

SECTION: ADMINISTRATION	SUBJECT: PERSONNEL POLICY
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Original Resolution No.: 84-04-09 Revision Resolution No.: 03-06-43 Revision Resolution No.: 09-11-23
 Revision Resolution No.: 96-06-16 Revision Resolution No.: 03-10-33 Revision Resolution No.: 09-12-25
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**Personnel Policy
 Administrative Staff**

The personnel policies as follows apply to the Administrative Staff of the County of Warner No. 5 and shall remain in force until such time as changed by Council.

1. DEFINITIONS

a. Permanent Employees

Employees who occupy permanently established positions which requires the employment of an individual for a period of twelve (12) calendar months and who have successfully completed the probationary period.

b. Probationary Employees

Shall mean any employee who is filling a position and has been employed by the County for a period of less than six (6) continuous months.

c. Casual Employees

Shall mean temporary employees filling a non-permanent position.

d. Salary Scale

Shall be set by the County of Warner Salary Negotiating Committee and approved by the County of Warner Council for the various positions.

e. Anniversary Date

Shall be the date on which an employee commenced employment with the County of Warner No. 5.

f. Management

Shall mean the County Administrator, or any of the following:

- Public Works Superintendent
- Agriculture Fieldman
- Bylaw Officer
- Accountant

2. CONDITIONS OF EMPLOYMENT

a. Hours of Work

Hours of work for employees covered under this policy shall be thirty-five and one half (35½) hours per week. Hours shall be 8:00 A.M. to 4:30 P.M., Monday through Thursday and 8:30 A.M. to 12 Noon on Friday with one half hour lunch break rotated among the staff between 12 noon and 1:00 p.m. These hours apply unless otherwise changed by Management or Council.

b. Confidentiality of Information

All information relating to the operation and affairs of the County of Warner No.5 will be released to the news media only at the discretion of the Reeve or the County Administrator. Any other member of management shall receive prior authorization from the administrator before making news releases to the media.

c. Overtime

- i. Employees may be requested to work overtime in the case of an emergency situation. Any overtime worked is to receive the prior approval of management, and will be dealt with as described in policy (120.25) being the "Time-In-Lieu" policy.
- ii. Supervisory and Management staff are not eligible for overtime payment, but will be entitled to casual absence as time off in lieu, as described in policy (120.25).

d. Appointment of Employees

- i. Appointment of employees shall be under the authority of the County Administrator and Council.

e. Termination

- i. Termination of employees shall be under the authority of the County Administrator with exception of Management personnel. Termination of Management personnel will be conducted by the Administrator in consultation with County Council.
- ii. After completion of the probationary period, employees will be expected to give two (2) weeks notice of intention to leave the employment of the County.
- iii. The County may grant two (2) weeks notice or pay in lieu thereof, to an employee who has been terminated after the completion of the probationary period. The Council may approve notice of longer than two (2) weeks.

f. Pay Days

Pay days shall be based on twenty-six (26) pay periods per year and will be every second Friday with the exception of December when pay day shall be the last Friday prior to Christmas.

g. Vacations

Employees who have been hired for a full time position or provided full time employment excluding minor temporary lay-off shall receive vacations as follows:

- i. After one (1) year of continuous employed service, the employee shall receive two (2) weeks vacation with pay.
- ii. After two (2) years of continuous service the employee shall receive three (3) weeks vacation with pay.
- iii. After ten (10) years of continuous service, the employee shall receive four (4) weeks vacation with pay.
- iv. After (18) years of continuous service, the employee shall receive five (5) weeks vacation with pay.

Any employee requesting vacations before the completion of the first year's service shall, with the prior approval of management receive holidays on a pro-rated basis. Any holidays taken prior to being fully earned and due shall require the prior approval of management.

h. Accumulation of Annual Vacations

- i. All annual vacations are non-accumulative and must be taken within one year of being earned unless written approval is given by Management or Council. Staff shall receive prior approval before holidays are granted. Administration may direct staff as to when holidays will be taken.
- ii. An employee shall not be paid cash in lieu of vacation earned with the exception of terminated employees, part time employees and members of management. (See Management definition within this policy). If an employee feels they may have an extenuating circumstance, a written request will be reviewed by the County Administrator and the affected member of Management and a decision will be made regarding the request.

Members of management may receive a payout for their vacation hour entitlements, to a maximum of only those hours that exceed their current year allocation, and the calculation and approval will be at the discretion of the County Administrator. In the case of the County Administrator, County Council will be required to make the decision.

i. Holidays

- i. The County of Warner No. 5 recognizes the following as General/Public holidays:

- (1) New Year's Day
- (2) Good Friday
- (3) Easter Monday
- (4) Victoria Day
- (5) Dominion Day
- (6) First Monday in August
- (7) Labour Day
- (8) Thanksgiving Day
- (9) Remembrance Day
- (10) Christmas Day
- (11) Boxing Day
- (12) Family Day (third Monday in February)
- (13) and all General/Public Holidays proclaimed by the County of Warner No. 5, the Province of Alberta and the Dominion of Canada.

- ii. If December 24 (Christmas Eve) falls on a regular working day, the afternoon of that day will be granted as a holiday. If Christmas Eve falls on a Friday, the afternoon will not be considered as a holiday.
- iii. When a General/Public Holiday falls on a Saturday or Sunday, the following Monday and/or Tuesday shall be observed as a holiday-in-lieu.

j. **Absences**

All absences shall be reported to management by 8:30 A.M. of the day in which an employee is absent and an explanation for the absence shall be given.

k. **Sick Leave**

- i. Sick leave shall be granted to all permanent employees. Sick leave shall be accumulated at twelve (12) hours per month to a maximum of seven hundred and twenty (720) hours and in accordance with the County's Sick Leave Policy 120.20.
- ii. An employee may be required to provide proof of illness upon return to work and provide a doctor's certificate where reasonable doubt exists in respect to the purpose of the absence claimed due to illness.
- iii. An employee deemed to be unfit by a medical board to perform his or her regular work shall become eligible for Long Term Disability Coverage.
- iv. Long Term Disability Coverage shall provide income benefits to employees who are disabled in accordance with the County approved Employee Benefit Plan and the terms and conditions contained therein.

l. **Other Absences**

- i. **Bereavement Leave** - Absence shall be authorized, with full pay, by Management, for the purpose of bereavement leave. A reasonable period of time for the absence shall be at the discretion of management. Bereavement leave shall be granted for the death of the following legal relatives of the permanent staff or their spouse: spouse, child, parent, grandparent, grandchild, sister, brother, aunt, uncle, niece, nephew, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or other relative who is a member of the permanent staff's household.
- ii. **Defined Personal Leave** - Permanent staff requesting an absence from work shall receive prior authorization from Management. Time off, with full pay, shall be granted up to a maximum of twenty-four (24) hours per year. This leave is non-accumulative and cannot be carried forward to the next year. Defined personal leave can be utilized for the following reasons:
 - (1) Time off for the care of children, spouse, parents and spouse's parents who are ill and/or injured and unable because of age or capacity to provide for their own care.
 - (2) Time off for funeral services for other individuals not listed above in 12(a). Examples include distant relatives, friends of immediate family and community members.

(a) Hospitalization - additional defined leave benefit hours are allowed based on the following conditions:

 - the total 24 hours referred to in I(ii) must be depleted
 - the individual requiring care must be either a spouse or a dependent child.
(Dependent is defined as: a child you adopted or who is your ward, a foster child for whom you declare an income tax deduction, a single adult child under 25 enrolled

in a full time accredited educational program or a single adult child over 21 who is dependent through disability.)

- the individual must be hospitalized for a minimum of 24 hours.
- one half ($\frac{1}{2}$) of the hours the employee is absent from work shall be granted as additional defined leave for the extenuating leave. The other half ($\frac{1}{2}$) of the hours shall be recorded by the employee as time off in lieu or holidays.
- the maximum number of hours the employee is eligible for as additional defined leave in a calendar year is forty (40) hours.
- the change is retroactive to January 1, 2004.

iii. **Jury and Court Witness Duties** - Where an employee is subpoenaed for jury duty, as a crown witness in criminal matters, or as a general witness in civil matters, the employee is entitled to receive normal County pay, or court and other attendance fees as awarded, whichever is the larger amount. Should the employee elect to receive normal County pay, any court and other attendance fees must be paid to the employer or be deducted from the normal County pay, with the exception of monies awarded for travel, meals and lodging expenses. The employee shall present proof of subpoenaed service and the amount of court and attendance pay received. The employee is ineligible for normal County pay if the employee is charged with an offense that is associated with either their summoned or subpoenaed court appearance.

iv. Absence, without pay, for a reasonable period of time, may be authorized by Management for the purpose of attending to personal business.

m. **Employee Benefits**

- i. The County agrees to pay toward the cost of Medical, Dental, Life and Long Term Disability benefits, Alberta Health Care, Dependent Life, as well as any other benefits authorized by the County Council.
- ii. The County shall contribute toward the premiums for the aforementioned benefits on a basis to be determined in annual negotiations, and recommended by the Salary Negotiations Committee and approved by the County Council.

n. **Seminars and Conventions**

The County shall reimburse for expenses to employees attending seminars and conventions that are authorized by Management or Council and according to Employee Enhancement and Training Policy 120.16

- i. The following fees are to apply for employees attending approved seminars:
 - (1) Tuition and Registration - Actual Cost
 - (2) Travel - same as Council - as per Policy 120.15
 - (3) Subsistence - same as Council - as per Policy 120.15

o. **Membership in Organizations**

Where Management Staff are required to take out memberships in organizations to improve their effectiveness in the Management position of the County, the County agrees to pay the membership fees. Expenses for attending meetings of the Organizations will be paid on the same basis as outlined for Seminars and Conventions.

p. Employees Salaries

- i. January 1st of each year is the recognized date for salary review.
- ii. Review of salaries will be done each year by the Salary Negotiating Committee and recommendations will then be made to Council.
- iii. Employees will be advised by their supervisor of their start position on the salary grid upon hiring
- iv. Merit Increases
 - (1) Employees are recognized for above average ability and employee initiative.
 - (2) The supervisor for each employee shall determine any changes in positioning of the employee on the salary grid.
 - (3) Each employee shall be evaluated on an annual basis by their supervisor and will be conducted in accordance with Employee Evaluation Policy 120.05. The evaluation shall be part of the information used to determine changes in placement on the salary grid.