

# Grand River Conservation Authority

**Report number:** GM-11-23-88

**Date:** November 24, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Human Resources Policies Update

---

## Recommendation:

THAT the Human Resources Policies dated November 14, 2023 be approved and implemented.

## Summary:

Staff complete periodic reviews of GRCA's Human Resources Policies and changes are made to:

- Reflect organizational changes;
- Provide greater clarity with respect to current practice;
- Reflect policy changes that have been approved by the General Membership since the last policy update;
- Reflect policy changes that are required due to recent changes in legislation; and
- Include policy changes recommended by staff but not yet implemented.

## Report:

The updated Human Resources Policies (HR Policies) are being submitted for General Membership approval in accordance with the Grand River Conservation Authority By-law No. 1-2023, Section B.10 pertaining to Human Resources Policies which states:

*"The Authority shall approve and amend from time to time corporate policies, including Human Resources Policies, for employees containing conditions of employment and benefits."*

The last update of HR Policies was approved by the General Membership in September 2022.

Some minor edits were made throughout the document, and the word Director was removed to reflect the current organizational structure. The significant recommended changes include:

Human Resources Policy Section Number	Summary of Significant Changes (New or modified)
<b>1.General Conduct of GRCA Employees</b>	
1.3 Diversity, Equity, and Inclusion Policy (DEI)	Added: New policy

Human Resources Policy Section Number	Summary of Significant Changes (New or modified)
<b>2. General Conditions of Employment</b>	
2.2 Police Record Check and Offense Declaration	Modified: To include those employees who have obtained a designation/credential that requires a police record check
<b>5. Uniforms, clothing and Safety Equipment</b>	
5.3 Boot Allowance	Modified: Increase in boot allowance effective January 1, 2024
5.3.1	Modified: For full time regular employees
5.3.2	Modified: For seasonal employees
5.4 Safety Equipment	Added: Items that are currently provided
6.0 Use of Employee-Owned Vehicles	Added: Financial responsibility and personal insurance liability to reflect current practice
<b>7. Use of GRCA Owned or Leased Equipment</b>	
7.1 Vehicle and Equipment	Modified: Clarify the restrictions of non-employees as passengers
<b>10 Purchasing Policy and Guidelines</b>	
10.6 Purchasing Limits/Authorized Buyers	Modified: Update job position titles and added Water Quality Engineer
<b>11. Purchase Orders</b>	
11.1 Use of Purchase Orders	Added: Purchase Orders for Commodities and Multi-year contracts to reflect current practice
11.5 Approval Requirements for Expenditures Exceeding Original Purchase Order Limit	Modified: Update to reflect current practice
<b>14. Seasonal, Temporary, Part-time, Casual Employee and Student Requirements</b>	
14.5 Students	Modified: Update to reflect current practice

<b>Human Resources Policy Section Number</b>	<b>Summary of Significant Changes (New or modified)</b>
<b>17 Hours of Work</b>	
17.6 Standby	Modified: Update to reflect current practice
<b>22 Training and Development</b>	
22.1 Job Skills Training Programs	Modified: Update to reflect current practice
<b>23 Travel and Other Expenses Eligible for Reimbursement</b>	
23.2 Meals	Modified: Update to reflect current practice and provide clarification on reasonable expenses and receipts
<b>24 Employee Recognition Programs</b>	
24.1 Service Recognition Program	Modified: Increased dollar value of gifts in most service categories
<b>32. Employee Assistance Program</b>	
32. Employee Assistance Program	Modified: Update to reflect current program

**Financial implications:**

The updated HR Policies will not result in any change to the approved budget.

**Other department considerations:**

Not applicable.

**Prepared by:**

Krista Bunn  
Manager of Human Resources

**Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer