

Subject: Long Distance Commuting Arrangement Policy – HRM-510**APPROVALS:**

Leslie Robertson, Acting Director
Elsie Hutton, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT Long Distance Commuting Arrangement Policy HRM – 510, dated June 1, 2015, be approved.

Summary:

Identified in the recent audit, it was recommended by KPMG that the Municipality develop a Policy for Council consideration that would place structure and strict terms around long-distance commuting arrangements in the above-noted and rare circumstance.

Background:

Although the Municipality as an Employer does not support the practice of long-distance commuting, it is recognized that there may be extenuating circumstances when, on a short-term basis, a long-distance commuting arrangement may need to be considered as a last resort option in order to secure a key candidate of choice. This arrangement would be considered only for a Senior Executive position (Director-level or above), a highly technical/specialized position or in order to meet legislated requirements to support the uninterrupted delivery of essential and key services to the citizens of Wood Buffalo.

The proposed Policy therefore outlines a tiered-approval and strictly monitored process which limits such an arrangement to a maximum of four (4) months, either via flight or driving (use of) a personal vehicle. The commuting frequency would be predetermined with reimbursement limited to cost of flights or fuel only.

The employee is required to have transitioned to permanent residency within the Municipality by the end of the four months.

Budget/Financial Implication:

As approval of such an arrangement would be rare and used as a last resort option, the budget implications would be addressed in conjunction with each specific occurrence, and dependent on commuting frequency and location. All available cost reduction measures would be enforced to ensure the lowest possible financial impact to the Municipality.

Rationale for Recommendation:

Although the recruitment and selection process does not entertain potential candidates unwilling to relocate, it is perceivable that as a last resort, a temporary commuting arrangement may be required to ensure essential and key services remain uninterrupted.

Attachment:

1. Long Distance Commuting Arrangement Policy – HRM - 510