

Policy Updates

Policy Title	Rationale	Current Wording	Suggested Wording
<p>3.0 Compensation & Benefits Policy</p>	<p>Updating the HCSA to state all receipts must be submitted within 30 days of resignation. Health & dental coverage have a grace period to submit claims beyond resignation and therefore a clear and fair grace period will be granted for the HCSA</p>	<p>silent</p>	<p>When an employee resigns, they will have 30 days from their last day of employment to submit any outstanding HCSA claims. All requirements from this policy are still applicable.</p>
<p>3.0 Employee Protection Resources Policy</p>	<p>This policy was missing the Firearms Policy from original by-law.</p>	<p>No change to the previous Firearms Policy, a simple addition to the Employee Protection Resources policy</p>	<p>See attached policy update.</p>
<p>3.0 Technology Policy</p>	<p>In the Electronic Monitoring section a disclaimer has been added regarding the use of Generative Artificial Intelligence. And a new section has been added regarding the approved use of Generative AI, as attached.</p>	<p>silent</p>	<p>Generative Artificial Intelligence Tools The Township has established guidelines surrounding the use of Generative Artificial intelligence. The Township reserves the right to monitor the Internet usage, various websites and Generative AI models and staff activity on these resources. Action will be taken if the Township suspects that Staff have used Generative AI in contrary to this policy or for any unlawful activity.</p>

Policy Updates

Policy Title	Rationale	Current Wording	Suggested Wording
<p>3.0 Hiring Policy</p>	<p>In the employment offer section, it was suggested that we add that the CAO has the authority to negotiate benefits and vacations, as that has been a practice followed but not adopted by Council.</p>	<p>Offer of Employment Following acceptance by the CAO, the initial offer can be made by telephone or at a meeting set aside for that purpose. It must, however, be confirmed in writing on behalf of the Township of Huron Kinloss. The offer should contain:</p> <ul style="list-style-type: none"> The position title. Starting salary and reference to the salary range and grid in which the position is placed. Start date and time. The probation period that applies to the position. Any conditions that must be met (including but not limited to eg. criminal reference check, valid drivers license, medical certificate). Congratulations and welcome to the 	<p>Adding: The CAO has the authority to negotiate benefits and vacation terms with new employees to attract and retain talent effectively. Salary negotiations that fall outside the approved pay grid must be presented to and approved by Council to ensure consistency, compliance with organizational standards and budget constraints.</p>

Policy Updates

Policy Title	Rationale	Current Wording	Suggested Wording
<p>3.0 Time Off Policy</p>	<p>Updated the vacation time, to "paid vacation time". Based on the new <i>Working for Workers Act 2023</i> , passed in June 2024, which states it must be clear and in writing how vacation pay is being received.</p>	<p>All regular non union full time employees will receive annual vacation time based upon their length of continuous active service with the Township as measured from their anniversary date of employment.</p>	<p>All regular non union full time employees will receive annual paid vacation time based upon their length of continuous active service with the Township as measured from their anniversary date of employment. Paid vacation time means that vacation pay will be treated as paid time off, with the vacation pay received during the same pay period and corresponding pay date as the vacation time taken.</p>
	<p>Update to make it clear that paid vacation time is prorated during a LOA.</p>	<p>Sick and vacation credits will be prorated during these leave of absences.</p>	<p>Sick credits and paid vacation time off will be prorated during a legislated leave of absence to reflect active service.</p>
	<p>Removed from the sick payout upon death of an employee paid to beneficiary. This payment is still considered earnings for the deceased employee and therefore needs to be recorded on the T4.</p>	<p>Each eligible employee shall receive one (1) day sick leave per month of active service, accumulative to a maximum of one hundred eighty (180) days with one half (1/2) of the accumulated sick leave payable at the employee's current rate of pay if the employee quits, is laid off, fired, retires or is payable to the life insurance policy beneficiary in case of death.</p>	<p>Each eligible employee shall receive one (1) day sick leave per month of active service, accumulative to a maximum of one hundred eighty (180) days with one half (1/2) of the accumulated sick leave payable at the employee's current rate of pay if the employee quits, is laid off, terminated, retires or if the employee passes away.</p>

Policy Updates

Policy Title	Rationale	Current Wording	Suggested Wording
3.0 Time Off Policy	Updated the carry over line to allow for the CAO to approve carrying over more than 1 week, at their discretion.	With approval of the CAO, employees may carry forward a maximum of one week or five days of vacation time.	With approval of the CAO, employees may carry forward a maximum of one week or five days of vacation time. In some circumstances it may be reasonable to carry forward more than one week, at the discretion of the CAO.