



POLICY

Human Resource Services	
Policy Number 130-002	Supersedes Policy Number 1-20
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 benefit of human resource planning.

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 Services SOP 130-801
- 3.2 Association of Municipal Administrators (AMA) Policy Manual

4.0 Definitions

- 4.1 **Approved Position:** permanent and/or full time seasonal position which has been approved by the Chief Administrative Officer and included in the organizational structure of the Town of Wolfville.
- 4.2 **Person-years:** refers to one unit of 1,820 hours per year, based on a five-day work week, fifty-two weeks a year at eight hours per day (or one unit of 2,080 hours for employees working 40 hours per week).
- 4.3 **Person-years are used (*):**
 - when staff are retained (including permanent, temporary, part-time, casual/students, seasonal, and help supplied by private agencies and employees on contract)
 - for employees on sick leave or vacation leave
 - on a straight-time basis to indicate hours of overtime worked

(*) Person-years are not used when employees are on leave without pay, including maternity leave.



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4.4 **Wage and Salary Expenditure:** refers to all monies and costs allocated by the Town of Wolfville for the remuneration of employees and the payment of fees for individuals retained by personal service contract. Wage and salary expenditure includes:

- All monies allocated to all employees, including the employer's share of statutory contributions and deductions, pension contract, group insurance and employer benefits
- Money paid to employees for shift differentials, call-back pay, standby pay, and money paid to augment Worker's Compensation payments
- Other monies expended on employees, as defined by wage and salary expenditure, but not covered previously

5.0 Policy

5.1 Specific Objectives

The objectives of this policy are to:

- a) review a vacant position with a critical eye to determine if the vacancy presents an opportunity to improve business processes, allocate resources in a more effective way, or update the job profile to better reflect the current and foreseeable demands of the job;
- b) provide an accurate record of past, current, and anticipated changes in the Town of Wolfville's human resource requirements; and
- c) enable managers to perform accurate budgetary and financial planning, for both current and future years.

5.2 Responsibilities

5.2.1 The Council will review, amend, and approve:

- a) Increases in the number of approved positions within the Town of Wolfville organization.

CAO

2015-12-15

Date