



CITY POLICY

POLICY NUMBER: C584

REFERENCE:

ADOPTED BY:

City Council
April 5, 2016

SUPERSEDES:

New

PREPARED BY: Human Resources

DATE: May 22, 2016

TITLE: Employee Child Care Policy

Policy Statement:

The City of Edmonton values employees and recognizes many staff play a dual role as a parent and as an Employee.

As a progressive employer, the City recognizes employee access to quality, affordable and dependable child care for their children and securing such care plays an integral part in an employee's overall effectiveness and wellbeing. The City supports playing an active role in exploring the feasibility and expansion of the number of child care options available to employees for their families.

The purpose of this policy is to:

- Recognize that many City employees are parents and providing easily accessible options for child care helps to improve employee productivity.
- Direct the City Manager to establish processes to:
 - Review the feasibility of increasing child care opportunities for City staff when City buildings are being planned, constructed, or retrofitted, or where the City has leased space to external providers and leases are scheduled to expire.
 - Assess employee child care needs and current market supply, every three years, to determine if a more detailed and targeted business case review is warranted.

1. POLICY

- 1.1.** The City Manager will develop processes and procedures to review the feasibility of incorporating child care space in City buildings when City buildings are planned, constructed, or retrofitted, or when leases within City buildings are due to expire.



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- 1.2. The City Manager will survey employee needs, at least once every three years, and determine availability of childcare spaces available to them within defined geographic areas.
- 1.3. The City Manager will consider the following principles to guide the retention of external child care providers:
 - Whether the provider focuses on provision of care for children up to six years of age;
 - Whether the provider demonstrates an ability and commitment to deliver robust, high quality early childhood learning and care that accommodates the diverse needs of the community;
 - Whether the cost of care is in line with competitive market rates;
 - Whether the operator is agreeable to affording City employees a priority but is otherwise agreeable to providing spaces to the public;
 - Whether the operator can provide flexible usage options, such as late evening, early morning, half--day or part--time care.
- 1.4. Child care operators will be selected through an approved Corporate Procurement process with a preference for not for profit operators who have a proven track record of providing quality care at market rates.
- 1.5. Lease rates will be approved by the City Manager and be consistent with established Council direction, guidelines and practice. Operators will be responsible for covering all operating costs for the child care facilities.
- 1.6. Child care operators will be solely responsible for managing their operations, subject to any security, time, or other restraints within a City building.
- 1.7. The emphasis will be on making quality child care accessible to City employees and others, but employee child care usage will not be subsidized by the City.