



Prepared By: Office of the CAO

Effective Date: Immediately

References:

Council Resolution No.: 20-43

- Canada Revenue Agency
- Alberta Human Rights Act
- Alberta Employment Standards & Regulation
- Workers Compensation Act
- Municipal Government Act
- Peace Officer Act
- Peace Officer (Ministerial) Regulation Act
- Town of Olds Policies

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.

SCOPE

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

Elected Officials should refer to Bylaw Council Code of Conduct, Council Policy Remuneration and Benefits, and Council Professional Development Policy.

RESPONSIBILITIES

The Chief Administrative Officer shall be responsible for the overall implementation of this policy. Department Directors and Supervisors are responsible for ensuring on an ongoing basis that employees under their supervision are adhering to the standards of this policy.

STANDARDS

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

As per the Municipal Government Act, Councillors have the following duty as it relates to policy:

- Council’s principal role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and
- General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

*Approval Date: January 26, 2015 Motion No. 15-23
Amended: January 8, 2018 Motion No. 18-13
Amended: February 10, 2020 Motion No 20-42*