



Municipal Leadership
Development Program

Municipal Leadership Development Program Human Resources in the Municipal Workplace

AGENDA

Saskatchewan's Changing Labour Market

- ✦ Competing for Hearts and Minds

Municipal Governance Fundamentals

- ✦ Role of Council
- ✦ Role of Administrator/Manager

Legislative Framework

- ✦ Municipalities Act and Cities Act
- ✦ The Northern Municipalities Act
- ✦ Saskatchewan Employment Act
 - Employment Standards
 - Normal Hours of Work and Modified Work Arrangements
 - Minimum Wages and Overtime
 - Annual Vacation, Public Holidays and Employment Leave
 - Occupational Health and Safety
 - Employer Responsibilities
 - Supervisor Responsibilities
 - Employee Responsibilities
 - Mission Zero
- ✦ Saskatchewan Human Rights Code
 - Prohibited Grounds
- ✦ Saskatchewan Workers' Compensation Act
 - Employer Responsibilities
 - Worker Responsibilities
 - Health Care Provider Responsibilities
 - WCB Responsibilities

Leadership & Managing Performance

- ✦ Developing Leaders at all Levels
- ✦ Motivation and Performance Evaluation

Workplace Conflict

- ✦ Addressing Workplace Conflict
- ✦ Respectful Workplace
- ✦ Defining and Addressing Various Forms of Harassment

Effectively Dealing with Performance Issues – Progressive Discipline

- ✦ Reasons for Disciplinary Action
- ✦ Purpose of Progressive Discipline
- ✦ Conducting an Investigation
- ✦ Applying Progressive Discipline – The Steps
- ✦ Termination of Employment

Recruitment & Selection – Orientation

- ✦ Job Analysis
- ✦ Recruitment Steps and Options
- ✦ Screening Applicants
- ✦ Selection Activities
- ✦ Interviewing
- ✦ Orientation Process and Checklist