

POLICY #301C

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Policy Title:	Personnel Policy
Policy Number:	301C
Approval:	Town Council
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Supersedes Policy No.:	New in 2015

Policy Statement

The Town of Olds believes that a written policy and associated procedures are integral for the accurate administration of its Human Resources and Payroll-related operations, and as such will provide employees with a consistent and comprehensive handbook for personnel matters.

Purpose

To provide direction for administration through the approval of budget, bylaws and policies to address efficient and effective support and resources to ensure employees' success.

Standards

The Town of Olds will provide a professional, competent, well-trained, committed, stable, and responsive workforce.

This policy applies to all Town of Olds employees as well as paid on call firefighters.

As per the Municipal Government Act (RSA 2000, c M-26):

- Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality.
- Section 153(b): Councillors have the duty to participate generally in developing and evaluating the policies and programs of the municipality

Town Council is responsible for approving this policy, supporting bylaws, and necessary budgetary allocations.

The Chief Administrative Officer (CAO) shall be responsible for the overall implementation, administration, and maintenance of this policy and associated handbooks/procedures.

Division Directors, Managers, and Supervisors are responsible for ensuring on an ongoing basis that employees under their supervision adhere to the standards of this policy.