

A Human Resources meeting of the Rural Municipality of Dundurn No. 314 was held on Tuesday, November 12, 2019 in the Council Chambers at 1:00 pm.

PRESENT:

Reeve Trevor Reid; Councillors Fred Baran, Werner Falk
Administrator Leanne Mack

Fred Baran entered council chambers at ^{1:45}~~2:15~~ pm.

CONVENED:

1:30 PM

REASON FOR MEETING:

To discuss employee personnel job descriptions and implementing reporting procedures in the shop.

Implementing a policy manual for the municipality as a whole so each employee is aware of the job duties he/she is assigned and the expectations of the job. The HR Committee would like to see improved reporting from the foreman including but not limited to employee evaluations semi-annually, road work to be completed and an action plan for the winter.

The committee is recommending that the foreman (Marc Hawkes) report to the administrator and further that the foreman be placed on a three-month probation.

ADJOURN:

2:40 PM