

POLICY TITLE <i>STAFFING</i>	ADOPTED BY: <i>CITY COUNCIL</i>	EFFECTIVE DATE <i>JANUARY 1, 1978</i>
ORIGIN/AUTHORITY <i>PERSONNEL & ORGANIZATION COMMITTEE</i> <i>REPORT No. 1-1-1978</i>	CITY FILE NO. <i>C.16-46</i>	PAGE NUMBER <i>1 of 2</i>

1. EMPLOYMENT

1.1 The employment of all personnel by the City must be in accordance with:

- i) all City personnel policies and procedures.
- ii) approved departmental staff complement as specified by the budget and as adopted by Council.

1.2 If work demands and circumstances warrant additional permanent positions or temporary positions exceeding a 12 month duration, which are not included in the regular staff complement and approved budget, then such positions shall be subject to Council approval.

Exception to 1.1 & 1.2: Employment of personnel for "Capital works projects" can be made by the Administration without reference to Council; providing that the costs are fully recoverable from local improvements or other bylaws, prepaid service levies and/or outside institutions and organizations.

2. RESPONSIBILITY

2.1 The Administration shall be responsible for the employment of all personnel as detailed in the Commissioners Bylaw No. 5749, as adopted by City Council on December 19, 1977.

2.2 The Administration shall ensure effective control of all staffing through:

- i) adequate policies and procedures;
- ii) continuing scrutiny of vacancies with respect to attrition;
- iii) effective use of temporary and part-time staff;
- iv) effective overtime control;
- v) effective deployment of the work force.

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3. **REPORTING**

3.1 The Administration will provide Council with a quarterly report covering departmental staffing levels and statistics.