contributions (employee share and employer share). No change to entitlements.
Inclement Weather	HRS.P13.V2	Administrative clean up, addition of working from home as an option now that the Municipality has a Working From Home / Telecommuting policy in place.
Jury Duty & Witness Duty Leave	HRS.P14.V2	Administrative clean up, language added to ensure it is clear that benefits will continue for employees during this leave.
Long-Term Disability (LTD)	HRS.P15.V3	Administrative clean up.

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Pregnancy and Parental Leave	HRS.P16.V2	Legislative updates and administrative clean up. For example, removal of full time and permanent part time under scope to change all employees who have been hired by the Municipality thirteen (13) weeks prior to their expected due date and/or commencing parental leave. Replaced current content to content which separates pregnancy and parental leave entitlements and qualifying criteria, and also includes reference to pregnancy loss circumstances. All changes were done to be in compliance with ESA.
Short Term Disability (STD)	HRS.P17.V3	Administrative clean up only. Removal of the work place incidents as this is covered under a new policy - WSIB. No change to entitlements.
Sick Leave 2022	HRS.P18.V3	Administrative clean up only. Inclusion of the following statement - "every effort should be made to book appointments outside of regular working hours whenever possible, or with the least disruption to operations". No change to entitlements.
Statutory Holidays & Religious Observances	HRS.P19.V4	Legislative updates, including changing to applicable for all employees. Elaborated on notice to employees when statutory holidays are observed on a different day. New agreement to be created for employees to sign authorizing them to work on statutory holidays. Finally, separated Personal Commitment Time to its own policy. No change to entitlements.
Vacation Policy	HRS.P20.V4	Legislative updates and administrative clean up. Additional change in the reduction of amount of vacation time that can be paid out if not used by an employee in a year and adding more context to when this will occur. Specifically, only allowed in extenuating circumstances and staff need to put forward in writing a request to their Director, to be approved in consultation with the CAO, a payout of their vacation to a maximum of one (1) week at the end of the year (reduced from two weeks), with the exception that statutory vacation under the Employment Standards Act, 2000. This will be done prior to the end of December each year. Any vacation payout of the CAO must be approved by Council.
Voting Leave	HRS.P21.V2	Administrative clean up with adding that employees are encouraged to take advantage of advanced polling times, where possible.
Alcohol and Substance-Free Workplace Policy	HRS.P28.V3	Legislative updates and administrative clean. Elaborated on expectations of employees while working and more detailed definitions. Consultants re-worded a significant amount of this policy to be inline with legislative requirements.
Clothing and Safety Equipment Allowances	HRS.P29.V3	Title changed from Clothing & Safety Equipment to Clothing & Safety Equipment Allowances. Administrative clean up in wording. New agreement between the employee and employer to be created and completed by all employees impacted by this policy. No change to entitlements. Clarification that all allowances are inclusive of HST and applicable fees (such as delivery).
Hiring Policy	HRS.P30.V3	Administrative clean up adding base line hearing test, and update on responsibilities.
Hours of Work Procedure	HRS.P31.V2	Legislative update with the requirement of an agreement between employee and employer to be added. Clarifications on exemptions and clean up of department names.

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Mechanic Tool Allowance	HRS.P32.V2	Title changed from Mechanic Tool Policy to Mechanic Tool Allowance policy. Administrative clean up as this is a taxable benefit, the amounts purchased need to be provided to Finance annually so this taxable benefit is captured on the employees T4. Removal of acknowledgment of the policy as this will be done outside the policies on a go forward basis. No change to entitlements.
Probation and Evaluation Periods	HRS.P33.V2	Administrative clean up to ensure the probationary periods are always included in employment contracts.
Termination of Employment	HRS.P34.V2	Administrative clean up with elaborating what the purpose of the policy is which includes the policy being designed to define the types of employee termination, the responsibilities of terminated employees, the subsequent human resources actions required, and information regarding employee benefits. Updating specific position or department responsibilities.
Vehicle Use	HRS.P35.V2	Administrative clean up with the addition of the requirement for employees to keep the vehicles clean and well maintained.
Working From Home / Telecommuting	HRS.P36.V3	Title of the policy changed from Working From Home to Working From Home / Telecommuting. Adding a timeline for when this benefit is removed (30 days notice to the employee). Removal of the statement that working from home cannot be mixed with childcare as this is a protected leave. Finally, removal of acknowledgment piece in the policy to do it separately. No change to entitlements.
Employee Code of Conduct	HRS.P37.V2	No changes.
Diversity, Equity and Inclusion	HRS.P38.V2	Administrative clean up including wording changes and removal of additional related policies section.
Employee Discipline and Performance Management	HRS.P39.V2	Policy renamed from Employee Discipline to Employee Discipline and Performance Management. Administrative changes including removing the steps required as these can vary case to case. Adding in a section on employee appealing discipline and the process to complete this.
Problem and Conflict Resolution	HRS.P40.V2	Policy to be repealed as it is now covered in the Employee Discipline and Performance Management policy.
Workplace Violence & Harassment Policy and Program	HRS.P41.V3	Legislative updates, many wording changes done in the policy to be in compliance. Policy name change from Respect in the Workplace to Workplace Violence & Harassment Policy and Program.
Middlesex Centre Vaccination Policy	HRS.P42.V3	Policy rescinded September 7, 2023.
<u>New Policies Added:</u>		
New - Compensation Administration	HRS.P43.V1	This is a new policy that combines the above repealed policies: Job Evaluation Maintenance Program, Pay Equity and Job Evaluation, Salary Administration. This policy was reviewed by Pesce & Associates as part of our pay equity and grid review completed in July 2023. One main change is a change in the compression of the bands from 12% between supervisor and supervised to 10% to be more consistent with industry standards. No change to entitlements.
New - Attendance Management	HRS.P45.V1	New policy as recommended by HRDownloads.
New - Health & Safety	HRS.P46.V1	New policy as recommended by HRDownloads.
New - Human Rights	HRS.P47.V1	New policy as recommended by HRDownloads.
New - Smoke Free	HRS.P48.V1	New policy as recommended by HRDownloads.

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New - Personal Commitment Time	HRS.P50.V1	Policy separated from Statutory Holidays & Religious Observances policy to stand-alone policy for clarity purposes. Change in entitlement for employees that work 37.5 hours a week to 15 hours of personal commitment time from 7.5 hours to align with the allocation of 20 hours provided to employees who work 40 hours a week. Added information on how this entitlement will be pro-rated for employees joining the organization during the year.
New - Protected Leaves Policy	HRS.P51.V1	New policy as recommended by HRDownloads.