



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Human Resources Policy

Purpose

The Municipality of the District of West Hants believes its employees are its best asset; partners in the delivery of services to its citizens. The purpose of the Human Resources Policy is to establish fair and equitable hiring practices; safe and healthy work practices; and competitive and responsive compensation and benefit strategies which assist the organization in attracting and retaining a high caliber of employee.

Scope

This policy shall apply to all employees of the Municipality.

Statement

This policy shall comply with all legal and regulatory requirements enacted within the Province of Nova Scotia including the Labour Standards Code, Occupational Health and Safety Act and Workers Compensation Act, as examples. The Human Resources Policy shall support the Vision, Mission and Values adopted by the Municipality of West Hants.

Values

Our workplace will achieve our mission by:

Delivering services which are fair and equitable and applied consistently.

We will achieve this through a work place that is:

- ✓ Professional
- ✓ Diverse
- ✓ Committed
- ✓ Proud
- ✓ Supportive
- ✓ Engaged
- ✓ Balanced
- ✓ Respectful
- ✓ Accountable
- ✓ Healthy
- ✓ Welcoming
- ✓ Safe

And fully supported by West Hants Council.

Responsibilities

Council is responsible to:

- Regularly review this policy in accordance with the Identification of By-law, Policy and Procedure-Practices Policy and amend as necessary.
- Hold the Chief Administrative Officer accountable for the fair and consistent delivery of this policy through the development and implementation of the Human Resources Manual.

Chief Administrative Officer:

- The Chief Administrative Officer (referred to as the CAO) shall be responsible for the development, interpretation, administration, implementation, monitoring and updating of the Human Resources Manual in keeping with the values and funding levels established by Council. The CAO may, in turn, delegate this responsibility to another employee of the Municipality.
- The CAO will develop a Human Resources Manual which will outline the human resource practices of the organization including:
 - Employment hiring process.
 - Employee compensation- except that Council may make policy decisions relating to Cost of Living Allowances and shall make policy decisions respecting pension benefits.
 - Employee performance.
 - Miscellaneous matters pertaining to the effective and efficient operation of the Municipality.

The CAO reports to Municipal Council and is responsible to keep Council advised of any significant changes affecting staff and staff relations.

Directors and Supervisors:

Directors and supervisors within the Municipality shall gain an understanding and knowledge of policies contained within the Human Resources Manual and apply them on an equitable and consistent basis to Municipal employees under their supervision.

Related Policies

Whistle Blower Policy



I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the **9th** day of **August, 2016**.

R.N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	July 26, 2016
<i>Approval:</i>	August 9, 2016
<i>Description:</i> Initial approval of the Human Resources Policy	