



POLICY

Human Resource Management	
Policy Number 130-001	Supersedes Policy Number 1-10
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to recognize the importance and value of the development, maintenance, and application of a comprehensive program of human resource management.

2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

3.0 References

- 3.1 Town of Wolfville Human Resource Management SOP 130-800
- 3.2 Association of Municipal Administrators (AMA) Policy Manual

4.0 Definitions

- 4.1 **Town of Wolfville:** The use of this term with respect to employees, means all employees of the Town of Wolfville, from all departments and commissions.
- 4.2 **Conflicting Laws, Policies, etc.:** Bargaining unit employees are covered within the terms of their collective agreement. These policies and practices shall be applied to non-unionized employees, where they are not in conflict with or superseded by any Provincial or Federal Legislation or Town of Wolfville Bylaw.

5.0 Policy

5.1 Specific Objectives

The Town of Wolfville seeks to:

- a) promote understanding of the terms, conditions, requirements and policies governing employees of the Town of Wolfville
- b) clarify the authority for, and purpose of, all policies currently in use, or those new policies required, for the effective and efficient operation and administration of the Town of Wolfville
- c) ensure that consistent, fair, and equal treatment of all employees in the Town of Wolfville will be attained through the application of approved policies



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- d) ensure that human resource policies will be updated on an ongoing basis in order to reflect changes in society, provincial legislation, and economic circumstances
- e) define responsibilities and working relationships throughout the Town of Wolfville
- f) encourage ongoing professional development of all employees.

The human resource policies adopted by the Town of Wolfville are designed to serve as a guide for all Town of Wolfville personnel with respect to the human resource management function. A copy of each policy will be maintained in a policy manual, which will be easily accessible by all employees of the Town of Wolfville. Copies of the policy manual will be available to each member of Council, to union representatives, and to all Town of Wolfville personnel. As well, an up-to-date master copy will be maintained by a person designated by the Chief Administrative Officer at the Town Hall.

5.2 Responsibilities

5.2.1 The Council will:

- a) ensure that the Town of Wolfville has in place a comprehensive human resource management system.

5.2.2 The Chief Administrative Officer (or designate) will:

- a) administer the human resource policies of the Town of Wolfville;
- b) develop and maintain a comprehensive human resource policy manual which will serve as the official guide in handling human resource management matters;
- c) identify necessary revisions to the human resource policies and, in consultation with other managerial and supervisory staff, recommend revisions to Council for consideration;
- d) ensure the implementation and application of the Town of Wolfville's human resource policies and establish a mechanism which will facilitate employee awareness and understanding of the approved human resource policies of the Town of Wolfville; and
- e) ensure that any proposed amendments to this policy are reviewed by the Town of Wolfville's solicitor.

5.2.3 Department heads, managers, supervisory personnel and all other Town of Wolfville employees will:

- a) acquire a good working knowledge of the policies contained in this manual;
- b) apply these policies in an equitable and fair manner at all times, utilizing sound judgment;



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- c) advise the immediate supervisor of revisions, deletions, or additions to the Town of Wolfville's human resource policies which are considered appropriate;
- d) encourage awareness of the Town of Wolfville's human resource policies;
- e) encourage a positive attitude towards employment with the Town of Wolfville; and
- f) promote excellence in Town of Wolfville service delivery.

All proposed changes to the Town of Wolfville's human resource management policies will, after due consideration, be referred to Council for review, amendment, and adoption.

5.3 General Provisions

Human resource management policies, which are approved and adopted by the Council of the Town of Wolfville will, unless otherwise noted, apply to all employees of the Town of Wolfville. Any policies which do not refer to all employees of the Town of Wolfville, will be so noted. Please refer to Policy 130-003, Collective Agreement Bargaining Policy for clarification on employees within the bargaining unit.

5.4 Organization for Human Resource Management

Overall administration of the human resource management function, as outlined in the policies adopted by the Town of Wolfville will, unless otherwise determined by Council, be the responsibility of the Chief Administrative Officer. For the purposes of this policy, the position responsible will be hereinafter referred to as the "Chief Administrative Officer." Nothing in this policy will restrict the Chief Administrative Officer from delegating responsibility for the human resource management function to one or more staff members of the Town of Wolfville.

CAO

2015-12-15

Date