



**Village of Rycroft
Request for Decision**

Council Meeting Date: December 4, 2025

TOPIC: Amendment of the Personnel HR.01 Policy

RECOMMENDED ACTION: That Council approve the amended changes to the Personnel HR.01 Policy as presented.

BACKGROUND: Our current policy has Administration has been reviewed and updated with inputs for other local municipalities. To ensure greater clarity regarding staff and Administration responsibilities. A number of vague indicators were in the past policy. Additionally, some expense figures have been updated to better reflect the current cost of safety items for Public Works staff. This new document better explains probation, vacation time, and staff leave and time off requests.

FINANCIAL IMPLICATIONS: Minimal increase in costs to Administration of approximately \$250/year.

POLICY AND/OR LEGISLATIVE IMPLICATIONS: Policy HR.01

ALTERNATIVE OPTIONS:

1. Keep the same current practice – not good for HR or CAO
2. Council could suggest other changes they would like to see.

ATTACHMENTS:

Policy HR.01 Personnel Policy

Kevin Keller

Chief Administrative Officer

December 4, 2025

Date