

HUMAN RESOURCES FRAMEWORK

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| POLICY NO.: | CP-178.24 |
| DIVISION DEPARTMENT | Administration |
| REVIEW PERIOD | Every 3 Years or Upon Legislative Change |

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish a framework for developing Human Resources' Administrative Policies, Administrative Procedures and operational practices for the Town of Blackfalds implemented by the Chief Administrative Officer.

2. POLICY STATEMENT

- 2.1 Council of the Town of Blackfalds recognizes the value of all Town of Blackfalds employees and how each employee contributes directly to the growth and success of the Community. Council believes that all employees should be treated fairly, with respect and in compliance with applicable Acts, Codes and Regulations.

3. DEFINITIONS

- 3.1 **“Administrative Policy”** means a policy regarding operational matters of the Town of Blackfalds which does not require Council approval.
- 3.2 **“Administrative Procedure”** means a documented procedure that outlines a consistent approach to carrying out a specific policy in the day-to-day operations of the Town.
- 3.3 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.4 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act*, of Alberta, as amended.
- 3.5 **“Council Policy”** means a policy regarding governance, public issues, and services to the public.
- 3.6 **“Town”** means the municipality of the Town of Blackfalds.

4. AUTHORITY AND RESPONSIBILITIES

- 4.1 Council to:
- 4.1.1 Adopt and support this Policy and any amendments by resolution.

4.1.2 Consider the allocation of resources for the successful implementation of this Policy and related Administrative Policies in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this Policy by developing and establishing Human Resources' Administrative Policies, Administrative Procedures, and operational practices.

4.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5. POLICY

5.1 The Chief Administrative Officer shall develop Human Resources' Administrative Policies, Administrative Procedures and operational practices through which employees can be attracted, retained, and given the support and developmental opportunities necessary to achieve desired outcomes and maintain accountability.

6. RELATED DOCUMENTS

6.1. Employment Standards Code

6.2. Employment Standards Regulation 14/97

6.3. Chief Administrative Officer Bylaw

6.4. Town of Blackfalds Human Resources related Administrative Policies and Procedures.

7. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

| | Resolution No: | Date |
|-----------------|-----------------------|-------------------------|
| Policy Adopted | 023/24 | January 23, 2024 |
| Policy Reviewed | | |

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| Policy Revised | | |
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ADMINISTRATIVE REVISIONS

| Date | Description |
|------|-------------|
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