



**Policy Type:** Human Resources

**Policy #:** HR-700-01

**Approved by Council on:** June 25, 2018

## **Human Resources – Non-Union Terms & Conditions of Employment - General**

### **Policy**

The polices contained in the Non-Union Terms of Employment policies establish the conditions of employment and benefits for all permanent non-union employees of the Corporation of the Town of Prescott not covered by a union, temporary, or student agreement, or an individual employment contract.

Where benefits are negotiated either through an individual employment contract, temporary, or student agreement, the conditions of that individual employment contract, or temporary, or student agreement shall apply. Benefit enhancements will be applied to non-union employees that are equal to those in the CUPE collective agreement.

The Corporation maintains the right to manage and direct all operations of the Corporation to maintain order, discipline, and efficiency of the operations. The Corporation shall exercise these rights in a fair and reasonable manner.

The Non-Union Terms & Conditions of Employment will remain in effect unless changed by Council through a resolution and supersede previous versions of Non-Union Terms & Conditions of Employment.

### **Objective**

To outline employment conditions governing Town of Prescott Non-Union Employees.

### **Procedure**

The Non-Union terms and conditions of employment outline specific employment conditions for this group of employees. Non-union employees are still subject to and expected to comply as a condition of their employment with all Human Resources, Corporate, Departmental, Position specific policies and procedures, and applicable legislation.