
Human Resources Management

References: *Municipal Government Act* RSA 2000, c M-26
Bylaw 21-2015: The Chief Commissioner's Bylaw

Cross-references: HUM-001-001 Employee Conduct and Code of Ethics
HUM-001-034 Employee Total Rewards Policy

Policy Statement

Strathcona County is committed to the delivery of quality public services with a focus on social, environmental and economic sustainability. The County will ensure that there are effective Human Resources programs and guidelines to support and promote the attraction and retention of a highly qualified, engaged and inclusive workforce.

Human Resources programs and guidelines are aligned with the County's corporate values of integrity, respect, safety, fairness and cooperation and these same values are fundamental to the way employees work at Strathcona County.

Purpose

The purpose of this Directive is to establish the framework and authority for Human Resources management to ensure that consistent, equitable and fiscally responsible programs and guidelines are implemented and administered within Strathcona County.

Definitions

Human Resource (HR) Guideline – a description of how the organization will carry out the expectations for HR management as related to the HR program areas.

Management employee – any employee occupying a position classified within the management job family.

Supervisor – an employee whose job responsibilities include supervision of other employee(s).

Guidelines

1) CRITERIA

HR guidelines will be established based on the following criteria:

- a) Fairness – equitable, without favouritism or discrimination.
- b) Transparency – visible and easily accessed by employees.

- c) Competitive – consider opportunities to differentiate Strathcona County as an employer of choice.
- d) Fiscally Responsible – respect the role of Strathcona County as a steward of public funds.
- e) Shared Responsibility – balance shared benefits and shared responsibilities between employees and the organization.
- f) Compliance – ensure alignment with all applicable legislation.

2) RESPONSIBILITIES

- a) The Chief Commissioner’s responsibilities are outlined in the Chief Commissioner’s Bylaw. The Chief Commissioner retains ultimate authority in all HR program areas and related guidelines.
- b) The Director, Human Resources will:
 - i. Ensure appropriate research and engagement occurs prior to implementing or significantly changing an HR guideline.
 - ii. Seek the approval of the Senior Leadership Team &/or Executive Team on any new or significantly changed HR guidelines.
 - iii. Sign off on all HR guidelines.
 - iv. Coordinate training and education for the implementation of HR guidelines.
 - v. Ensure guidelines remain current, including regular review in accordance with applicable legislated requirements and best practices.
- c) Strathcona County management employees and supervisors will ensure the approved HR guidelines are consistently and fully implemented within their area of responsibility.

3) HUMAN RESOURCES PROGRAM AREAS

Guidelines may be established to guide the following HR program areas:

- a) Labour Relations
- b) Recruitment and Hiring
- c) Health and Safety
- d) Talent Management
- e) Learning and Development
- f) Organizational Effectiveness
- g) Employee Relations
- h) Compensation Structure
- i) Employment Terms and Conditions
- j) Job Evaluation
- k) Disability Management and Well-being
- l) Payroll
- m) Benefit Plans and Administration
- n) Employee and Family Assistance

Policy Record

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Administrative Review: Human Resources

Approved by:

Signed – Darrell Reid

Darrell Reid
Chief Commissioner

January 18, 2021

Date