

AGENDA
COUNCIL MEETING
TOWNSHIP OF WELLESLEY
PERSONNEL COMMITTEE
DECEMBER 5, 2011 – 6:45 PM
COUNCIL CHAMBERS - CROSSHILL

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1-3	Personnel 49/11 – Establish Policy for Exit Interviews and Review Policy for Employee Complaints – Deferred from December 5, 2011 Council Meeting – Motion required
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5	Personnel 51/11 – Fire Department re: Recruitment of Volunteer Firefighter – Wellesley Station – For information
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Personnel Memo

Date: December 12, 2011

Prepared for: Council of the Township of Wellesley

Prepared by: Rik Louwagie, HR Committee Chairperson

RE: Establish Policy for Exit Interviews and revise policy for Employee Complaints - revised based on Council comments - Motion required

Background / History:

The Township of Wellesley's Employee Manual was revised in 2010. The Township underwent an organizational restructuring in June of 2011. As a result of this restructuring the Employee Manual needs to be reviewed to ensure that it applies to the current structure of the Township. At the December 5th, 2011 Council meeting, draft copies of Policy 8 for employee complaints and Policy 29 for exit interviews were presented. At that meeting, Council recommended some changes be made to both policies.

Key Issues for Council Consideration:

The review of the Employee Manual is being completed by the HR Committee of the Township. Recent staff changes have resulted in an emphasis on the areas of Employee Complaints and Exit Interviews. The HR Committee has prepared draft policies for these two items, with direction from Barcon Consulting. Policy 8 for Employee Complaints would replace Section 8 of the Employee Manual and Policy 29 for Exit Interviews would be a new addition to the manual and added after Section 28. These two draft policies have been amended to include the changes recommended by Council.

Financial Implications / Impacts:

There will be no direct financial impact to the Township from these changes.

Staff Comments / Summary:

The Township's HR Committee has prepared these Policies in the best interest of the Township and its employees. We believe that the policies are necessary and beneficial to the continued success and operation of the Township.

Recommendations:

THAT the Council of the Township of Wellesley amend the Township of Wellesley Employee Manual by replacing Section 8 with Policy Number 8 (Employee Complaints) and by adding Policy 29 (Exit Interviews).

Attach: Policy 8-Employee Complaints
Policy 29-Exit Interviews

Willis McLaughlin
Executive Director of Operations

PERSONNEL:
Township
File No: 49/11

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Township of Wellesley

Subject: Employee Complaints

Date of Last Approved Revision:

Policy Number 8

Approved by:

This policy applies to: All Township Employees with the exception of Volunteer Firefighters and employees who are members of CUPE Local 1542

Policy Statement: It is recognized that in any organization, it is difficult to avoid occasional misunderstanding and complaints. When such incidents occur, it is the desire of the Township of Wellesley that employee concerns be dealt with and resolved as quickly as possible.

Procedure:

1. Prior to submitting a formal complaint the employee will discuss the matter with his or her immediate supervisor. This will occur within ten (10) days of the incident that gave rise to the concern.
2. If a mutually satisfactory understanding is not reached and the matter remains unresolved, the employee may present their complaint to the next level manager. This will occur within five (5) days of discussing the matter.
3. Upon receipt of the complaint, the next level manager will confirm that Step 1 has been completed.
4. The next level manager will hold a meeting to discuss the matter with the individual and his/her supervisor.
5. The next level manager will deal with the matter and notify the employee and supervisor of his/her decision in writing within five (5) days of holding the meeting.
6. If the employee is not satisfied with the decision made by the next level manager, he/she may submit a formal complaint to the Human Resources Committee.
7. The formal complaint must be submitted in writing within five (5) days of receiving the written decision from the next level manager.
8. The Human Resources Committee will meet to review the complaint within five (5) days of receiving the formal complaint.
9. If the complaint is directed at a member of the Human Resources Committee that member will not be part of the committee for the review of the complaint.
10. The Executive Director of Operations will be an ad hoc member of the Human Resources Committee for the purpose of dealing with employee complaints.
11. The Human Resources Committee will notify the employee and supervisor of the Committee's decision in writing within five (5) days of meeting to review the complaint.
12. The decision of the Human Resources Committee is final.

See Also:

PERSONNEL:
Township
File No: 49/11



Township of Wellesley

Subject: Exit Interviews

Date of Last Approved Revision:

Policy Number 29

Approved by:

This policy applies to: All Township employees including regular full time, part time and temporary employees.

Policy Statement: The Township of Wellesley is committed to attracting and retaining high quality employees for its workforce. In support of this policy, voluntary exit interviews will be conducted when an employee is preparing to leave employment, with the goal of identifying factors or trends that may have contributed to the decision to leave employment, and subsequently for improving the ability to respond to employee issues, and retain employees.

Procedure:

1. An exit interview will be conducted by the Executive Director of Operations and the Chair of the Personnel Committee of Council with every regular full-time employee who resigns from their position.
2. For positions that fall within the reporting structure of the Executive Director of Operations, the exit interview would be conducted by the Chair of the Human Resources Committee and the Chair of the Personnel Committee of Council.
3. The interview will occur prior to the employee's last day of employment.
4. Exit interviews are voluntary.
5. All part-time and temporary employees will be asked to complete an exit survey.
6. In accordance with Section 14 of the *Municipal Freedom of Information and Protection of Privacy Act*, exit interview notes and completed survey questionnaires will be considered confidential.
7. All exit interview notes and completed survey questionnaires will be added to the Caucus agenda.
8. If the interviewers identify an issue that suggests a breach of any township policy (such as Health and Safety, Harassment and Discrimination, Code of Conduct) or any law, it will be investigated immediately.
9. If the interviewers identify an issue that could be addressed, to improve the departing employee's image of the Township of Wellesley, or dissuade him or her from leaving, this will be raised with management immediately.
10. While respecting an employee's request for confidentiality, with discretion, the Executive Director of Operations will refer significant problems or improvement suggestions brought up in exit interviews and surveys to the applicable Director for issues within the Department or the Human Resources Committee for issues of a corporate or policy nature.
11. If necessary, the Human Resources Committee will review the issues and develop strategies and initiatives to resolve problems and implement improvements.
12. If necessary, the Human Resources Committee will prepare and recommend program initiatives or policies to the Personnel Committee of Council.

See Also:

PERSONNEL:
Township
File No: 49/11

Personnel Memo

Date: December 20th, 2011

Prepared for: Council of the Township of Wellesley

Prepared by: Kevin Beggs, General Manager of Community Services

**RE: Ryan Gerber - Completion of Four Month Employment Probation Period
- For Information**

SUMMARY:

Ryan Gerber was hired August 8th, 2011 in the position of Operator 2 (Tandem Truck). He has completed his four month probation period as of December 8th, 2011. Ryan has proven he has a good attitude, is punctual, a hard worker and best of all is respectful of his fellow employees. He is a fine addition to our staff and is already an integral part of the day to day operations of this township.

This confirms that his probationary period has been completed according to the Collective Agreement item 27.01 and has been appointed to the Permanent staff.

Willis McLaughlin
Executive Director of Operations

PERSONNEL:
Township
File No: 50/11

Personnel Memo

Date: December 12, 2011

Prepared for: Council of the Township of Wellesley

Prepared by: Andrew Lillico

RE: Recruitment of volunteer firefighter – for information

Please be advised that a new volunteer firefighter has been recruited for the Wellesley Fire Station. Mr. Bob Tracey has been appointed effective January 1, 2012. Mr. Tracey lives on Schweitzer Crescent and his occupation is sales. Mr. Tracey has been a substitute firefighter with the Wellesley Fire Station since June 15, 2009.

He was recruited to replace outgoing firefighter Paul Weinstein to maintain the required number of firefighters at 20 per station.

PERSONNEL:
Township
File No: 51/11

Willis McLaughlin Executive Director of Operations

Personnel Memo

Date: December 12, 2011

Prepared for: Council of the Township of Wellesley

Prepared by: Andrew Lillico

RE: Recruitment of volunteer firefighter – for information

Please be advised that a new volunteer firefighter has been recruited for the Linwood Fire Station. Mr. Drew Mitchell has been appointed effective January 1, 2012. Mr. Mitchell lives on Ament Line and he currently works at Home Hardware in Linwood. Mr. Mitchell is a substitute firefighter with the Linwood Fire Station since January 17, 2011.

He was recruited to replace outgoing firefighter Eric Deckert and to maintain the required number of firefighters at 20 per station.

Willis McLaughlin
Executive Director of Operations

PERSONNEL:

Township

File No: 52/11

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Personnel Memo

Date: December 12, 2011

Prepared for: Council of the Township of Wellesley

Prepared by: Andrew Lillico

RE: Recruitment of volunteer firefighter – for information

Please be advised that a new volunteer firefighter has been recruited for the Wellesley Fire Station. Mr. Matt Dietrich has been appointed effective January 1, 2012. Mr. Dietrich lives on Anita Drive and he currently works at Home Hardware. Mr. Dietrich is a substitute firefighter with the Wellesley Fire Station and was previously a member of the St. Clements Station since July 1, 2008.

He was recruited to replace outgoing firefighter Dan Diebolt and to maintain the required number of firefighters at 20 per station.

Willis McLaughlin
Executive Director of Operations

PERSONNEL:

Township

File No:

53/11

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