



Human Resources

PREPARED BY:	Human Resources	COUNCIL APPROVAL DATE:	February 11, 2020
EFFECTIVE DATE:	February 11, 2020		
REFERENCES:	Municipal Government Act Alberta Human Rights Act Alberta Employment Standards Code Alberta Employment Standards Regulation Alberta Labour Relations Code Occupational Health and Safety Act Occupational Health and Safety Regulation Occupational Health and Safety Code Council Policy C-AD46 Safety Policy Council Policy C-HR30 Whistleblower Policy	PREVIOUS REVISION DATE:	NEW
FUNCTION:	Personnel	LS REVIEW DATE:	January 27, 2020

PURPOSE

The purpose of this policy is to establish the authority and guiding principles for the management of human resources at Parkland County.

POLICY STATEMENT

Authority & Responsibility:

1. Council is responsible to ensure that the County's powers, duties and functions are carried out appropriately, in accordance with the *Municipal Government Act*.
2. Council appoints and authorizes the Chief Administrative Officer (CAO) the responsibility of managing the County's employees and human resources, and the CAO will:
 - a. establish and approve the terms and conditions of employment for employees, including collective agreements;
 - b. approve directives, procedures, standards, handbooks, or guidelines governing the work or conduct of employees;
 - c. establish and change the organizational structure of the County;
 - d. allocate resources within Council approved budgets;
 - e. report on the performance of this Policy annually;
 - f. establish administrative and operational plans, goals, and performance measures; and

- g. act on behalf of the County for the purposes of the:
 - i. *Alberta Human Rights Act;*
 - ii. *Alberta Employment Standards Code;*
 - iii. *Alberta Employment Standards Regulation;*
 - iv. *Alberta Labour Relations Code;*
 - v. *Occupational Health and Safety Act;*
 - vi. *Occupational Health and Safety Regulation; and*
 - vii. *Occupational Health and Safety Code.*

Human Resource Guiding Principles

- 3. Parkland County will establish and maintain a work environment that ensures:
 - a. employee health, wellness and safety;
 - b. diversity and inclusion;
 - c. respectful work and conduct;
 - d. responsiveness and results focus; and
 - e. customer focus.
- 4. Parkland County will establish and maintain a total reward program that meets the attraction and retention needs of the County, total rewards include; direct & indirect pay, benefits, retirement plans, development, job enrichment and performance.
- 5. Parkland County will promote recognition and appreciation programs to create a positive work culture.
- 6. Parkland County will promote a collaborative workplace and will deal with employee concerns or issues through effective dispute resolution processes.