



Policy Type: Human Resources

Policy #: HR-100-01

Approved by Council on: June 25, 2018

Human Resources – General

Policy

The Town of Prescott will efficiently and measurably deliver excellent services, recognized as an employer of choice with dedicated and capable staff, adding value in all areas of service it delivers, while simultaneously working to strengthen the capacity of the municipality.

Within this context, the Chief Administrative Officer or his/her designate shall make provision for the direction and control of a sufficient number of appropriately prepared staff in accordance with the Town's mission, vision, philosophy, and goals. Supporting Human Resources, and Operational policies, and procedures will ensure staff are knowledgeable of the Town's activities and their roles within the organization.

Objective

To provide the best possible service with consideration to efficiency and effectiveness applies to all aspects of the employee relationship including recruitment, selection, training, promotion, lay-off, recall, and termination.

All personnel decisions will be consistent with both the meaning and intent of current legislation, and negotiated terms of employment.

The following policy statements have been developed to maximize the effectiveness of human resources decision-making consistent with the foregoing policy.

Procedure

To ensure the highest possible quality of human resources decision-making, relevant information will be solicited from qualified sources prior to decisions being made by a supervisor.



Policy Type: Human Resources

Policy #: HR-100-01

Approved by Council on:

Human Resources – General

In the course of arriving at the most objective decision possible, a supervisor's human resources decisions must be based on clearly defined, relevant criteria, and potential conflict of interest must be identified in advance and eliminated.

Employees directly affected by human resources decisions should have an opportunity to have input into those decisions wherever possible.

All persons are entitled to equal employment opportunities and the Town does not discriminate against its employees or applicants as defined by the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

Scope

The Human Resources Policies and Procedures contained herein apply to all Town of Prescott employees unless otherwise stated in the policy.