

Policy No.: HR.01

Section: Your Government & People

Policy Title: Employment Policy

Adopted Date:

By-law No.:

Revision Date:

1. Purpose

The purpose of the Employment Policy is to outline the objectives that govern employment with the Municipality of Kincardine ("Municipality") contributing to the health, well-being, productivity, and retention of our employees. It will also set broad direction for the development of accountable and transparent employment policies and procedures that reflect business needs, employment best practices and remain competitive in attracting and retaining a skilled and dedicated workforce.

2. Scope

This policy applies to all employees of the Municipality of Kincardine.

3. Definitions

Employee - refers to paid individuals of the Municipality who are compensated for hours worked which will include full-time, part-time, contract, casual, and students

4. Policy

A. Organizational Commitment

The Municipality is committed to providing a work environment where all employees are treated in a fair, consistent, and respectful manner in alignment with relevant legislation as it relates to the employee experience. The Municipality will strive to recruit and retain a competent, qualified, and diverse workforce that enhances the vision and culture of our organization.

B. General Employment Objectives

- To establish and maintain employment policies, procedures, and practices, in accordance with applicable legislation

- To establish expectations for the professional and ethical conduct of employees through an Employee Code of Conduct
- To address all employment matters in a fair, objective, and proactive manner and provide mechanisms to prevent and resolve concerns
- To implement fair and transparent compensation practices that support the achievement of our corporate goals in alignment with market research
- To create a safe and positive work environment that contributes to the motivation, productivity, and retention of employees
- To ensure the safety and well-being of employees and residents accessing municipal facilities
- To provide the required training, tools, equipment and resources for employees to effectively complete their job responsibilities
- To provide employees with learning and developmental opportunities to advance career goals
- To support initiatives that contribute to employee engagement and wellness and enable employees to make a meaningful contribution in the workplace

C. Accessible Employment

The Municipality recognizes that individuals with disabilities are valuable contributors to the organization. The Municipality is committed to providing equal employment opportunities for persons with disabilities and to meet the accessibility and accommodation needs of employees with a disability in accordance with the Accessibility with Ontarians with Disabilities Act (AODA).

The Municipality strives to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The Municipality is required to make the following employment practices accessible to meet the needs of employees and job applicants with disabilities: recruitment & selection, performance management & career development, return to work processes, accommodation plans, and emergency procedures.

5. Related Policies

HR.02 - Employee Code of Conduct

HR.03 - Compensation & Benefits Policy

GG 3.9 - Integrated Accessibility Standards Policy

6. Related Documents/Legislation

Employment Standards Act, 2000
Ontario Human Rights Code, 1990
Accessibility for Ontarians with Disabilities Act, 2005

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