



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Work From Home Policy Pilot Program

Date: Dec. 2, 2024

Report Number: CAO-2024-12-39

Department: CAO

File Number: C11-CAO24

Prepared By: Leanne Scott, Human Resources Generalist

Attachments: Work From Home Policy-Draft

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-12-39 as prepared by Leanne Scott, Human Resources Generalist;

AND provides direction with regard to the information in report CAO-2024-12-39;

AND THAT Council approves Staff entering into a 6-month work from home pilot program.

Background:

Through the strategic planning process, it was identified that employee satisfaction and retention require some support to align with the organization's overall goals. Township staff are dedicated to enhancing municipal services and supporting the goal of attracting and retaining quality employees. The integrated master plan aligns with the broader strategic plan initiatives to improve employee satisfaction and retention by creating a supportive work environment. The integrated master plan outlines these initiatives which includes "engaging employees to determine the need for flexible work arrangements."

Discussion/Analysis/Overview:

As part of the integrated master plan, employees were engaged through a series of interviews, using consistent questions to establish a baseline understanding of their needs and preferences. The consolidated results provided valuable insights, which were then discussed with the senior team to determine the next steps. Based on this engagement, a team of staff was formed that consisted of a variety of positions and they were tasked with developing a draft policy and plan for a work-from-home arrangement.

The team's draft policy serves as the foundation for a 6-month pilot program, which will explore the feasibility and benefits of a flexible work-from-home arrangement and support a positive work-life balance for Staff. This pilot program is designed to gather further insights and feedback from employees, ensuring that the final policy is

practical, aligns with the needs of our workforce and maintains the current level of service for our residents.

By implementing this work-from-home pilot project, we aim to create a supportive work environment that enhances employee satisfaction, retention, and overall well-being. As a common practice among other organizations working from home options are a sought-after benefit and are key to recruitment. This initiative is a fundamental component of our strategy to attract and retain quality employees, ultimately contributing to the success and excellence of our municipal services.

Financial Impacts:

To be assessed throughout the pilot program and considered as part of the 2025-2026 capital budgets.

Performance Measurement:

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Support employee recruitment and retention

Respectfully Submitted By:

Leanne Scott, Human Resources Generalist

Report Approved By:

Jodi MacArthur, Chief Administrative Officer