
Control of Human Resources Policies

Policy Number: CHR100

Approval Date: September 12, 2017

Supersedes Policy: HR103, Control of Human Resources Policies

SECTION A

1.0 Policy Purpose

- 1.1 It is the responsibility of the Chief Administrative Officer to ensure that effective Human Resources policies are in place for the Town. Control over changes, revisions and updates to the master Human Resources Policies lies with the CAO.

2.0 Policy Statements

- 2.1 Development, revisions and updates of policies are to be initiated and managed by Human Resources.
- 2.2 Policy implementation and changes will be approved by the Chief Administrative Officer.
- 2.3 Human Resources policies having a budgetary impact will be brought to Council for approval.
- 2.4 Upon approval, the Human Resources policies shall be made available for access by all employees.

3.0 Expiry Date

- 3.1 This Policy is subject to periodic review and may be updated as legal requirements change, and per relevancy and necessity. A review will occur prior to December 31, 2019. The Policy shall be brought forth and accepted in its present or amended form or rescinded.
 - 3.2 This Policy shall remain in effect if the review date passes prior to formal review.
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SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

All Employees.

3.0 Review/Revision History and Author

Creation: July 2011, Human Resources

Revision: September 2017, Human Resources



Lisa Holmes
Mayor



Andrew Isbister
Chief Administrative Officer