

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 2 PERSONNEL MANAGEMENT

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to develop, implement and maintain a comprehensive personnel program.

Policy Objectives

1. To promote understanding and clarify authority for all policies required for the effective and efficient operation and administration of the Region.
2. To ensure consistent, fair and equitable treatment of all non-union employees in all departments by the uniform application of these policies and procedures.
3. To encourage a positive attitude towards employment with the Region of Queens and outline performance requirements.

Policy Directions

1. Administration of the personnel program as outlined in the policies and procedures adopted by the Region of Queens Municipality is the responsibility of the Department Head and/or Supervisory Staff.
2. Department Heads and Supervisory Staff shall acquire a good working knowledge of these policies and procedures and apply them in an equitable and fair manner. If further clarification of a policy or procedure is required, the Department Head will seek assistance and guidance from the Chief Administrative Officer.

Approved by Council: July 15, 2002

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