



**County of Renfrew  
Corporate Policies and Procedures**

**Introduction**

The County of Renfrew, expects our employees to meet the core competencies of Professionalism, Client Service Orientation and Focus on Results. These competencies align with the corporate goals and objectives.

These Corporate Policies and Procedures have been developed with consideration of all applicable legislation, including but not limited to Provincial Acts, and local by-laws as well as Collective Agreements, that authorize the County of Renfrew to balance the needs of the organization with the needs of individuals.

These Corporate Policies and Procedures apply to all staff. Where a group of employees are represented by a Union and a Collective Agreement, the collective agreement supersedes the policy. Where the collective agreement is silent the policy applies. Department Management together with Human Resources, are responsible for interpreting, implementing, monitoring and ensuring compliance with these policies.

These Corporate Policies and Procedures are updated continuously to reflect changes in collective agreements, legislation and government directives.

**It is each employee's responsibility to read and understand the Corporate Policies and Procedures. Any questions should be directed to either your immediate supervisor or the Human Resources Department.**