

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2018 - 54

Being a By-law to adopt the Magnetawan Employee Feedback Policy


WHEREAS the Municipality of Magnetawan recognizes that employees are often in the best position to identify inefficiencies and areas for improvement in the provision of municipal services, and wishes to encourage employees to bring feedback forward;

NOW THEREFORE the Council of the Corporation Municipality of Magnetawan hereby enacts as follows:

1. **THAT** the Municipality shall adopt the Magnetawan Employee Feedback Policy, attached hereto as Schedule 'A' and forming part of this By-law;
2. **THAT** this By-law shall come into force and effect on the date of its final passing.

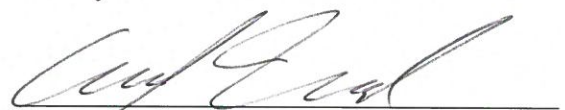
READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 8th day of August, 2018

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**



Mayor

Council MTG. of Aug 8/18
Agenda Item # 8.1



Clerk-Administrator

SCHEDULE 'A' to BY-LAW 2018-54
MAGNETAWAN EMPLOYEE FEEDBACK POLICY

August 8, 2018

PURPOSE

This policy is intended to foster the growth and continued success of the Municipality of Magnetawan through employee feedback. The Municipality recognizes that employees are often in the best position to identify inefficiencies and areas for improvement in the provision of municipal services, and you are encouraged to bring feedback forward.

This policy is not intended to address:

- personal concerns related to your co-workers (see *Employee Code of Conduct; Violence and Harassment Plan*); or
- concerns related to Health and Safety (see *Health and Safety Plan*).

This policy shall not override or interfere with an employee's rights as a member of CUPE Local 1813-11 (see your CUPE representative or the *Collective Agreement* for any union-related matters.)

POLICY

1. If you have an idea or concern to share, no matter how small it may seem, you are encouraged to do so by discussing the matter with your Department Head or by raising it at a staff meeting.
2. Although there may be reasons why the Municipality is unable to implement your idea or resolve your concern, every idea will be given serious consideration. Your Department Head will provide you with follow-up to let you know if the idea or concern will be implemented or resolved and why.
3. If you are a Department Head and you have an idea or concern regarding another Department, please take it directly to the relevant Department Head.
4. If you feel that the Department Head is not giving appropriate consideration to your idea or concern, you may contact the Clerk-Administrator to discuss the matter. The Clerk-Administrator will discuss the matter with the Department Head and will either provide you with feedback directly or request that the Department Head provides you with feedback.
5. No employee shall take their idea or concern to a member of Council unless directed to do so by the Clerk-Administrator.
6. You are required to follow the procedures detailed in this policy when advancing ideas and concerns. Deviation from this policy may result in disciplinary action.