



# THE TOWN OF MORINVILLE

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Title: Control of Human Resources Policies

Policy Number: HR103

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Approval Date: July 12, 2011

Motion Number: 126/2011

Supersedes Policy Number: Reference Section B, 2.0

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## SECTION A

### 1.0 Policy


- 1.1 Council delegates full authority to the Chief Administrative Officer to obtain, organize, assign and retain the human resources required for the successful operations of the Town. The Chief Administrative Officer is responsible for Human Resources policies as required for the Town. The Chief Administrative Officer is the sole employee of Council and is responsible for administering the municipality within the governance policies approved by Council. The authority of the Chief Administrative Officer is established by Town Bylaw and Sections 205-208 of the Municipal Governance Act.
- 1.2 It is the responsibility of the Chief Administrative Officer to ensure that effective Human Resources policies are in place for the Town. Control over changes, revisions and updates to the master Human Resources Policies lies with the Chief Administrative Officer.

### 2.0 Policy Statements

- 2.1 Development, revisions and updates of policies are to be initiated and managed by Human Resources.
- 2.2 Approval of policy implementation and changes will be given by the Chief Administrative Officer.
- 2.3 Human Resources policies having a budgetary impact will be brought to Council for approval.
- 2.4 Upon approval, the Human Resources policies shall be made available for access by all employees.
- 2.5 Amongst the Human Resources policies shall be a Code of Conduct policy that all employees shall sign off upon commencement of employment and annually thereafter during the annual performance review process.

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Mayor Initials

  
CAO Initials

**SECTION B**

**1.0 Reference to other Policy and Legislation**

1.1 Municipal Government Act

**2.0 Rescinded Policies**

By virtue of Council approval of Policy HR103 - Control of Human Resources Policies, the following policies will be rescinded.

Policy Number	Policy Name	Date Rescinded
2010	Compressed Work Week	July 12, 2011
133/2007	Long-Term Service and Retirement Recognition	July 12, 2011
13/2006	Conditions of Employment	July 12, 2011
A-1-2005	Dress Code	July 13, 2011
27/97	Float Day Christmas Holiday Season	July 12, 2011
P-1-96	Nepotism	July 13, 2011
N/A	Vacation Pay for Temp Staff	July 13, 2011

**3.0 Persons Affected**

All Employees

**4.0 Review/Revision History and Author**

Developed by Trish Pretzlaw, July 2011.

Original approval date: July 12, 2011 (Motion 126/2011)

**TOWN OF MORINVILLE**



R. Lloyd Bertschi, Mayor



Debbie Oyarzun,  
Interim Chief Administrative Officer