



# TOWN POLICY

**POLICY NUMBER:** 1300

**REFERENCE:**

Council

**ADOPTED BY:**

Town Council  
21 June 2017

**PREPARED BY:** Administration

**DATE:** 21 June 2017

**TITLE:** Human Resources Policy

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**POLICY STATEMENT:**

The Human Resources Policy establishes authority for the CAO to develop and implement an Employee Handbook that deals with various aspects of employment for all persons employed by the Town of Strathmore.

**GUIDING PRINCIPLES:**

This policy grants the CAO the authority to develop and maintain current an Employee Handbook that will govern the employment relationship through employment policies and procedures which reflect the values of the Town of Strathmore while ensuring compliance with legislative requirements. The Employee Handbook in addition to the letter of offer will form the employment agreement.

**DEFINITIONS:**

**“Chief Administrative Officer (CAO)”** means the person appointed by Council under the MGA as Council’s sole employee to carryout the powers, duties, and functions of the position of Chief Administrative Officer.

**“Council”** means the municipal council of the Town of Strathmore.

**“Senior Managers”** means the persons appointed to Senior Management Positions by the CAO.

**“Employee”** means any person employed by the Town of Strathmore.

**“Town”** menas the Town of Strathmore as incorporated under the MGA

**RESPONSIBILITIES:**

**Council To:**

- Approve the Human Resources Policy
- Approve Annual Budgets

**Chief Administrative Officer To:**

- Develop and maintain the Town of Strathmore Employee Handbook in consultation with Human Resources, and Senior Managers that establishes policies, procedures, and practices to be followed by all employees of the Town of Strathmore;
- Ensure that all Human Resources Practices are in compliance with legislative requirements.
- To foster and encourage engagement and participation of employees in providing feedback on the Employee Handbook for consideration.

**END OF POLICY**