

# DECISION/DIRECTION NOTE

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**Title:** Attendance Management and Support Policy approval

**Date Prepared:** November 29, 2024

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ron Ellsworth, Finance & Administration

**Ward:** Choose an item.

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## Decision/Direction Required:

That Council approve the Attendance Management and Support Policy

## Discussion – Background and Current Status:

In Summer 2024 HR staff started developing a policy to support employees and managers with regards to attendance at work. The City recognized the need for guidance and support in this area, as evidenced particularly by the St. John's Regional Fire Department. Human Resources, with focused effort from the Wellness Staff, conducted research and cross jurisdictional surveys of other municipalities around attendance support and management in order to develop the new policy.

## Key Considerations/Implications:

1. Budget/Financial Implications: The expectations is that the policy may results in savings (Overtime, productivity)
2. Partners or Other Stakeholders: N/A
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

Choose an item.

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5. Alignment with Adopted Plans: N/A
6. Accessibility and Inclusion: N/A
7. Legal or Policy Implications: N/A
8. Privacy Implications: N/A
9. Engagement and Communications Considerations: N/A
10. Human Resource Implications: N/A
11. Procurement Implications: N/A
12. Information Technology Implications: N/A
13. Other Implications: N/A

**Recommendation:**

That Council approve the Attendance Management and Support Policy

**Prepared by: Leanne Piccott, Manager, Advisory Services**

**Approved by: Sarah Hayward, Director, Humna Resources**