



BOARD REPORT

TO: Chair and Directors

File No: Policy F-19

SUBJECT: Recognition of Managerial Hours Worked Policy Amendment

DESCRIPTION: Report from Kerri Wirth, Human Resources Advisor, dated July 8, 2022. Policy amendment for consideration by the Board.

RECOMMENDATION: THAT: the Board endorse the amendments to Policy No. F-19 "Recognition of Managerial Hours Worked" and approve its inclusion into the CSR District Policy manual, this 21st day of July, 2022.

SHORT SUMMARY:

Policy F-19 Recognition of Managerial Hours Worked, currently states that Senior Management staff are not entitled to any compensation nor time off for overtime worked during the year. Effective May 1, 2022, the Policy must be amended to include an addition to the Senior Management team, Corporate Officer and Manager, Corporate Services position. As a result, the Policy requires the attached amendment.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



BACKGROUND:

Effective May 1, 2022, the Board appointed a new Corporate Officer and Manager, Corporate Services; this position is part of the Senior Management team. Per Policy F-19, current positions covered under the Policy include Chief Administrative Officer; Manager, Financial Services; Manager, Development Services; and Manager Operations Management. The Policy has now been updated to reflect the addition made to the Senior Management team.

POLICY:

A draft copy of the amended Policy F-19 is attached.

FINANCIAL:

There are no financial implications to this policy amendment.

IMPLEMENTATION:

Policy F-19 Recognition of Managerial Hours Worked will be included in the CSR District Policy Manual once approved by the Board.

COMMUNICATIONS:

Staff and Directors will be advised of the approved policy and copies of the policy will be included in the CSR District Policy Manual.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2022-07-21_Board_HR_Policy F-19 Recognition of Managerial Hours Worked Amendment.docx
Attachments:	- Policy F-19 Recognition of Managerial Hours Worked_July 2022.pdf
Final Approval Date:	Jul 12, 2022

This report and all of its attachments were approved and signed as outlined below:



Jennifer Sham



Jodi Pierce