

<b>Department:</b> <b>Corporate Services</b>	<b>Section:</b> <b>Human Resources</b>
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## HR-01 Human Resources

### Policy statement

Leduc County is dedicated to serving its community through an enabled, empowered, effective and efficient workforce. Staff will be offered a value proposition that provides a positive work experience and meets a range of needs, including competitive pay and benefits, performance management, recognition, training and development opportunities, and a healthy work/life balance in exchange for valued and competent performance that meets the needs of our community.

### Definitions

- Community includes citizens, residents and businesses.
- Competitive pay and benefits are the various components of compensation including: salary, pension contributions, and extended health and dental benefits.
- Employee means any person directly employed by Leduc County.
- Human resource management practices is the strategic approach to developing employees and providing direction, support and guidance to efficiently and effectively achieve the organization's goals.
- Recruitment is the hiring process for employees, both externally and internally.
- Staff means the group of people directly employed by Leduc County
- Value proposition is the overall value that employees receive for providing valued and competent performance that meets the needs of our community.

### Policy authority

#### Legislative and policy implications

- (a) The Human Resources Policy, shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, the *Alberta Human Rights Act*, *Employment Standards*, the *Personal Information and Protection Act*, the *Freedom of Information and Protection of Privacy Act* and any other relevant legislation.

### Policy standards

- (a) The vision, mission and values of the organization shall be integrated into all human resource management practices.
- (b) Leduc County shall meet or exceed all legal and ethical responsibilities and ensure fair, equitable and consistent terms and conditions of employment for all staff.
- (c) Staff will be offered a value proposition that provides a positive work experience and meets a range of needs, including: competitive pay and benefits, performance management, recognition,

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training and development opportunities and a healthy work/life balance. In return staff will provide valued and competent performance that meets the needs of our community.

- (d) The work environment and culture shall be respectful, empowering, inclusive, collaborative, solution oriented and team-based.

### **Policy responsibilities**

#### **1. Council**

Council shall:

- approve the Human Resources Policy;
- review this policy at a minimum of once every four years to ensure that the policy complies with all relevant legislation, municipal policies and the spirit and intent of Human Resources Policy; and
- promote and support the Human Resources Policy.

#### **2. Administration**

The County Manager or designate shall:

- direct Administration to develop the necessary administrative procedures to implement this policy; and
- approve those administrative procedures.

Department directors, managers and supervisors shall:

- manage human resources matters within their areas of oversight.

Human Resources shall:

- ensure compliance with all legislated requirements; and
- provide support to management through the provision of hands-on assistance, management tools, systems and education, and strategic direction to the organization.

### **Monitoring & Updating**

- (a) This policy shall be available for public inspection and posted on Leduc County's website.
- (b) The Human Resources Policy shall be reviewed at least once every four years.

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