



THE PEOPLE *brief*

JULY 2025

real answers to real questions

- Q.* I have an employee who is habitually late for work and sometimes doesn't show up at all. Other employees are starting to comment on it, and it's beginning to impact morale.
- A.* The longer you let this behaviour go on, the harder it is to correct. "Letting it go" sends the message to the offending employee and others that the behaviour is "ok".
- DO:** Have a private conversation with the employee to identify if there is an underlying issue.
- DO:** Reset the expectation of timeliness: explain the importance of being at work and arriving on time (including the negative impacts of not), and **document the conversation.**

BE in the know

EMPLOYMENT STANDARDS

- If one of your employment practices strays from the Employment Standard (i.e. overtime hours), you may be able to apply for a variance to stay in compliance with the Standard. [More](#)
- In some scenarios, employers may have a Duty to Accommodate a modified schedule for child-care related reasons. [More](#)

HEALTH & SAFETY

- Effective March 2025, Domestic Violence is included as a workplace hazard. Employers have a heightened responsibility to identify and protect their workforce and workplace from the threat of violence stemming from domestic violence. [More](#)



THINGS TO HAVE *on your radar*

TIME REPORTING

July isn't just the start of the summer holiday season, it's also the mid-point of the year.

It's a good time to:

- Check Paid Time Off (PTO) balances
- Ensure that absences are being reported accurately
- Ensure that PTO is being taken and/or there is a plan for how and when it will be used
- Review sick time to identify issues, trends etc.

FLEXIBILITY

The summer months can be a challenging time for employees with school-aged children.

Being able to offer some additional flexibility to manage changes in routines and/or childcare can help to reduce stress and increase productivity.

- What kind of flexibility could you offer?
- What might it look like?
- What is the impact (to the employee and the organization?)

DOWNTIME

For many, the summer months can be slower. While the change of pace is nice, it also presents an opportunity to do things you don't have time for at other times throughout the year.

Help employees make good use of the downtime by encouraging:

- Cross-training
- Personal/professional development
- Minor improvement projects

CULTURE *corner*

Organizational culture is shaped by the attitudes, beliefs, and behaviours of people at every level, not just leadership. When you consistently recognize and reward behaviours that reflect your desired culture, you reinforce what "right" looks like and inspire others to follow suit. Culture grows where it's acknowledged and actively supported.



3 Things you can do today to improve your relationship with your direct reports.

- Show interest in a project they're working on
- Show appreciation for a skill
- Recognize a recent contribution



780-930-5668



connect@hgapeople.com



www.hgagroup.ca/hga-people

building better tomorrows