

TOWN OF HIGH PRAIRIE

Policy Number No. 03-2012	Approval Date April 25, 2012	Resolution Number 217/12
Supersedes 1) Policy 02-2000 2) Policy 03-2000 3) Policy 03-2011	Effective Date April 25, 2012	Legal Authority 1) Municipal Government Act S.2(1)(a) 2) Employment Standards Code 3) Employment Standards Regulations
AMENDMENTS:	Amendment Date	Resolution Number

TITLE: **PERSONNEL POLICY**

Policy Statement:

The Town of High Prairie will implement a comprehensive Personnel Policy in order to ensure that there are clear guidelines in place to address a number of human resources issues, including hiring, promotion, classification, performance reviews, hours of work, overtime pay, leave provisions, training, employee benefits and grievance procedures.

PART I – GENERAL PROVISIONS

INTERPRETATION

- 1:01:01 This document represents the Personnel Policy of the Town of High Prairie in the Province of Alberta.
- 1:01:02 A word used in the plural also applies in the singular.
- 1:01:03 Words used in the Personnel Policy are given their meaning in their context in common English usage as defined in the Oxford Canadian Dictionary unless otherwise defined herein.
- 1:01:04 This policy shall supersede all previous policies and resolutions of Council that have addressed any of the issues herein contained.



DEFINITIONS

- 1:02:01 “Anniversary Date” means the date upon which you commenced employment with the Town of High Prairie.
- 1:02:02 “Employee” or “Full-Time Employee” means an employee who has been appointed, in writing, to a position which is of a continuing nature of indefinite extent and which requires an employee to work year round. This definition includes employees who may be paid on an hourly or a salary basis.
- 1:02:03 “Part-time Employee” means an employee whose position requires regular hours of work which total less than one hundred and twelve hours (112) in a normal four-week work period.
- 1:02:04 “Management Employees” means employees who are employed in a managerial capacity pursuant to section 2(1)(a) of the Employment Standards Regulation, including the CAO/Town Manager, the Treasurer, the Public Works Superintendent, the Manager of Roads and Facilities and any other employee whose position is so designated.
- 1:02:05 “Temporary Employee” means an employee who has not attained full-time status and is appointed to a position which involves full-time continuous employment for a specified limited period.
- 1:02:06 “Town” means the municipal corporation of the Town of High Prairie in the Province of Alberta or the Council thereof or such person to whom Council may delegate its responsibility and/or authority from time to time.

APPLICATION

- 1:03:01 All terms and conditions of this policy shall apply to all full-time employees, unless specifically altered or exempted under the terms of an employee’s individual employment contract with the Town.
- 1:03:02 Part-time and temporary employees are subject to the terms and conditions of this policy where applicable.

MANAGEMENT RIGHTS

- 1:04:01 The Town retains the sole and exclusive control of all matters concerning the operation, management and administration of its business. The Town retains all functions, rights, powers and

authority that the Town has not specifically abridged, delegated or modified by this Policy.

AMENDMENTS

- 1:05:01 The Town may amend this Policy from time to time as it deems necessary.
- 1:05:02 The Personnel Policy shall be reviewed annually by the CAO. Each year the CAO will confirm as part of his/her annual performance evaluation that a review has been completed.
- 1:05:03 A means shall be provided so that employees may propose changes to the terms and conditions contained herein.

LEGISLATION

- 1:06:01 This Policy is intended to conform with the Federal Charter of Rights and Freedoms, the Employment Standards Code R.S.A. 2000 E-9 (as amended), the Employment Standards Regulation 14/97 (as amended), the Occupational Health and Safety Act R.S.A. 2000 O-2 (as amended), and any other applicable legislation.
- 1:06:02 In the event that any law passed by the Government of Alberta or the Government of Canada renders, or should the Court determine, that any provision of this Policy be otherwise reduced or nullified, that term or condition shall be altered to conform with the new legislation or court ruling, and the remaining provisions will continue to apply.

DISTRIBUTION

- 1:07:01 Each employee shall be issued a current copy of the Personnel Policy, and any other related policy referred to herein, upon being hired.
- 1:07:02 Employees shall be required to acknowledge receipt of the Policy when it is given to them.

PART II - APPOINTMENTS, PROMOTION & TERMINATION

SELECTION

- 2:01:01 Employees will be selected on the basis of their qualifications, experience and previous performance as assessed against the requirements of the vacant position.
- 2:01:02 The Town will post notices of all vacant permanent positions allowing a minimum of two (2) weeks prior to closing date. Employees are invited to compete for any position for which they feel qualified.

PROBATION

- 2:02:01 Full-time employees will normally be hired initially on a six-month probationary period, which may be extended at the discretion of the CAO. An employee may be terminated at any time during the probationary period without notice and without recourse to the grievance procedure.
- 2:02:02 All employees shall have their performance evaluated prior to the completion of their probationary period.

JOB DESCRIPTION

- 2:03:01 Duties of each employee shall be those assigned in his/her job description. The Town will provide each employee with a copy of the job description for his/her position upon hiring. Copies of any job description will be made available to each employee on request.
- 2:03:02 Job descriptions will be reviewed annually during the employee Performance Review process to ensure that they remain current and accurately reflect existing job duties and responsibilities.

CLASSIFICATION

- 2:04:01 The classification of each position and the attendant salary grid level will be determined on the basis of the duties and responsibilities assigned to the position as recorded in the job description and the Town salary grids.
- 2:04:02 Salary grid levels shall be reviewed annually by the CAO and Council in conjunction with the annual budget preparation process.

SENIORITY

- 2:05:01 Seniority means total months of employment by the Town and will be considered in determining preference of annual vacation, layoffs, recalls and promotion.
- 2:05:02 Employees do not earn seniority while on a layoff. Seniority is lost following six (6) months of layoff or if the employee does not return to work when recalled.

LAYOFF

- 2:06:01 In case a position is no longer required, the employee will be transferred to another available position or, should no position exist for which the employee is qualified. An employee is required to complete a minimum of three (3) months employment. For employees with more than three (3) months will be provided with a minimum notice of:
One (1) weeks' notice if employment with the Town is greater than three (3) months or more but less than two (2) years;
Two (2) weeks' notice if employment with the Town is greater than two (2) years or more but less than four (4) years;
Four (4) weeks' notice if employment with the Town is greater than four (4) years or more but less than six (6) years;
Five (5) weeks' notice if employment with the Town is greater than six (6) years or more but less than eight (8) years;
Six (6) weeks' notice if employment with the Town is greater than eight (8) years or more but less than ten (10) years;
Eight (8) weeks' notice if employment with the Town is greater than ten (10) years
- 2:06:02 The Town will not provide employee benefits to employees while on layoff.
- 2:06:03 If a vacancy occurs at the classification level or below of the laid off employee, that employee shall, subject to seniority, be given an opportunity to fill the position on a probationary basis.

PERFORMANCE REVIEWS

- 2:07:01 The performance of each employee will be formally reviewed on their anniversary date based on employee's ability to meet the requirements of his/her position as stated in his/her job description.
- 2:07:02 Administrative Performance Reviews will be conducted by the employee's supervisor, and the participation of the Office

Coordinator.

- 2:07:03 Public Works Performance Reviews will be conducted by the Superintendent of Public Works.
- 2:07:04 Performance Reviews will be in writing and will be kept on file as part of the employee's permanent payroll record. Each employee will be given a signed copy of their performance review.
- 2:07:05 Employees will have the opportunity to respond in writing to any comments contained within the employee's Performance Review.
- 2:07:06 One purpose of the Performance Review is to ensure that the Town is maximizing the effective use of its human resources.
- 2:07:07 Another purpose of the Performance Review is to allow all employees the opportunity to address any identified deficiencies in their job performance.
- 2:07:08 Another purpose of the Performance Review is to identify any training that might be required for employees to address identified performance deficiencies or otherwise enhance their job performance.
- 2:07:09 With a satisfactory Performance Review, an employee may move up an additional step on the appropriate payroll grid level for his/her position.
- 2:07:10 If the employee's Performance Review is unsatisfactory, the employee shall remain at his/her existing step on the appropriate payroll grid level, and his/her performance shall be reviewed again no later than six months after the regularly scheduled annual Performance Review.

TERMINATION

- 2:08:01 An employee may be discharged for just cause, without notice or pay in lieu of notice, subject to the Grievance Procedure.
- 2:08:02 The Town and an employee can enter into an agreement to terminate. Provisions outlined in Section 2:06:01

NOTICE

- 2:09:01 An employee will provide a minimum of ten (10) working days notice to the Town of intending to terminate his/her employment.

2:09:02

A Management Employee will be required to provide twenty (20) working days notice to the Town of his/her intention to terminate his employment, unless otherwise provided for under the terms of an employment contract between the Management Employee and the Town.

PART III – HOURS OF WORK, OVERTIME & LEAVE

HOURS OF WORK

3:01:01

Regular hours of work for full time non management employees in financial and clerical classifications will be seven (7) hours each Monday to Friday to be worked within the hours of 8:30 a.m. and 4:30 p.m. with a specific schedule to be determined by the supervisor. There will be a one (1) hour meal break without pay offered such that no employee works more than five (5) consecutive hours without a break.

3:01:02

Regular hours of work for full time employees in other classifications will be forty (40) hours each week to a maximum of eight (8) hours each day as scheduled by the supervisor or that if no specific schedule is posted, the hours of work will be 8:00 a.m. to 4:30 p.m. Monday to Friday. There will be a one-half (1/2) hour meal break without pay such that no employee works without a break. Employee work schedules will allow for a minimum of two (2) consecutive days of rest in each two (2) week period.

REST PERIODS

3:02:01

Each employee will be entitled to one (1) paid fifteen (15) minute break in every period of five (5) consecutive hours, or part thereof, worked. Morning and afternoon break will not be counted as Time In Lieu if not taken.

OVERTIME

3:03:01

Non management employees will normally be paid at the rate of 1.5 times the hourly wage of the employee at the time the overtime was worked for all hours worked in excess of the regular hours of work.

3:03:02

Employees acting as recording secretary at any Council or Committee meetings, held outside their regular working hours,

shall be compensated in the amount that Councillors receive as honorarium for attendance at the same meeting.

- 3:03:03 No employee will be required to but may, with prior consent of his supervisor, log overtime to a maximum of forty (40) hours unless otherwise agreed to in writing by the immediate supervisor. Any time taken off in lieu overtime must be pre-approved by the employee's supervisor. No employee will be allowed to log overtime if vacation days accrued are more than 1 years annual vacation.
- 3:03:04 Overtime is when employees are required to work hours beyond regularly scheduled hours to overcome unexpected workloads and meet extraordinary situations.
- 3:03:05 All overtime must be preauthorized by Managers.
- 3:03:06 All overtime must be used in the year that it is generated and any overtime that is not used will be paid out at the rate that exists during the year that it was earned.
- 3:03:07 Directors/Managers will make every effort, if possible, to mitigate any overtime being worked by adjusting working hours.
- 3:03:08 Such work will be authorized by the Director/ Manager or designate, prior to hours being worked. Time not previously authorized will not be compensated as overtime.
- 3:03:09 Non-managerial employees will receive Time Off in Lieu (TOIL) for any approved overtime hours at a compensation rate of one (1) hour off per one hour overtime worked.
- 3:03:10 Senior Management, Managers and Peace Officer's Salary is based on a forty (40) hour work week.
- 3:03:11 Senior Management and Managers will be provided five (5) working days leave in lieu of working outside normal office hours in each year of service. These days in lieu are used in the year that they are earned and cannot be carried forward to the next year nor converted to salary.

ALTERED WORK WEEK

- 3:04:01 The employer may, for extraordinary circumstances, alter the hours of work of an employee in any department for the purpose of

carrying out necessary services in an expedient and efficient manner.

ACTING PAY

3:05:01

The Town acknowledges that Acting Pay is a reasonable element in the work environment. When the CAO is going to be gone for five (5) or more consecutive days and a single employee is assigned an Acting Position in writing, that employee will receive an additional 5% of their salary for the period assigned.

ABSENTEEISM

3:06:01

An employee who is absent from his/her regular hours of work without the authorization of his/her supervisor or the CAO, will be deemed to be absent without leave and may be subject to disciplinary action.

3:06:02

Any employee who is absent from his/her regular hours of work for three (3) days without notifying his/her supervisor or the CAO shall be deemed to have vacated his/her position. Exceptions to this rule will only be made if the employee can prove that medical incapacitation prevented him/her from being able to notify the employer.

PAID HOLIDAYS

3:07:01

Permanent employees or temporary employees with 30 working days or more service are entitled to one (1) day's paid leave for each of the following holidays:

New Years Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Float
Civic Holiday	

3:07:02

The Christmas Float will be observed on the 24th when Christmas falls on a Tuesday, Thursday, Friday or Saturday; the 27th when Christmas falls on a Monday or Wednesday and the 28th when Christmas falls on a Sunday. The Christmas Float will apply to all departments equally.

3:07:03

If an employee is required to work on a holiday, the employee will be entitled to an alternative day off with pay as determined by his/her supervisor within 90 days; or will be paid an additional 1.5 times his/her wage rate for the hours he/she works on the holiday.

3:07:04

An employee will not be paid for any legal holiday if the employee is:

- (i) Absent the working day immediately before or immediately following the holiday, unless he/she has prior permission or proof of illness for such absence, or
- (ii) Absent when he/she has been required to or scheduled to work on the holiday and he/she does not do so.

VACATION LEAVE

3:08:01

All Permanent employees will earn vacation leave at the following rates:

After one (1) full year	two (2) weeks' vacation
After two (2) full years	three (3) weeks' vacation
After ten (10) full years	four (4) weeks' vacation
After twenty (20) full years	five (5) weeks' vacation

3:08:02

The Town's vacation year is from January 1 to December 31.

3:08:03

Vacation leave earned must be taken within the next vacation year unless a carry-over is approved in writing by the Supervisor and CAO.

3:08:04

Temporary employees will earn vacation pay at the rate of 4% of gross wages.

3:08:05

All vacation leave must be requested at least one (1) month prior to the first day of the leave. The Town will make every reasonable effort to schedule vacation leave in accordance with an employee's request; however, operational requirements will be paramount. Seniority will be considered in determining priority of vacation leave requests.

SICK LEAVE

3:09:01

Permanent employees earn sick leave with full pay at the rate of 1.5 days for each full month of employment, beginning with the first calendar day following the completion of three (3) months continuous employment.

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- 3:09:02 Sick leave may be accumulated to a maximum of 120 calendar days.
- 3:09:03 Sick leave may be taken by an employee in the case of:
- (i) Illness
 - (ii) Quarantine by Medical Officer of health,
 - (iii) Disabling injury for which compensation is not payable under the Workers Compensation act,
 - (iv) Examination or treatment by a physician, chiropractor or dentist; except where such event begins during a vacation period of an employee.
 - (v) Illness, immediate family (Spouse, child, parent - 2 days)
- 3:09:04 Casual sickness cannot be claimed during vacation period unless the employee can provide proof of hospitalisation.
- 3:09:05 An employee may be required to submit satisfactory proof, including a medical certificate, to the employer for any sick leave claimed in excess of 3 working days.
- 3:09:06 An employee is not eligible to receive sick benefits if the absence from work is due to an injury suffered:
- (i) While working for another employer; or
 - (ii) Intentionally, by his/her own hand.
- 3:09:07 No sick leave is earned while an employee is on sick leave in excess of one month or while receiving long term disability payments.
- 3:10:08 Each year the Town shall provide a written summary of sick leave earned and paid to each employee.

LEAVE OF ABSENCE

- 3:11:01 The following conditions apply to all leaves of absence:
- (i) Leave of absence with or without pay may be granted at the discretion of the Town.
 - (ii) Applications for leaves of absence shall be made in writing to the discretion of the CAO as early as possible.
 - (iii) An employee shall not work for gain during a leave of absence except with the written permission of the Town Manager.
 - (iv) While on a leave of absence in excess of one month, an employee does not earn sick leave, vacation leave or

seniority and will be responsible for 100% of premium costs of all benefit plans.

COURT LEAVE

3:11:01

The following apply to leaves of absence for court duty:

- (i) When required to appear in court in his capacity as a Town employee, an individual shall be allowed leave with pay but any witness fee shall be paid to the Town.
- (ii) When subpoenaed as a witness in his private capacity an employee may be allowed leave with pay but any witness fee shall be paid to the Town.
- (iii) An employee summoned to jury duty shall be allowed leave with pay but any jury fee shall be paid to the Town.

MATERNITY LEAVE/PARENTAL LEAVE

3:12:01

The Town will provide maternity or adoption leave in accordance with the Employment Standards Code.

3:12:02

Employees on maternity leave may, at their own request, continue participating in the employee benefit plan during the period of their maternity/parental leaves, but they will be responsible for both the employee and employer share of contributions.

SPECIAL LEAVE

3.13.01

Special leave with pay may be granted according to the following schedule:

- | | | |
|--------|--|-------------------------------|
| (i) | Attendance at birth or adoption of child | 1 day |
| (ii) | Bereavement, immediate family
(Spouse, Child, parents, Brother, Sister) | 5 days |
| (iii) | Bereavement, Extended Family
(Guardian, grandparent, grandchild, in-laws) | 2 days |
| (iv) | Citizenship ceremony | 1 day |
| (v) | Acts as executor of estate | 2 days |
| (vi) | Funeral
(at the discretion of the CAO & the Office Coordinator) | 2 hrs. |
| (vii) | Military emergency or disaster | as required |
| (viii) | Travel time for illness or bereavement
(within immediate family) | up to 2 days
(as required) |
| (ix) | Pall Bearer for Funeral | 1 day |

PART IV – TRAINING AND EDUCATION

GENERAL PROVISIONS

- 4:01:01 The Town recognizes the value of training and continuing education for all employees as a means of job enrichment and maintaining a properly skilled work force.
- 4:01:02 The Town also recognizes that the responsibility for ensuring effective continuing education lies with both the individual employee and with the Town as employer.
- 4:01:03 Although the Town places a clear priority on training opportunities which improve the employee's capability to perform current job responsibilities, career development and personal growth aspects will also be considered.

TRAINING

- 4:02:01 Top priority for training will be courses that have been identified in an employee's Performance Review that would assist an employee to address identified performance deficiencies.
- 4:02:02 The Town may also require training to maintain current job qualifications and skills or to enhance job performance.
- 4:02:03 All compulsory training courses shall be at the cost of the Town.

CONTINUING EDUCATION

- 4:03:01 The Town may provide support including leaves of absence, with or without pay, tuition, travel and subsistence to employees who wish to follow educational programs relevant to their work.
- 4:03:02 Financial support may be conditional on presentation of evidence of satisfactory completion of the course.
- 4:03:03 In general, the extent of support will be determined by the CAO based on the following criteria:
- (i) the cost and duration of the program;
 - (ii) the relevance of the training program to the current responsibilities of the employee;
 - (iii) the availability of employees with the skills to be acquired;

- (iv) the employee's job performance and level of commitment;
- (v) the ability of the Town to cover off the employee's job duties during his absence.

PROFESSIONAL DEVELOPMENT

- 4:04:01 The Town will encourage the professional development of its employees through attendance at seminars, workshops and conferences.
- 4:04:02 The Town will encourage the professional development of its employees through membership in professional, technical, and municipal associations.
- 4:04:03 Employees desiring to let their name stand for the executive, or on a committee of, any professional, technical, or municipal association to which he/she is a member, will be encouraged to do so.
- 4:04:04 If an employee's volunteer position on any professional, technical, or municipal association will require absences from work, the employee will obtain the prior approval of the CAO before letting his/her name stand for such a position.

PART V – EMPLOYEE BENEFIT PLAN

GROUP BENEFIT PLAN

- 5:01:01 A "Full-Time" employee shall become eligible and shall be required to have deductions made on behalf of the Town's Group Benefit Plan on the first (1st) day of the month following three (3) months continuous employment, unless his / her spouse is enrolled under an alternative Group Benefit Plan
- 5:01:02 The Town's Group Benefit Plan includes:
 - (i) Accidental Death & Dismemberment Insurance
 - (ii) Life Insurance
 - (iii) Dependent Life Insurance
 - (iv) Extended Health Care
 - (v) Dental Care
 - (vi) Long Term Disability
- 5:01:03 The Town as employer will pay 65% of the premiums relating to the Group Benefit Plan.

5:01:06

Due to the fact that the employer contributes towards Long Term Disability coverage, any payments to employees under this plan will be taxable for income tax purposes.

GROUP RSP PLAN

5:02:01

The Town of High Prairie and its employees will participate in a Group RSP Plan in lieu of a pension plan.

5:02:02

The selection of the Group RSP Plan provider shall remain at the discretion of Council.

5:02:03

A "Full-Time" employee shall become eligible and shall be required to make contributions to the Town's Group RSP Plan on the first (1st) day of the month following six (6) months continuous employment.

5:02:04

All employees shall have deductions taken from their earnings for RSP Group Plan contributions at the rate of 5% of their annual earnings.

5:02:05

The Town as employer shall match employees' contributions at the rate of 5% of the employee's annual salary.

5:02:06

Each employee shall be solely responsible for managing his/her own RSP Plan investments within the Group RSP Plan.

5:02:07

Should an employee withdraw money from his group RSP Plan, apart from making a withdrawal under a registered Homeowner's Buyer Plan, the employer will cease making contributions for one (1) year commencing the month that the transaction took place.

WCB PAY SUPPLEMENT

5:03:01

The Worker's Compensation program in Alberta provides for the payment of compensation based on 90% of your net taxable income to a maximum amount determined each year by the Board of Directors of the WCB. Regular compensation payments for wage replacement are reportable as income, however the amount is not considered as taxable income.

5:03:02

When a qualified employee is incapacitated and unable to work as a result of an accident suffered while engaged in the employer's service, the Town can at its sole decision, add to the amount received under the Worker's Compensation program, so that the employee will maintain his regular earnings for the time of his/her absence

PART VI – TRAVEL & SUBSISTENCE

6:01:01

Travel and subsistence costs for employees who are authorized to travel on the business of the Town will have their expenses paid in accordance with the terms and conditions of the Common Subsistence and Travel Allowances Policy.

PART VII – GRIEVANCE PROCEDURES

7:01:01

Any employee grievances should initially be discussed with the employee's supervisor.

7:01:02

If the employee's grievance cannot be resolved between the employee and his/her supervisor, the employee and supervisor will meet with the Office Coordinator in an attempt to settle the matter.

7:01:03

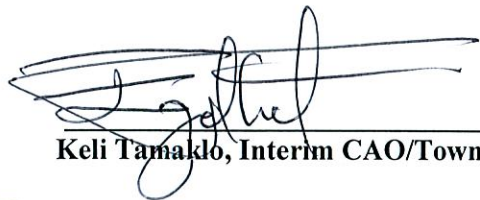
If the employee's grievance cannot be resolved with the participation and input of the Office Coordinator, the employee can pursue his/her grievance with the CAO.

7:01:04

The CAO will rule on the employee's grievance and his/her decision is final.

7:01:05

The employee may appeal the CAO's ruling to the Priority and Policy Committee, sitting "in camera" as a committee of the whole.



Keli Tamaklo, Interim CAO/Town Manager



Rick Dumont, Mayor