

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>EMPLOYEE COMMUNICATIONS</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b> March 13, 2000
Resolution No.	Supercedes Resolution No.
Policy Number 3.9	<b>PAGE 1 of 1</b>

**1. PURPOSE:**

To ensure enhanced communications with employees.

**2. RESPONSIBILITY:**

- A. Division Managers shall, no less than on a monthly basis, convene meetings of their entire divisional staff for purposes of topical issues and question and answer opportunities. Multiple meetings may be necessary to facilitate operational centres and work shifts. It is not the intent to incur additional wage costs for overtime, call-out pay, etc.
- B. The Chief Administrative Officer shall, no less than on a bi-annual basis, convene general employee meetings for purposes of topical issues and question and answer opportunities. It is not the intent to incur additional wage costs for overtime, call-out pay, etc.
- C. Division Managers shall ensure the timely posting on all bulleting boards of Council meeting agendas and minutes of Council and Committee of the Whole meetings.
- D. The Chief Administrative Officer's Administrative Assistant shall ensure the monthly production of an employee newsletter containing topical issues.
- E. Division Managers shall ensure that all employee work sites / stations have an employee bulletin board for dispensing and posting of information.
- F. The Chief Administrative Officer and Division Managers shall, as necessary and appropriate utilize employee pay envelopes for dispensing of information.
- G. The Chief Administrative Officer shall rotate the weekly managers meeting to various sites through-out the Corporation and, as appropriate have other supervisory staff attend and / or union officials.