

**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* means citizens, residents and businesses.

*Competitive pay and benefits* means 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* means the strategic approach to development employees and providing direction, support and guidance to efficiently and effectively achieve the organization’s goals.

*Recruitment* means the hiring process for employees, both externally and internally.

*Staff* means the group of people directly employed by Leduc County.

*Value proposition* means the overall value that employees receive for providing valued and competent performance that meets the needs of our community.

**Policy authority**

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

**Policy standards**

1. The vision, mission and values of the organization shall be integrated into all human resource management practices.
2. 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.
3. 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 return staff will provide valued and competent performance that meets the needs of our community.
4. The work environment and culture shall be respectful, empowering, inclusive, collaborative, solution oriented and team-based.

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**Policy responsibilities**

*Council responsibilities:*

Council will,

- 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.
- Promote and support the Human Resources Policy.

*Administration responsibilities:*

The County Manager or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy.
- Approve the administrative procedures.

Department directors, managers and supervisors will,

- Manage human resources matters within their areas of oversight.

Human Resources will,

- Ensure compliance with all legislated requirements.
- Provide support to management through the provision of hand-on assistance, management tools, systems and education, and strategic direction to the organization.

**Monitoring and updating**

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

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