



Policy Name

Personnel Policy and Procedures

Policy Number

PER-1

Policy

Brazeau County strives to maintain the highest level of public confidence in all aspects of the organization. Underlying all that the County does and strives to do are its core values of accountability, dedication, honesty, innovation, respect and teamwork. It is only through the commitment and effort of our employees that excellent quality of services and achievement of our core values can be maintained.

As the County's most valuable and significant resource, our Employees are expected to demonstrate the highest standard of ethical behavior, being above reproach, trustworthy and able to withstand public scrutiny. This means we must adhere to the highest standards of personal and professional competence, integrity, and impartiality and must perform our duties in a manner that recognizes a fundamental commitment to the well-being of the community.

Accountability – We deliver what we promise. We are accountable for our own actions and results. We are accountable for the efficient and effective use of public funds.

Dedication – We willingly take on responsibility. We are committed to serving our community. We take initiative and we take on our share of the work.

Honesty – Each of us demonstrates personal integrity, truthfulness and honesty in how we do our job. We inspire public confidence and trust in our government.

Innovation – We pursue innovation by being creative, and showing initiative. We encourage employees to exercise judgment in meeting customer needs.

Respect – We value an open, respectful and inclusive workplace. We value the cultural and social diversity of our community. We make it possible for every resident to participate in our community.

Teamwork – We act as a team. We demonstrate high levels of trust and cooperation. We collaborate across departments to achieve our goals. We work in partnership with our community.

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This Policy applies to all employees of Brazeau County. Where there is an express conflict between this Policy and a provision in the Collective Agreement, the Collective Agreement provision will govern for union members. Where there is an express conflict between this Policy and a provision in an individual contract of employment with an employee, the provision in the individual contract of employment will govern.

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General Definitions

In this Policy and Procedure:

- 1.1 “Acting Director” means the employee appointed to take responsibility in the absence of the Director;
- 1.2 “Anniversary date” means, for the purposes of vacation entitlement and seniority, the date the employee commenced employment with the County or as per the most current revised employment contract;
- 1.3 “CAO” means the Chief Administrative Officer of Brazeau County or his/her designate;
- 1.4 “Collective Agreement” means an agreement entered into between the County and a trade union with respect to County employees, as entered into from time to time;
- 1.5 “Conflict of Interest” is a situation in which an employee has an interest in a professional or personal matter which competes with the employee’s obligations to the County, and which may impair an employee’s ability to perform his or her duties objectively and impartially and may undermine public confidence in the employee’s ability to perform;
- 1.6 “Council” means the members of Brazeau County Council;
- 1.7 “County” means Brazeau County;
- 1.8 ““Director” means a person occupying the position of Director of Corporate Services, Director of Community Services and Director of Public Works and Infrastructure or their designates;
- 1.9 “Education Leave” means a leave, either paid or unpaid, from employment for the purposes of obtaining further education;
- 1.10 “Employee” means an individual employed to do work who receives or is entitled to wages;

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- 1.11 FOIP means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25 as it may be amended from time to time;
- 1.12 Flex days are regularly scheduled, earned days off work;
- 1.13 "HR" means a Human Resources Coordinator or his/her designate;
- 1.14 "Immediate family" includes the spouse (including same-sex or opposite-sex adult interdependent partner), parent, child, sister, stepsister, brother, stepbrother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, grandchild and grandparent of the employee;
- 1.15 "Management employee" means the CAO, a Director, any individual who has assigned subordinates to supervise, the Human Resources Coordinator or the Safety Coordinator;
- 1.16 "Non-management employee" means an employee of the County, excluding management employees;
- 1.17 "Offensive material" includes, but is not limited to, pornography and material which is profane, obscene, vulgar, intimidating, hate-promoting, or in any way contravenes applicable human rights legislation;
- 1.18 "Outside Employment" means a job, position or self-employment held by an employee of the County which does not fall under the control or partial control of the County;
- 1.19 "Permanent Employee" means any employee employed in a position designated by the Employer as a permanent position;
- 1.20 "Pornography" means the explicit depiction or exhibition of sexual activity in literature, films or photography that is intended to stimulate erotic, rather than aesthetic or emotional feelings;
- 1.21 "Probationary period" means the period of time during which an employee's suitability and goodness of fit for a particular position and with the organization is determined and assessed;
- 1.22 "Protected Information" means personal, confidential or sensitive information and includes all information that is not to be disclosed under FOIP;
- 1.23 "Reeve" means the Chief Elected Officer of Brazeau County;

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- 1.24 "Safety Coordinator" means an employee designated to develop and maintain the safety program for Brazeau County;
- 1.25 "Seasonal Employee" means any employee employed in a position for a period of more than five (5) continuous months but less than twelve (12) continuous months in a year;
- 1.26 "Sick leave" means accrued paid time used when the employee is off work ill or for medical, dental or optical appointments;
- 1.27 "Temporary Employee" means any employee employed in a position for a period of five (5) continuous months or less.
- 1.28 "User" means all persons authorized by the County to access the Internet through County accounts or service providers;

2.0 Recruitment and Hiring

- 2.1 The County may use both internal and external postings for the recruitment of new employees.
- 2.2 Advertisements may include the following information:
- 2.2.1 Position title
 - 2.2.2 Job requirements
 - 2.2.3 Salary information
 - 2.2.4 Closing date for applications
 - 2.2.5 Name, phone number and County address for contact person
- 2.3 For any position in the County, the receipt of a satisfactory Driver's Abstract shall be a condition of employment and listed in the advertisement for the position. The Driver's Abstract shall be provided by the employee at the date of hire.
- 2.4 The County will hire new employees based upon their qualifications, experience and fit into the organization.
- 2.5 The County may hire immediate family members of County employees or Council members subject to the following conditions:
- 2.5.1 Immediate family members shall not be employed within the same department in the County nor can an employee be transferred to another department where an immediate family member is employed;

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- 2.5.2 An employee may not supervise, directly or indirectly, an immediate family member;
 - 2.5.3 The relationship between the employee and the immediate family member does not negatively affect the County, its employees or Council; and
 - 2.5.4 Immediate family members must follow the same hiring process as any other individual being considered for employment with the County.
- 2.6 The County may offer a moving allowance to an employee who relocates to the County to accept a position to a maximum of \$7,500.00. The moving allowance, if offered to the employee shall be by signed agreement at the time of hire or at the discretion of the CAO given budget allotment.
- 2.7 An employee may claim the moving allowance by:
- 2.7.1 Completing an expense claim form;
 - 2.7.2 Attaching invoices for the claimed expenses; and
 - 2.7.3 Obtaining the written approval of the CAO.
- 2.8 If the employee resigns from his or her position with the County prior to the completion of the employee's first 2 years of service, the employee must reimburse the County for the moving allowance paid by the County, based on the agreement signed, no later than the last day of the employee's employment with the County.

3.0 Orientation

- 3.1 Upon commencement of employment, all employees shall receive an orientation session appropriate to their position.
- 3.2 The Human Resources Coordinator shall provide the orientation which shall include a safety orientation provided by the Safety Coordinator or Designate.
- 3.3 The Human Resources Coordinator and the Safety Coordinator shall determine the content and length of the orientation session.
- 3.4 For positions covered by the Collective Agreement, the employee may meet with a representative from the Union to be given an explanation of the Union services.

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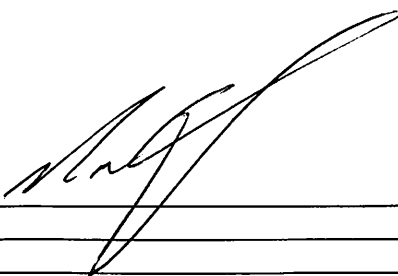
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4.0 Probationary Period

- 4.1 Non-union employees are subject to a probationary period of three (3) months from the date of hire.
- 4.2 The Supervisor should conduct a performance review of an employee prior to the end of the probationary period.
- 4.3 If the employee's performance during the probationary period is not satisfactory, the Supervisor should implement a performance management plan for the employee. The term of the performance management plan should be no less than one month. At the end of the term of the performance management plan, the Supervisor should conduct a performance review of the employee's performance. If the employee's performance is still not satisfactory, his or her employment may be terminated.
- 4.4 Council shall determine the length of the probationary period for the CAO.
- 4.5 The CAO shall determine the length of the probationary period for Directors. However, the probationary period for Directors shall be for no less than six (6) months and no more than one (1) year from the date of hire. Notwithstanding the foregoing, the CAO shall have the discretion to waive the probationary period entirely or require a probationary period of less than six (6) months for Directors.
- 4.6 Upon satisfactory completion of an employee's probationary period, the Director may recommend to the CAO an adjustment to the employee's placement on the salary grid of more than one step or a change of grid level. The CAO retains the discretion to approve or deny the adjustment.
- 4.7 An employee who is transferred or promoted to another position shall be subject to a trial period of sixty (60) working days.
 - 4.7.1 Should the employee prove unsatisfactory he or she may be returned to his or her former position.
 - 4.7.2 Employees promoted or transferred shall be paid at the salary grid rate applicable to the new position from commencement of employment in that position.

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- 4.8 An employee filling a position vacated due to a transfer or promotion shall remain as a temporary employee in that position until the promoted or transferred employee has successfully completed his or her trial period.

5.0 Salary Administration

- 5.1 The County is committed to a compensation system that ensures that all employees receive fair and equitable remuneration, having regard to the marketplace and to each employee's duties, education, experience and job performance.
- 5.2 The County has adopted a grid based system for its salary compensation scheme.
- 5.3 County Council may amend the salaries contained in the grid from time to time, based upon recommendations from its CAO.
- 5.4 Council may approve, on an annual basis, effective January 1st, a cost of living (inflationary) increase to the salary grid.
- 5.5 The CAO is responsible for the administration of the salary grid and for recommending amendments to Council.
- 5.6 When there are significant changes to a position, including changes to job functions or responsibilities of a position, Human Resources and the Director of that area shall re-evaluate the placement of the position on the salary grid.
- 5.7 A recommendation may be made to the CAO regarding the placement of that position on the salary grid based upon a compensation analysis report provided by Human Resources.
- 5.8 The CAO shall make the final determination regarding the location of the re-evaluated position on the salary grid.

Application of the Salary Grid

- 5.9 When an employee starts employment with the County, the Director, in conjunction with the Human Resources Coordinator, shall determine the employee's starting location in the grid based on level of education and experience.
- 5.10 Movement of an employee along the salary grid shall be determined by his or her performance review.

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- 5.11 Movement along the salary grid shall be effective on the anniversary date of the employee's employment or the date of promotion consistent with the employment agreement.
- 5.12 The CAO shall approve any movement on the salary grid beyond two increments arising from a single performance appraisal.
- 5.13 No movement along the salary grid shall occur during an employee's probationary period.
- 5.14 The CAO must approve grid movements for Directors.
- 5.15 Council must approve pay increases for the CAO or the increases must be as set out in the CAO's employment contract.

6.0 Performance Reviews

- 6.1 All employees shall have at least one performance review per year, even if the employee has reached the top of their salary grid.
- 6.2 Performance reviews will be performed by the employee's immediate Supervisor.
- 6.3 To the extent practicable, performance reviews shall be completed on or about the employee's anniversary date but shall be completed no later than 4 weeks after the employee's anniversary date.
- 6.4 The CAO shall conduct the performance review for Directors. Directors shall conduct the performance reviews for their immediate staff. Directors and Managers must complete a self-evaluation prior to their performance review.
- 6.5 Should the Supervisor and the employee disagree on any aspect of the performance review, the employee shall give a written response to the Supervisor within five (5) working days after the performance review interview, with copies to the Director or CAO and Human Resources. In the case of employees supervised directly by the CAO, a copy of the performance review shall be sent to the Reeve.
 - 6.5.1 The CAO shall meet with the employee and his or her Supervisor/Director.

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6.5.2 The CAO shall issue a decision regarding the performance review. The CAO's decision shall be final and binding.

6.5.3 For employees supervised directly by the CAO, the Reeve shall conduct the meetings and render a decision in accordance with paragraph 6.5.2.

7.0 Drivers Abstracts

7.1 Employees shall sign a consent form upon hiring to allow Brazeau County to request driver's abstracts on an annual basis at the cost of the County.

8.0 Discipline and Discharge

8.1 Brazeau County reserves the right to discipline and discharge employees for 'just cause'.

8.1.1 Disciplinary action may include a verbal warning documented, written warning, suspension or discharge from employment.

8.1.2 The CAO or designate must approve suspensions or terminations of all employees.

8.2 Where an employee is terminated for 'just cause', no notice of termination or pay in lieu of notice shall be provided by the County. An employee terminated for 'just cause' will be provided with the reasons for discharge in writing by the County.

8.3 The County may terminate the employment of an employee at any time without cause.

8.3.1 Non-unionized employees whose employment is terminated without just cause are entitled to receive the minimum notice, or pay in lieu of notice, set out in the *Employment Standards Code (Alberta)*, as amended from time to time.

8.3.2 The employment of unionized employees may be terminated without just cause in accordance with the terms of the collective agreement in effect or as required by law.

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9.0 Personnel Records

- 9.1 An employee has the right to review his or her personnel file pursuant to applicable provincial privacy legislation.
- 9.2 An employee reviewing his or her personnel file must do so in the presence of Human Resources or designate.
- 9.3 An employee is entitled to receive copies of all correspondence placed in his or her personnel file.
- 9.4 Any written documents pertaining to disciplinary action shall be removed from the employee's file upon the employee's request provided that:
 - 9.4.1 One (1) year has elapsed since the occurrence resulting in discipline;
 - 9.4.2 Two (2) years has elapsed from the occurrence resulting in discipline when the occurrence is a safety infraction or safety related.
- 9.5 All personnel files and payroll files are the property of the County.

10.0 Hours of Work and Flex Time

- 10.1 The hours of work for non-union employees shall normally be from 8:00 am to 5:00 pm with a one (1) hour break for lunch, unless otherwise agreed to by the employee and his or her Director in a written contract of employment.
- 10.2 The CAO and Directors may approve a compressed or modified work week for employees within their department.
- 10.3 An employee's regular 8 hour work day includes one ½ hour of flex time, which permits the employee to take one (1) regularly scheduled day off every three weeks.
 - 10.3.1 Employees shall use their best efforts to schedule medical and other personal appointments during non-work hours.
 - 10.3.2 The County may require the employee to not take a regularly schedule day of flex time if required to keep services at an operational level. If so, the direct supervisor may reschedule an employee's scheduled flex day to an alternate date, in consultation with the employee.

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10.3.3 Employees must take flex days when they have accrued the required number of hours to do so, unless prevented from doing so by operational needs.

10.3.4 Flex days may only be carried forward and accumulated with the approval of the employee's Director.

10.3.5 No employee shall accumulate more than four flex days.

10.3.6 Accumulated flex days may only be used in succession upon prior approval from the employee's Director.

10.3.7 An employee may take accrued flex time in less than 1 full day increments upon approval from the employee's Director.

11.0 Additional Allowances/Benefits and Standby Remuneration

11.1 An employee working in an acting capacity for 5 or more consecutive working days shall be paid a rate of pay, not less than the employee's current pay, to be determined by the CAO or Director taking into consideration:

11.1.1 the salary of the position being covered,

11.1.2 the employee's usual salary,

11.1.3 the length of time the employee is in an acting capacity, and

11.1.4 the employee's qualifications and experience.

An increased rate of pay shall be retroactive to the first day worked in the acting capacity.

11.2 Employees who are on call standby shall receive the following remuneration for the time they are on call standby:

11.2.1 Per day \$30.00

11.2.2 Weekend day \$50.00

11.2.3 General holiday \$70.00

11.3 After completion of their probationary period, permanent employees are entitled to up to three hundred (\$300) annually for safety apparel including CSA approved safety boots. The employee shall be reimbursed for their safety apparel allowance upon employee providing the County with a receipt.

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12.0 Overtime

Non-Management Employees

- 12.1 Non-management employees require approval in advance by their Supervisor for all overtime worked by them.
- 12.2 Non-management employees who work overtime shall be entitled to time off in lieu at a rate of one (1) hour for each hour of overtime hour worked.
- 12.3 The County and the employee shall mutually agree when time off in lieu of overtime will be taken; however, all banked overtime must be taken within three (3) months of the end of the pay period in which it was worked unless otherwise approved by the CAO (or designate).
- 12.4 Any overtime accumulated during the calendar year and not taken prior to the last pay-period of the current year shall be paid out at the applicable overtime rate.

Management Employees

- 12.5 Management employees are not entitled to overtime.
- 12.6 Management employees shall record the overtime they work.
- 12.7 The CAO may, in his sole discretion, grant management employees additional vacation time in recognition of their overtime.

13.0 Sick Leave/Workers' Compensation and Long-term Disability

Accrual of Sick Leave

- 13.1 Full time and seasonal employees shall accrue sick leave at a rate of one and one half (1.5) days per month.
- 13.2 Temporary employees shall not accrue sick leave, unless otherwise provided for in the Collective Agreement or in the employee's employment contract.
- 13.3 Full time employees may accrue a maximum of 125 days of sick leave credit.
- 13.4 Seasonal employees accrue sick leave credit at the rate of one and one half (1.5) days per month, but lose accrued sick leave credit at the time of lay off. If they return to work with Brazeau County, they accrue sick leave credit again with no carry over of any previously accrued sick leave credit.

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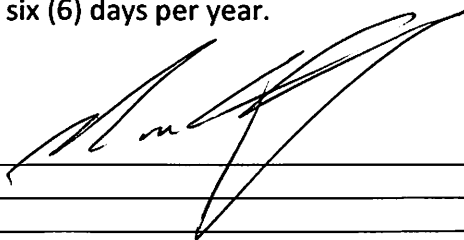
- 13.5 Employees may use sick leave for illness or for personal or family medical appointments; however, the employee shall use every effort to arrange appointments for minimal disruption of the workday.
- 13.6 No employee is entitled to be paid for sick leave used unless the employee has accrued sick leave.
- 13.7 An employee shall continue to accumulate vacation time while on paid sick leave.

Use of Sick Leave

- 13.8 Employees must notify their Supervisor of an absence from work related to sickness as soon as possible. Failure to do so may result in disciplinary action against the employee.
- 13.9 For any absence due to illness, the County may require proof of illness in the form of a written medical certificate which must state the general nature of the illness and the estimated or actual date the employee is able to return to work.
- 13.10 An employee absent from work for more than three (3) days may be required to provide a medical certificate which must state the general nature of the illness and the estimated or actual date the employee is able to return to work.
- 13.11 Where there is reasonable cause for doing so, the County may require an employee to be examined by a physician chosen by the County. The cost of such examination shall be borne entirely by the County. The County shall use the medical report obtained resulting from the examination only for purposes relating the employee's employment or return to work.
- 13.12 The County may, at its discretion, contract an outside agency to administer the sick leave policy for illnesses extending more than 7 working days.
- 13.13 In the event of an emergency or when the employee requests sick leave due to an illness in the family, the County may require a medical certificate to show that the employee's presence is necessary.
- 13.13.1 Upon approval by the employee's Supervisor, the employee may use sick leave credits for the sickness of family members, up to a maximum of six (6) days per year.

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- 13.13.2 No employee may take more than 3 consecutive days for an illness in the family without the approval of his or her Supervisor.
- 13.13.3 An employee's absence due to family sickness exceeding three (3) days may require a medical certificate.

Workers' Compensation and Occupational Health and Safety

13.14 The County is required by law to comply with the rules and regulations of the *Alberta Workers' Compensation Act* and the *Occupational Health and Safety*.

13.15 When an employee sustains an injury in the course of the employee's duties with the County, the employee must report the incident and any injury sustained to the employee's Director immediately.

13.15.1 The employee and the Safety Coordinator must complete the required Workers' Compensation Accident Report forms within seventy-two (72) hours of the accident.

13.15.2 Employees receiving Workers' Compensation benefits must apply for long-term disability in accordance with the requirements of that plan, when they are eligible to do so.

13.15.3 When an employee is receiving Workers' Compensation benefits, the County will pay the following until the employee becomes eligible to receive long-term disability benefits:

13.15.3.1 100% coverage under the benefit plan (long-term disability, dependent life insurance, life insurance, accidental death and dismemberment, health and dental and the employee assistant program);

13.15.3.2 the employer portion of the pension contributions, provided the employee continues contributing the employee portion.

13.16 Employees receiving Workers' Compensation benefits shall earn sick credits at the rate in effect at the commencement of coverage until the employee becomes eligible to receive long-term disability benefits.

13.17 Employees receiving Workers' Compensation benefits shall accumulate vacation until the employee becomes eligible to receive long-term disability.

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Long Term Disability

13.18 Upon an employee commencing long-term disability, the employee premiums for Life Insurance, Dependent Life Insurance, and Accidental Death and Dismemberment will be waived as per the terms outlined in the Employee Benefit booklet. Employees receiving long-term disability benefits may continue to receive the remainder of their benefit coverage provided they pay 100% of the cost of the benefit premiums.

Return to work

13.19 Upon recovery, the injured employee shall return to work in their position under the normal salary and benefit plan coverage, subject to the terms of a gradual return to work schedule, as it may be amended. The employee must provide a medical document (Ability to Work form) that provides any restrictions or limitations in order to accommodate a gradual return to work schedule.

Payout of Sick Leave

13.20 Permanent employees who have accumulated sick leave during their period of employment with the County are entitled to be paid out a portion of their accumulated sick leave in accordance with the following:

Retirement	Length of Service	Percentage Payout of Remaining Accumulated sick leave
After age 55	Less than 20 years	25%
After age 55	Between 20 to 24 years	30%
After age 55	More than 25 years	50%

13.21 All pay outs of sick leave shall be based on the employee's regular hourly rate of pay at the time of the employee's retirement.

14.0 Benefits

14.1 All eligible employees must participate in the benefit plan as established by Council, as amended from time to time.

14.2 Eligibility is determined by the established plan, including waiting periods dictated by the terms of the plan. Waiting periods may be waived at the discretion of the hiring supervisor and in accordance to the terms of the plan.

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- 14.3 The County reserves the right to change benefit providers at any time and to change the type and level of benefits provided at any time.
- 14.4 All employees shall be provided with details of the benefit plan currently in effect as part of their orientation or upon their request.
- 14.5 Employees shall pay their share of the cost of benefit premiums for those benefits not paid 100% by the County. Such employee premiums shall be automatically deducted from the employee's pay and remitted to the benefits provider on the employee's behalf.
- 14.6 Employees on approved leave (maternity, non-health related, education, leave without pay) may continue to receive benefit coverage as dictated by the terms of the plan provided the employee pays 100% of the cost of the benefit premiums during the approved leave period.
- 14.7 All permanent, seasonal and temporary employees along with fire personnel may participate in the employee social club. Contributions are \$3.00 per month matched equally by the County. Non-social club members, temporary and seasonal employees on payroll may choose to attend specific functions and shall be charged accordingly to cover their proportionate cost of the function
- 14.8 Employee benefits are as follows:
- 14.8.1 **Employee Basic Life Insurance** – premium paid one hundred percent (100%) by employer.
- 14.8.1.1 Two hundred fifty percent (250%) of annual earnings to a maximum of two hundred fifty thousand dollars (\$250,000) reducing by fifty percent (50%) at age sixty-five (65).
- 14.8.2 **Dependent Life Insurance** – premium paid one hundred percent (100%) by employer.
- 14.8.2.1 Spouse – Twenty thousand dollars (\$20,000) coverage.
- 14.8.2.2 Dependent Child - Ten thousand dollars (\$10,000) coverage

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14.8.3 Optional Life Insurance – premium paid one hundred percent (100%) by employee.

14.8.3.1 Employee and spouse – Increments of ten thousand dollars (\$10,000) to a max of five hundred thousand dollars (\$500,000). *Subject to medical evidence insurability

14.8.4 Employee Accidental Death, dismemberment and specific loss – premium paid one hundred percent (100%) by employer.

14.8.4.1 An amount equal to the basic life insurance.

14.8.5 Long term disability income benefits – premium paid one hundred percent (100%) by employer.

14.8.5.1 Waiting period – One hundred twenty-four (124) days.

14.8.5.2 Amount – Seventy percent (70%) of the first five thousand seven hundred fifteen dollars (\$5,715) of employee's monthly earnings plus fifty percent (50%) of the remainder to a maximum benefit of ten thousand dollars (\$10,000). Any amount of LTD insurance over five thousand eight hundred dollars (\$5,800) is subject to approval of evidence of insurability.

14.8.6 Dental care – premium paid one hundred percent (100%) by employer.

Reimbursement level:

14.8.6.1 Basic Coverage – one hundred percent (100%)

14.8.6.2 Major Coverage – fifty percent (50%)

14.8.6.3 Orthodontic Coverage – fifty percent (50%)

14.8.6.4 Accidental Dental Injure Coverage – one hundred percent (100%)

14.8.6.5 Plan Maximums:

14.8.6.6 Three thousand five hundred dollars (\$3,500) per calendar year combined for Basic and Major Coverage.

14.8.6.7 Three thousand five hundred dollars (\$3,500) per lifetime for Level V

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14.8.7 Extended health care – premium paid one hundred percent (100%) by employer.

14.8.7.1 Reimbursement Level – one hundred percent (100%)

14.8.7.2 Refer to current benefit booklet for detailed information on Basic Expense Maximums and Paramedical Expense Maximums.

14.8.7.3 Overall Healthcare Maximum – unlimited.

14.8.8 Vision Care – premium paid one hundred percent (100%) by employer.

14.8.8.1 One eye exam and Five Hundred (\$500) dollars every two (2) years for prescription eyeglasses and frames, or, contact lenses or laser eye surgery for each dependent, as defined by the provider.

14.8.9 Health Spending Account – the Health Solutions Plus program is an innovative approach to healthcare spending accounts that uses a Visa payment card for claims.

14.8.10 Health and Wellness Program – reimbursement up to \$300 per calendar year upon the submission of an expense claim with supporting receipt:

14.8.10.1 Reimbursement for health and wellness program shall be reviewed by Director and may be granted by the CAO (or designate) at his/her discretion.

15.0 General Holidays

15.1 No employee is entitled to general holiday pay unless he or she has been employed by the County for thirty (30) work days or more in the twelve (12) months preceding the general holiday unless defined within the employment contract.

15.2 The general holidays observed by the County are:

15.2.1 New Year's Day

15.2.2 Family Day

15.2.3 Good Friday

15.2.4 Easter Monday

15.2.5 Victoria Day

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15.2.6	Canada Day
15.2.7	Civic Holiday (August)
15.2.8	Labour Day
15.2.9	Thanksgiving Day
15.2.10	Remembrance Day
15.2.11	Christmas Day
15.2.12	Boxing Day

16.0 Vacation

16.1 Permanent employees accrue vacation with pay from their anniversary date as follows:

16.1.1 During the first (1st) and subsequent years of service, an employee shall earn vacation credits at a rate of three (3) weeks per twelve (12) months.

16.1.2 Upon completion of the seventh (7th) and subsequent years of service, an employee shall earn vacation credits at a rate of four (4) weeks per twelve (12) months.

16.1.3 Upon completion of the eleventh (11th) and subsequent years of service, an employee shall earn vacation credits at a rate of five (5) weeks per twelve (12) months.

16.1.4 Upon completion of the nineteenth (19th) and subsequent years of service, an employee shall earn vacation credits at a rate of six (6) weeks per twelve (12) months.

16.2 Seasonal employees can choose to accrue vacation or have it paid out on each pay period.

16.3 Temporary employees are paid out for their earned vacation pay at each pay period.

16.4 Vacation days may be taken as accumulated with the prior approval of the employee's Supervisor. Vacation days must be accrued before they are used.

16.5 An employee may carry forward one (1) week (5 working days) of accrued vacation for one year at the discretion of the CAO.

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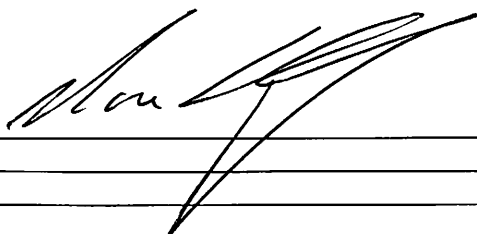
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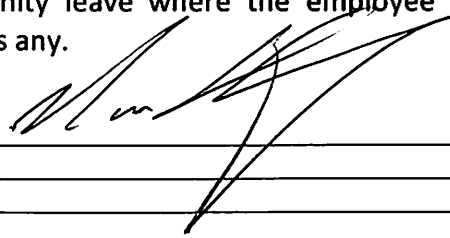
- 16.6 Employees should, when possible, submit their vacation requests by March 1 for the next 12 month period.
- 16.7 Employees who do not submit vacation request forms may be given 2 weeks' notice to submit a vacation request form or their vacation time will be scheduled for them.
- 16.8 Vacation approval shall be determined on a first come first serve basis by the Supervisor/Director. In the event of conflict or operational requirements, Supervisors/Directors shall give consideration to position and seniority.
- 16.9 Permanent full time employees who did not miss work due to sickness, disability or non-occupational accidents during the preceding calendar year shall be entitled to additional vacation days with pay (pro-rated), which shall be in addition to the employee's annual vacation for that year, as follows:
- | | | |
|--------|--|--------|
| 16.9.1 | Absent 2 days or less | 3 days |
| 16.9.2 | Absent more than 2 days but 3 days or less | 2 days |
| 16.9.3 | Absent more than 3 days but 4 days or less | 1 day |
- 16.10 For management employees, the CAO may grant up to one (1) week 'time off in lieu of extraordinary overtime' by the CAO. This time will be added to the employees' annual vacation accrual for that year, or may be paid out with the CAO's approval.
- 16.11 Employees who are eligible for retirement may schedule their accrued holidays up to and including their actual date of retirement. All employees shall provide a minimum of six (6) months' written notice of retirement prior to their last day of work.

17.0 Maternity, Parental and Adoption Leave

- 17.1 Employees with at least one year of service are entitled to maternity, parental and adoption leave in accordance with the provisions of Alberta's *Employment Standards Code*, R.S.A. 2000, c.E-9, as amended from time to time.
- 17.2 Maternity, parental and adoption leave are unpaid leaves of absence, except for the health related part of a maternity leave where the employee may use accrued sick time, if the employee has any.

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17.2.1 The health related part of a maternity leave is determined by a physician.

17.2.2 In the absence of a physician's note, the general health related part shall be 6 weeks.

17.3 An employee does not accrue vacation or sick time while on maternity, parental or adoption leave. An employee starts to accrue vacation and sick time when the employee returns to work from maternity, parental or adoption leave.

17.4 If an employee wishes to continue group benefits while on maternity, parental, or adoption leave, the employee must pay 100% of the benefit premiums for such group benefits.

18.0 Compassionate Care Leave

18.1 Employees with at least one year of service are entitled to compassionate care leave in accordance with the provisions of Alberta's *Employment Standards Code*, Part 2, Division 7.2.

18.2 Employees must give two weeks' notice of the start date of the leave. However, depending on the circumstances, less than two weeks may be accepted. A medical certificate must be provided before the employee takes the leave, unless an emergency situation occurs.

18.3 An employee must provide two weeks' notice of the date the employee will return to work. Brazeau County and the employee may agree in writing to a return to work date with less than two weeks' notice.

18.4 Under the *Code*, an employee who is the primary caregiver is entitled to compassionate care leave to give care or support to a seriously ill family member who is at risk of death within 26 weeks.

18.5 The maximum amount of compassionate care leave which may be taken is eight weeks. The eight weeks of leave must fit into the 26-week window as established by the medical certificate. A leave may be taken in two different periods. The second period of leave must be taken before the 26-week window expires. A compassionate care leave must be at least one week long.

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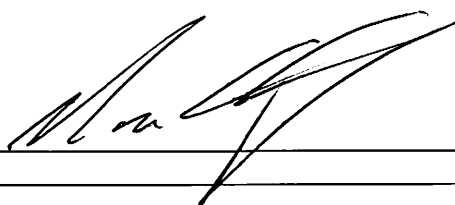
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- 18.6 If the employee has taken compassionate care leave within the 26-week window, and the family member requires the care of the employee, the employee may take another compassionate care leave within the next 26-week window. The employee is required to fulfill the notice requirements again and would need a new physician's certificate.

19.0 Leave for Special Circumstances

- 19.1 Special circumstances include situations that are unusual in nature and are not covered by any other type of leave of absence.
- 19.2 Upon application by the employee, an employee's Director may grant one (1) day of leave with or without pay for special circumstances at his or her discretion. If the employee reports to the CAO, the CAO may grant leaves with pay of longer than one (1) day at his or her discretion.
- 19.3 Upon application by the employee, the CAO may grant a leave for special circumstances with or without pay for 2 or more days in his sole discretion.
- 19.4 If the leave for special circumstances is without pay:
- 19.4.1 the employee does not accrue sick time, vacation time or flex time;
 - 19.4.2 the leave period is not considered pensionable service; and
 - 19.4.3 if the employee wishes to continue benefits for the leave, he or she shall pay 100% of all benefit premiums directly to Brazeau County, who will remit the premium to the benefits provider on behalf of the employee.
- 19.5 If the leave for special circumstances is with pay:
- 19.5.1 the employee does accrue sick time, vacation time or flex time;
 - 19.5.2 the leave period is considered pensionable service; and
 - 19.5.3 Brazeau County shall pay benefit premiums in accordance with this policy.

20.0 Bereavement Leave

- 20.1 In the event of a death of an employee's immediate family member, the employee's Supervisor/Director or the CAO may approve up to four (4) days bereavement leave with pay.

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- 20.2 The CAO may, in his discretion, grant up to two (2) additional days travel time with pay.
- 20.3 In the event of the death of a relative who is not immediate family, the employee's Supervisor/Director may approve up to 1 day bereavement leave with pay to attend a funeral service.
- 20.4 An employee will not be paid for bereavement leave if it falls on a vacation day, general holiday, flex day or other scheduled day off work.
- 20.5 In the event of the death of a non-relative, the employee's Supervisor/Director may approve up to 1 day bereavement leave with pay to attend a funeral service.

21.0 Education Leave and Training and Development

Education Leave

- 21.1 If an employee wishes to take an education leave, he or she must submit a request in writing to the CAO at least three (3) months prior to the start date of the requested leave.
- 21.2 If the CAO wishes to take education leave, he must submit his application to Council at least three (3) months prior to the start date of the requested leave.
- 21.3 The CAO, or Council, may approve the request with or without conditions, or deny the request. Preference will be given to requests for courses which will be of the greatest benefit to the County.
- 21.4 Education leave may be:
- 21.4.1 **Compensated:** Where the CAO approves full or partial wage compensation depending upon the benefit to the County and the actual time commitment for the educational course.
- 21.4.2 **Uncompensated:** Where the CAO agrees to allow the employee to take unpaid leave to complete a course while maintaining a position for the employee.
- 21.5 The CAO may not approve an education leave for periods of longer than one (1) calendar year.

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- 21.6 If the desired educational program consists of a series of short duration courses, the CAO, or Council in the case of the CAO, may grant sufficient leave over consecutive years for the completion of the program, as long as the total time required does not exceed one (1) calendar year.
- 21.7 The County may, in its sole discretion, agree to pay for, or reimburse the employee for, a portion of the fees associated with the employee's enrolment in an educational program.
- 21.8 The CAO, or Council in the case of the CAO, may approve an alternate work week to accommodate part time studies or course work, taking into consideration the employee's position, work load and the time of year of the course.

Training and Development

- 21.9 The County supports employee training and development as an opportunity for improving work performance, providing enrichment, preparing individuals to meet future organizational needs, and ensuring management continuity.
- 21.10 The County shall ensure that cross training for required functions is carried out. Cross-trained employees assume the duties of the position for which they have training during times other employees are away from the office.

County Directed Training

- 21.11 If the County requests an employee undertake training, provided the employee completes the training and provides proof of successful completion to the County, the County shall either pay or reimburse the employee for:

- 21.11.1 Registration or tuition
- 21.11.2 Course materials
- 21.11.3 Work time
- 21.11.4 Lodging, meals, etc. as per policy
- 21.11.5 Fees and disbursements

- 21.12 The County may, in its sole discretion, reimburse an employee who requests approval for reimbursement for course fee or time off for training upon proof of successful completion, provided the training and development is related to the employee's work or future advancement within the County. The County's reimbursement shall be limited to registration or tuition fees and course materials, or a portion thereof.

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Employee requested training

21.13 If an employee wishes to take additional training or courses, he shall make a request to his supervisor or Director.

21.14 Requests shall include the proposed course particulars, duration of the leave, and course cost estimates including hotel accommodations, meals, travel and wages.

Employee Commitment

21.15 When the County approves compensated education leave or training for an employee (whether County directed or employee requested), the employee shall sign a written contract with the County which provides that the employee is required to work for two years (the "commitment period") for the County following the completion of the training.

21.16 The commitment period shall commence after the employee returns to full employment.

21.17

Failure to Comply

21.18 If the employee fails to work for the County for the full two year period following the educational leave or training, including termination from the County for any reason, the employee must repay the County for the expenses and tuition incurred by the County. The employee shall be required to reimburse the County on a pro rata basis based upon the portion of the two year period which the employee did not work, on the basis of the following formula:

County's Cost including course cost, subsidization amount advanced	# Months not worked of 24 months _____ - 24 Months	= Reimbursement amount
e.g. \$4,000	2 months not worked (eg employee completed 22 months of 24 month period 2/24	= \$333.33

21.19 The contract shall also provide that if an employee withdraws from or fails to achieve the objective contemplated at the time leave was granted, the employee shall be required to reimburse the County for all assistance granted.

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- 21.20 Employees who do not complete their course, due to unforeseen reasons, may make application to the CAO for special consideration whereby some of the employee requirements may be waived.
- 21.21 Seminars, workshops, conferences and conventions are exempt from this policy.
- 21.22 County general journeyman training shall require a signed agreement between the County and employee. The agreement shall include the following provisions:
- 21.22.1 The County shall compensate the employee at his or her regular rate of pay. All salary or wages earned by the employee from other sources shall be paid to the County.
- 21.22.2 The Employee will be required to complete two years with the County or reimburse expenses and salary on a prorated basis in accordance with the agreement.
- 21.22.3 The County shall pay for all course materials and registration fees.
- 21.22.4 The employee shall pay for lodging, travel, meals, and other expenses.
- 21.22.5 The County shall continue to pay for benefits/pension while the employee is attending training provided the County is paying his/her full wages during the training period.
- 21.22.6 If the employee does not complete the education, he or she shall repay the County for the amounts paid by the County.
- 21.22.7 The employee shall repay the County for the amounts paid by the County if the employee does not return to work at the County in amounts as set out in the agreement.

22.0 Court Attendance

- 22.1 An employee required by law to attend court to serve as a juror, or to act as a witness on behalf of the County, or in a work-related matter, will be granted leave with pay. The maximum number of compensated hours per day shall be equal to the employee's regular hours of work.

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22.2 Any monies paid to an employee for attending in court as a witness or juror shall be paid to the County by the employee.

22.3 When driving County vehicles, County employees must comply with all traffic and highway safety laws. County employees must pay for or defend all traffic law violation tickets for which they are responsible in a timely fashion.

23.0 Long Service Awards

23.1 In recognition of years of service with Brazeau County, the following presentation shall be made to each permanent employee for continuous employment:

Years of Service	Gift - 2014	Gift – effective January 1, 2015
After 5 years' service	A cash gift of one hundred dollars (\$100.00)	A cash gift of one fifty hundred dollars (\$150.00)
After 10 years' service	A cash gift of two hundred dollars (\$200.00)	A cash gift of three hundred dollars (\$300.00)
After 15 years' service	A cash gift of three hundred dollars (\$300.00)	A cash gift of four hundred fifty dollars (\$450.00)
After 20 years' service	A cash gift of four hundred dollars (\$400.00)	A cash gift of six hundred dollars (\$600.00)
After 25 years' service	An appropriate plaque (Max. \$300.00) and a cash gift of six hundred dollars (\$600.00)	An appropriate plaque (Max. \$300.00) and a cash gift of nine hundred dollars (\$900.00)
After 30 years' service	An appropriate plaque (Max. \$300.00) and a cash gift of eight hundred dollars (\$800.00)	An appropriate plaque (Max. \$300.00) and a cash gift of one thousand two hundred dollars (\$1,200.00)
After 35 years' service	An appropriate plaque (Max. \$300.00) and a cash gift of one thousand dollars (\$1,000.00)	An appropriate plaque (Max. \$300.00) and a cash gift of one thousand five hundred dollars (\$1,500.00)
After 40 years' service	An appropriate plaque (Max. \$300.00) and a cash gift of one thousand five hundred dollars (\$1,500.00)	An appropriate plaque (Max. \$300.00) and a cash gift of two thousand dollars (\$2,000.00)

23.2 The above awards shall be presented at a designated County function.

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- 23.3 The presentation of twenty-five (25) year, thirty (30) year, thirty-five (35) year or forty (40) year-long service awards shall be done at a regular Council meeting with a suitable social function to follow.

24.0 Retirement/Farewell Gifts for Employees

- 24.1 Employees who are considering retirement are encouraged to discuss the prospect of retirement with their supervisor.
- 24.2 During the annual performance review, supervisors shall discuss retirement plans with any employee over the age of 55 to allow the County to prepare for succession planning.
- 24.3 When the employee has made a decision to retire, the County will work with the employee to determine a retirement schedule that identifies the retirement date and any other significant milestones between the decision date and the retirement date.
- 24.4 Manulife and the Local Authorities Pension Plan will provide information to the employee regarding benefits after retirement and pension.
- 24.5 If an employee retires from Brazeau County, the County may, with the approval of the CAO, present the employee with a gift, as follows:

Length of Service	Value of Gift
A minimum of 10 years to 14 years	No more than \$525.00
Between 15-19 years	No more than \$750.00
Between 20-24 years	No more than \$1,125.00
Between 25-29 years	No more than \$1,500.00
Between 30-35 years	No more than \$2,250.00
Between 36-39 years	No more than \$3,000.00
More than 40	No more than \$3,750.00

- 24.6 The County shall host a retirement function for employees retiring after 30 or more years of service.

25.0 Membership in Professional Associations

- 25.1 The County recognizes that memberships in or affiliations with professional associations may be beneficial to both the employee and the County.

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25.2 An employee's Supervisor may authorize payment of professional association dues or membership fees where:

25.2.1 Such membership is required by the employee to maintain credentials necessary to perform his or her duties; or

25.2.2 Such membership will provide direct or indirect benefit to the County.

25.3 The Supervisor may authorize a County employee to participate in a professional association during working hours provided that:

25.3.1 The time required will not unduly affect the employee's ability to perform his or her duties; and

25.3.2 The affiliation can be reasonably demonstrated to have a positive benefit to the County.

26.0 Outside Employment

26.1 Employees must not engage in extra-curricular activities, outside employment or other activities which result in a conflict of interest.

26.2 An employee shall notify his or her Director or the CAO if the employee wishes to engage in outside employment and shall obtain consent prior to commencing or continuing the outside employment.

26.3 If the Director or CAO considers the outside employment may result in a conflict of interest, the Director or the CAO may advise the employee that the employee's continuation of the outside employment may result in the termination of the employee's employment with the County.

26.4 If the employee has been notified by his or her Director or the CAO pursuant to section 27.3 above, and the employee does not cease his or her outside employment, the Director or CAO may terminate the employee's employment on a for cause basis.

27.0 Code of Conduct

27.1 The Code of Conduct applies to all Brazeau County employees and provides minimum standards for the conduct of employees. The Code of Conduct is presented both as an expectation of conduct in specific situations, and as general standard expected in circumstances not specifically addressed.

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- 27.2 Brazeau County employees are expected to conduct themselves in a friendly, courteous and professional manner and to conduct their duties with impartiality at all times.
- 27.3 As an employee of Brazeau County, the employee's conduct may be the subject of public scrutiny and, as such, it should meet the high ethical standard expected of civic employees.
- 27.4 An employee of the County shall not accept a gift, favour or service from any individual or organization in the course of performing his or her duties other than:
- 27.4.1 The normal exchange of hospitality among persons doing business;
27.4.2 Tokens exchanged as part of protocol or festivities; or
27.4.3 Normal presentations made to persons participating in public functions.
- 27.5 Employees shall not accept monetary payments or any goods or services which accrue as a result of the performance of the duties of the employee for personal use, but may be used for County purposes as determined by the CAO.
- 27.6 Employees shall not purchase goods or services through County purchasing channels for personal use.
- 27.7 Employees shall not accept discounts on goods and services by virtue of their employment with the County unless it is the general business practice of an establishment to provide discounts to employee groups, including but not limited to the County.
- 27.8 Employees shall not seek or accept preferential treatment in the use of County facilities or services unless such use is required as part of his or her duties or as provided for by Council.

28.0 Confidentiality

- 28.1 Brazeau County employees must comply with all applicable privacy legislation, including FOIP.
- 28.2 Employees who fail to comply with applicable privacy legislation may be subject to discipline, up to and including termination.
- 28.3 Brazeau County employees are not to use or disclose any information they have access to by virtue of their employment with Brazeau County.

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- 28.4 All employees acquiring information pertaining to Brazeau County or any of its employees must refrain from using, disclosing or discussing this information with other employees or non-employees of Brazeau County except in accordance with FOIP and must obtain the prior express consent of their Director.
- 28.5 Human Resources owe an obligation of confidentiality to any employee with human resource issues which are discussed privately with Human Resources or management, except in the case of an investigation. In the event of an investigation, the only individuals entitled to relevant information will be those individuals directly affected by the investigation.

29.0 Discrimination

- 29.1 No employee shall discriminate against another employee or prospective employee or member of the public on the basis of race, color, place of origin, ancestry, gender, age, marital status, religious beliefs, mental or physical disability, sexual orientation, family status, source of income or any other ground set out in the *Alberta Human Rights Act*, RSA 2000, c.A-25 ('Prohibited Grounds'), unless a *bona fide* occupational requirement exists.
- 29.2 If a *bona fide* occupational requirement exists, the Director shall provide a written explanation of the *bona fide* occupational requirement to the CAO, or in situations involving the CAO, to Council.
- 29.3 An employee who discriminates against another employee or prospective employee or member of the public based on a Prohibited Ground shall be subject to discipline, up to and including termination.

30.0 Abuse of Alcohol and Drugs

- 30.1 Employees shall not consume or be under the influence of alcohol or drugs, except over the counter or prescription drugs used in accordance with the dosage or prescription and which do not affect performance:
- 30.1.1 while performing regular daily work activities;
- 30.1.2 when absent from the premises or work sites but representing the County; or
- 30.1.3 while on-call.

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- 30.2 Employees who violate section 30.1 will be subject to disciplinary action up to and including termination without notice.
- 30.3 The County recognizes the abuse of alcohol and other drugs as a treatable health problem covered under regular health benefits. Employees suffering from dependency or abuse problems are expected to seek appropriate treatment.

31.0 Dress Code

- 31.1 In order to maintain a professional and positive image, County employees are required to dress in a professional manner that is appropriate to their work environment. Staff working in the Administration Building are expected to wear business attire.
- 31.2 The following articles of clothing are not to be worn at any time during the work week in the Administration Building:
- 31.2.1 exercise pants / sweat pants / low rise pants (*no skin or underwear showing when bending over*)
 - 31.2.2 bare midriffs
 - 31.2.3 revealing tops
 - 31.2.4 transparent shirts (*unless worn with an appropriate undershirt / camisole*)
 - 31.2.5 spaghetti straps
 - 31.2.6 flip flops / thongs
- 31.3 The items may be worn on Fridays when casual wear is permitted:
- 31.3.1 jeans - in good condition
 - 31.3.2 golf shorts
 - 31.3.3 running shoes
- 31.4 County employees are required to dress appropriately for the type of work being performed. Employees must wear appropriate safety attire in a manner ensuring the safety attire provides maximum personal safety protection.
- 31.5 County employees must observe good habits of grooming and personal hygiene. Strong perfumes or colognes should be avoided.

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32.0 Internet Use

- 32.1 The County recognizes that the internet and electronic mail (e-mail) is a strategic tool that provides opportunities for employees to improve service delivery, interact with citizens, increase operational effectiveness and reduce costs. Employees are encouraged to access the Internet to increase their knowledge and skill in its use.
- 32.2 Users shall not engage in unacceptable use of the County's computer resources, including but not limited to,
- 32.2.1 transmitting or releasing protected information,
 - 32.2.2 sending or soliciting communications containing offensive material or engaging in any activity which would cause congestion or disruption of the County's networks and systems.
- 32.3 Users must take reasonable precautions to avoid accessing sites or engaging in practices on the Internet that may have the potential to bring the County into disrepute, such as accessing sites which may carry offensive materials.
- 32.4 Employees must not use the County's Internet or e-mail:
- 32.4.1 To access pornography, sites for gambling, or site that promote hatred ;
or
 - 32.4.2 for unlawful purposes including, but not limited to copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, forgery, impersonation and computer tampering (e.g. spreading viruses).
- 32.5 Employees shall not release or post to the Internet the Internet or transmit by e-mail or any other electronic means protected information unless approved security precautions are taken.
- 32.6 Computers and related software are the County's property. The County reserves the right, at any time, with or without prior notification, to examine all computer files and information stored in a computer, on a disk, CD, DVD, memory stick, tape or other storage device on County property and to monitor any Internet or email activity from or to County equipment or accounts.

Chief Administrative Officer
Approved by Council:
Revision Dates: (Y/M/D)
Reviewed

11/02/24
14/09/02
14/09/02

32.7 Inappropriate and unacceptable use of the Internet or e-mail may result in disciplinary action up to and including termination without notice, or cancellation of a services contract.

32.8 Generally, Internet and e-mail use should be restricted to official County business, however brief and occasional use of a personal nature may be permitted.

32.9 Personal use:

32.9.1 Is limited to incidental amounts of an employee's time;

32.9.2 Shall not interfere with an employee's assigned duties; and

32.9.3 Shall not cause the County to incur a direct cost due to the storage of personal e-mail. Consequently, employees should not store or print personal internet material.

32.10 Appropriate uses that are encouraged are:

32.10.1 Communicating with citizens, fellow employees, other levels of government or vendors within the scope of an employee's assigned responsibilities; or

32.10.2 Acquiring or sharing information related to performance of an employee's assigned responsibilities.

33.0 This personnel policy shall be effective 30 days from approval.

Chief Administrative Officer

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