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Date: October 11, 2017
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Policy Review: V&H, CI, PIP
Report No.: CS-2017-018

AIM

Obtain council approval to implement the draft Conflict of Interest Policy, Performance Improvement Plan and Violence and Harassment Policy and Program.

BACKGROUND

As part of the goals established for the Human Resources Department, the Human Resources Manager was tasked with conducting a review of the Town's human resources policies and procedures.

Upon preliminary review, the Manager determined that the Violence and Harassment Policy required updating and the following policies were non-existent:

- i) Employee Conflict of Interest Policy; and
- ii) Performance Improvement Plan for non-union employees

A conflict of interest policy is designed to ensure that employees conduct the business of the Town in an equitable, independent, impartial and responsible manner.

A performance improvement plan for non-union employees is a tool available to address performance issues with employees. This type of plan would be implemented, after consultation with the Human Resources Department, for employees who are experiencing difficulty achieving planned results against objectives or expectations.

On September 27, 2017 the Personnel Committee, reviewed the policies and directed that they be brought to Council for final review and approval.

DISCUSSION

The discrimination, violence and harassment policies/programs and procedures were reviewed and revised. Some of the revisions include:

- Condensing the current policy to a one page document; and
- Updating the current program to include forms and operating procedures for ease of use.

These revisions ensure that the municipality is compliant with the requisite health and safety legislation.

In addition, a Conflict of Interest policy was created for all Town employees. To assist the Town to define what constitutes a conflict situation for an employee. Additionally, it will provide guidance to the employees to exercise sound judgment.

The proposed addition of a Performance Improvement Plan is intended to drive early intervention on performance issues by providing the employee an opportunity to improve their performance while working towards achieving business objectives. Some of the key elements of the Plan include:

- A checklist to ensure managers have had conversations and documentation prior to initiating the plan;
- A formal plan with letters and meeting confirming details such as training, deadlines and expectations; and
- An open forum for discussion from both parties involved with the guidance of HR

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no direct financial costs associated with rolling out and training staff on the policy updates. The HR Manager can provide the necessary staff training. The costs include staff time and attendance at the training sessions.

CONSULTATIONS

Peggy Van Mierlo-West, Chief Administrative Officer
Jennifer Astrologo, Director of Corporate Services
Senior Management Team
Personnel Committee

RECOMMENDATION

Council approve the Conflict of Interest Policy, Performance Improvement Plan, and the revised Violence and Harassment Policy and Program.

Jennifer Galea

Jennifer Galea, CHRL
HR Manager

Jennifer Astrologo

Jennifer Astrologo B.H.K. (Hons), LL.B.
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer