**Lanark County Community Justice**

**Meeting of the HR Committee**

**Wednesday, January 13, 2021**

Meeting started at 10am via Zoom.

Present: Aisha (Chair), Steve, Marilyn (notetaker) and, Joellen (staff)

Joellen advised that the employment contracts for her and Sherry are basically done but not yet signed due to wording with respect to holidays that needs to be changed. Both the contracts and the policy with respect to holiday time state that it must be used before the end of the year in which it is earned. Members of the previous HR committee felt it was important for the health of employees that they take time off throughout the year. There is also a financial implication when carrying earned time off into the following year. However, a situation has arisen where a staff member will need approximately six weeks off this spring for medical reasons. It was agreed that they could carry over 82.5 hours into 2022 to help cover this time off.

It was agreed to change the wording of the contract: “Vacation Days may be carried forward into the next calendar year with authorization from the direct supervisor.”

It was agreed the wording of the vacation days policy would be changed by adding: “However, at the discretion of the HR Committee, vacation days may be carried forward into the next calendar year.”

It was raised that the federal holiday, Truth and Reconciliation Day was not included in the list of holidays, but it was felt that this was a discussion for the board.

It was also discussed adding a wording to the employment contracts reflecting that the number of hours of work are dependent on funding.

Suggested wording: “The (position)’s normal work week is (number) hours per week or decreased by the board of directors of the Lanark County Community Justice Program Inc. due to operational needs and/or municipal and other government funding. The (position)’s position will be dependant on municipal and other governmental funding.”

Aisha will bring these changes to the next board meeting in the form of motions.

Next meeting will be in May unless one is needed before then.