

# **HUMAN RESOURCES**

## **Section "HR"**

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**Title: Bereavement Leave/Recognition/Memorial Donations      Policy: HR 001**  
**Section: Human Resources**

**ACCOUNTABILITY:**

The County of Paintearth No. 18 will provide bereavement leave for County employees.

**POLICY STATEMENT:**

1. Bereavement Leave  
Employees shall be granted leave as necessary, up to a maximum of three (3) regularly scheduled consecutive work days, without loss of pay at their regular day's pay for the purpose of making arrangements for, and attending, a funeral when death occurs in an employee's immediate family, that is, spouse, parent, grandparent, grandchild, guardian, parent and grandparent of spouse, child or ward, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, fiancé, or a related dependent of the employee. If the employee does not arrange the services, the employee shall be entitled to a maximum of one (1) day's leave with pay to attend the funeral.  
  
Employees wishing to attend the funeral of a family member, close friend or for a reason not covered in the paragraph above may be granted leave at the discretion of the appropriate personnel administrator.  
  
Employees shall be granted leave to attend funerals while acting in the capacity of a Pallbearer, Honorary Pallbearer or active participant in the service, with pay at the discretion of the Administrator.  
  
Employees shall be allowed one-half (1/2) day off to pay respects for the death of a current employee or current member of Council on the day of the funeral, should it fall on a regular working day.
2. Recognition/Memorial Donations  
A floral arrangement in the amount of \$75.00 plus delivery charges or a memorial donation will be submitted to a designated charity shall be sent in recognition of:
  - a) Active Councillors or their Spouses
  - b) Former Councillors
  - c) Active Staff Members or their Spouses; and/or
  - d) At the discretion of the Chief Administrative Officer

**Council Approved: October 1, 2019**  
**Reference: Former Policies 200 & 240**  
**Responsibility: Chief Administrative Officer**  
**Review Cycle: As required**

**Resolution #10.01.19.367**  
**Originated: Nov. 27, 2018, Dec. 12, 2005 &**  
**July 20, 1997**  
**Next Review Date: As required**

**Title: Councillors/Administration Staff Accident Insurance      Policy: HR 002**  
**Section: Human Resources**

**ACCOUNTABILITY:**

The County of Paintearth No. 18 will provide accident policy coverage for Members of Council and Administration Staff.

**POLICY STATEMENT:**

All elected Officials of County Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Director Corporate Services, Director Environmental Services, Director Public Works, Community Peace Officer, Director Community Services and Assistant Director Public Works are offered the below noted coverage under a Jubilee Insurance policy.

- |   |              |
|---|--------------|
| a) Accidental Death or Dismemberment (see policy) | \$200,000.00 |
| b) Weekly Indemnity                               | 300.00       |
| c) Accident Reimbursement Benefit                 | 5,000.00     |
| d) Critical Illness Coverage                      | 15,000.00    |

In the above coverages, the premium is paid by the County.

**Council Approved: October 1, 2019**  
**Reference: Former Policy 210**  
**Administrative Responsibility: Chief Administrative Officer**  
**Review Cycle: As required**

**Resolution #10.01.19.367**  
**Originated: January 20, 1983**  
**Next Review Date: As required**

**Title: Driver Medicals**

**Policy: HR 003**

**Section: Human Resources**

**PURPOSE:** To provide compensation for driver medical fees.

**POLICY STATEMENT:** The County will pay for driver medicals for those employees required to have a Class 1 license as terms of employment (July 25, 1996 - Motion 165-96).

**Council Approved: October 1, 2019**

**Reference: Former Policy 215**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: July 25, 1996**

**Next Review Date: As required**

<b>Title: Employee Benefits</b>	<b>Policy: HR 004</b>
<b>Section: Human Resources</b>	

**PURPOSE:** To outline the benefit package available to County of Paintearth No. 18 employees.

1. **Employee Group Insurance:** Group insurance coverage through AMSC Insurance Services Ltd. is provided for all permanent full-time salaried and hourly employees. Life Insurance and accidental death or dismemberment is provided for eligible seasonal employees in their second consecutive year.

Regulations:

- a) County employees must complete a 3-month probationary period of continuous service prior to becoming eligible to participate in this group insurance plan.
- b) Participation in the plan is a condition of employment for all eligible employees.
- c) Benefits for life insurance, accidental death or dismemberment are two times the employee's annual earnings to a maximum benefit of \$500,000.00.
- d) Benefits for Long-Term Disability are as stated in the benefit coverage agreement with AMSC.
- e) Premiums for this insurance policy are to be shared between the County of Paintearth No. 18 and the employee or as otherwise agreed.

2. **Dental Insurance:** Dental insurance coverage through AMSC Insurance Services Ltd. is provided for all permanent full-time salaried and hourly employees and for eligible seasonal employees in their third consecutive year.

Regulations:

- a) Subject to enrollment regulation 1.a) participation in the plan is a condition of employment for all eligible employees.

3. **Extended Health Care Insurance:** Extended Health Care coverage through AMSC Insurance Services Ltd. is provided for all permanent full-time salaried and hourly employees and for eligible seasonal employees in their third consecutive year.

- a) Subject to enrollment regulation 1.a) participation in the plan is a condition of employment for all eligible employees.

4. **Vision Care Insurance:** Vision care coverage is provided for all permanent full-time salaried and hourly employees and for eligible seasonal employees in their third consecutive year. Vision care coverage in the amount of \$350.00 is provided through AMSC Insurance Service Ltd. for the Billing Group 0283.

- a) Subject to enrollment regulation 1.a) participation in the plan is a condition of employment for all eligible employees.

5. **Local Authorities Pension:** Full Time Permanent County employees were introduced to the Pension Plan on November 22, 1962. To be eligible to participate in LAPP, the position must be classified as full time permanent and work a minimum 30-hour week. Both employer and employees contribute to the scheme.

Regulations:

- a) An employee cannot contribute to the scheme until such time that twelve (12) months service with the County has accumulated.
- b) The employee has the option of picking up this first year of service upon application to the Pension sponsors.
- c) Membership in the plan is available and mandatory for all Full Time Permanent Employees.
- d) Membership for Full Time Employees is mandatory unless the Employee enters into a "Service Contract" which:
  - i) Contains a specific end date for employment with the County.

- ii) Acknowledges that future membership will not be entertained; and
- iii) Acknowledges that no additional remuneration or benefits will be provided as a result of refusing membership.
- e) Membership shall remain in effect until termination of employment with the County.

6. **Alberta Health Care:** In the event that premiums are reinstated for Alberta Health Care, the County shall pay the same percentage toward the premiums for Alberta Health Care as toward Extended Health Care premiums for permanent employees.

7. **HEALTH AND WELLNESS SPENDING ACCOUNT:** Effective January 1, 2013, a Health and Wellness Spending Account is provided for all permanent salaried and hourly employees.

Regulations:

- a) County employees must complete a three (3) month probationary period of continuous service prior to becoming eligible to participate in the Health and Wellness Spending Account. New employees with a permanent start date between January 1 and June 30 will receive full benefit; new employees with a permanent start date of July 1 or later will receive a half benefit for the balance of their first year.
- b) Effective January 1, 2023, the Health and Wellness Spending Account shall be in the amount of one-thousand dollars (\$1,000.00) per year for each permanent employee.
- c) The Health and Wellness spending Account will provide reimbursement to employees to maintain and enhance their wellness - including:
  - Fitness equipment and activities
  - Professional development and educational courses
  - Dependent care
  - Health related services
  - Dental services
  - Eye care and eye wear
- d) Any unused amount may be carried forward into the following year to a maximum of two thousand dollars (\$2,000.00).
- e) In the event of termination of employment, any unused portion of the Health and Wellness Spending Account will be forfeited to the County.

**Council Approved: January 17, 2023**

**Reference: Former Policy 220**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #01.17.23.006**

**Originated: September 1, 1995**

**Next Review Date: As required**

**Title: Employee Code of Conduct**

**Policy: HR 005**

**Section: Human Resources**

**ACCOUNTABILITY:**

This Policy is to assure orderly operations of the County of Paintearth No. 18 and to ensure the people of the County are served in a courteous manner.

Dealings of County employees, whether they are with other employees or with people outside the County organization, must be conducted with fairness and integrity and must appear to have been conducted in this manner.

Matters addressed in this Policy are not intended to be exhaustive. The Policy does set an overall philosophy for the behavior of County employees. Other matters should be resolved in accordance with this philosophy.

Failure to comply with the provision, spirit, and intent of this Policy may subject an employee to disciplinary action, up to and including dismissal.

All employees shall acknowledge they have read and understand the terms of this policy and return a signed copy of the Employee Confidentiality Agreement for their personnel file.

**POLICY STATEMENT:**

The principles included in this Policy apply to all employees of the County of Paintearth No. 18.

It is the responsibility of the Chief Administrative Officer and the Department Heads to ensure that the provisions of this Policy are followed.

1. Department

- 1.1 No employee shall behave, when engaged in county business, in a manner that brings discredit to the County.
- 1.2 Services provided to the public by County employees shall be provided without regard for the recipient's race, religious beliefs, color, sex, physical disability, ancestry and place of origin.
- 1.3 Employees are expected to devote their best efforts to the discharge of their responsibilities.

2. Confidentiality

- 2.1 Employees will maintain the strictest confidence of information gained through their position when that information is not available to the public. Any information that is released must be in accordance with the Freedom of Information and Protection of Privacy Act.

3. Sexual Harassment

- 3.1 Sexual harassment (unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of sexual nature) is a prohibited behavior under this this Policy, since it is a form of sex discrimination.
- 3.2 In the event that suspected sexual harassment is occurring, the following procedures should be followed by the County employee who is the victim:
  - a) Inform the harasser that his/her behavior is unwelcome and ask him/her to stop.
  - b) Keep a record of the dates, times, locations, nature of the harassment, possible witnesses, as well as your response to continuing incidents.
  - c) Report the harassment to the Department Head or to the Chief Administrative Officer if the harassment continues.

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4. Insubordination
    - 4.1 Insubordination shall include refusal to carry out direction given by a supervisor, publicly criticizing Council and other Employees.
  5. Conflict of Interest
    - 5.1 No employee shall enter into business dealings on behalf of the County with his/her spouse, children, parents, and/or spouse's parents.
    - 5.2 Employees will disclose to their Supervisor, any financial, business or commercial interest which may be interpreted as conflicting with the proper carrying out of duties.
    - 5.3 Employees will refuse to grant any special consideration, treatment or advantage, to any citizen or group beyond that which is available to all.
  6. Nepotism
    - 6.1 A person may not be employed in any position in the County under the direct or indirect supervision of their immediate family.
    - 6.2 When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.
  7. Acceptance of Gifts
    - 7.1 Employees will refuse to place themselves in a position where they are under obligation to any person(s) whom might benefit or seek preferential treatment through the acceptance of a gift, favour or service other than the normal exchange of gifts between person(s) doing business together, or the normal presentation of gifts to persons participating in public functions.
  8. Negligence
    - 8.1 Employees will refuse to engage in any activity, employment, business or transaction which is incompatible with the proper discharge or in violation of County policies and procedures.
  9. Misuse of County Property/Name
    - 9.1 Employees will use County vehicles, equipment, consumable materials and property for conducting County business only.
    - 9.2 The following exception is allowed whereby Employees may use computer equipment for completing work assignments, personal development and education purposes outside normal working hours.
    - 9.3 Employees will not charge goods and services for their own personal use to the County of Paintearth No. 18.
    - 9.4 Employees will not use the name of the County of Paintearth No. 18 to receive discounts when purchasing personal items, unless such discount is part of a government or corporate rate offered by a vendor.
  10. Political Activity
    - 10.1 Employees shall inform their Department Head and the Chief Administrative Officer if they intend to run as a candidate in an election.
    - 10.2 Employees who decide to run as a candidate in an election must do so with due regard for the possibility of conflict of interest with their responsibilities at the County.
    - 10.3 If, in the view of the County, a potential conflict of interest may occur, the County reserves the right to remove the employee from dealing with specific matters where this conflict may occur.
  11. Peace Officers Status
    - 11.1 Employees with Peace Officers status are required to also adhere to the code of conduct as outlined in Section 13 of the Peace Officer (Ministerial) Regulation.
  12. Use of Emergency Red and Blue Lights on a Marked Vehicle
    - 12.1 Level 2 Peace Officers will not engage red and blue emergency lights as follows:
      - Level 2 Peace Officers will not engage in motor vehicle pursuits,



-Level 2 Peace Officers will not respond to calls for service utilizing emergency equipment,  
 -Level 2 Peace Officers will not enforce the moving violation element of sections of any by-law or the traffic Safety Act.

12.2 The use of vehicle emergency equipment will simply enable the Level 2 Community Peace Officer to perform their duties more safely, efficiently and diversely than without the use of emergency equipment.

12.3 The use of red/blue lights will help the Community Peace Officer to perform his duties in a safe manner and acknowledge the authority given to him by the County of Paintearth and the Solicitor general and Public Security Department.

13. Misuse of Leave and Unsatisfactory Attendance

13.1 Misuse of leave and unsatisfactory attendance shall not be tolerated.

14. Theft/Dishonesty/Criminal Offence

14.1 Theft shall include taking County or other employees' property.

14.2 Dishonesty shall include falsifying records for any reason.

14.3 Conviction of a criminal offence.

15. Drugs/Alcohol/Traffic Laws

15.1 Employees must abide by applicable laws and regulations governing possession or use of alcohol, drugs or traffic laws.

15.2 It is not permissible for employees to attend to their job duties and responsibilities having consumed alcohol or while under the influence of drugs or other similar substances, which might adversely affect their performance on the job.

16. Smoking

16.1 All County of Paintearth buildings are non-smoking.

16.2 All County of Paintearth vehicles are non-smoking.

17. Public Statements

17.1 All employees of the County are prohibited from discussing or disclosing County-related information, documents, and business to anyone who is not a County employee.

17.2 Any employee in violation may be immediately terminated for just cause.

18. Disclosure

18.1 In an instance where an employee is unsure as to the extent to which a situation may place that employee in violation of this Policy, the employee is urged to discuss the matter with the responsible Department Head and the Chief Administrative Officer as soon as reasonably possible.

<p><b>Council Approved: October 1, 2019</b>  <b>Reference: Formerly Policy 221</b>  <b>Administrative Responsibility: Chief Administrative Officer</b>  <b>Review Cycle: As required</b></p>	<p><b>Resolution #10.01.19.367</b>  <b>Originated: December 7, 2007</b>  <b>Next Review Date: As required</b></p>
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COUNTY OF PAINTEARTH NO. 18

EMPLOYEE CONFIDENTIALITY AGREEMENT

1. The Employee acknowledges the right of the County to prescribe policies and procedures governing its employees and agrees to be bound by all such policies and procedures.
2. The Employee acknowledges and covenants that all information and materials produced or acquired by the Employee in the discharge of his/her duties:
  - a) are of confidential nature and shall not be released or disclosed by the Employee (either during or after his/her employment with the County) to any person other than those who are required to deal with such information and materials; and
  - b) shall be the sole property of the County and that no further compensation or payment is owed to the Employee and that the Employee upon the expiration or termination of his/her employment shall forthwith transmit all such information and materials to the County.
3. The County agrees that the Employee shall not be in breach of the provisions of Section 3 of this policy in circumstances where the employee releases or disseminates any information or document at the direction of or with the consent of the Chief Administrative Officer, or in accordance with policies established by the County, or if compelled by law.
4. The Employee shall well and faithfully serve the County's interests and shall not use for his/her own purposes or for any purposes other than those of the County any information he/she may acquire with respect to the County's affairs.

I \_\_\_\_\_ hereby acknowledge that  
(Print Name)

I have read and understand the terms of this form and the Employee Code of Conduct Policy as attached.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Employee

2019/10/01

**Title: Employee Compensation**

**Policy: HR 006**

**Section: Human Resources**

**POLICY STATEMENT:**

County Council recognizes that it has a primary responsibility to ensure employee compensation is structured to attract and retain competent and qualified full-time staff and to appropriately reward consistent and sustained performance.

Recognizing the important role played by each of its employees, the County of Paintearth No. 18 offers fair and competitive employee compensation. The County emphasizes measures designed to enhance the employee's well-being in the workplace and to create an environment conducive to job satisfaction.

**1. Definitions**

- 1.1 Start Date – Means an employee's start date of employment applicable to Long Term Service, Pension and Vacation.
- 1.2 Anniversary Date – Means an employee's start date of employment. In the event of a promotion or transfer to a position with a different salary range, the start date of employment in the new position will become the new anniversary date. This shall take effect going forward from the date of acceptance of this policy.
- 1.3 Employee Performance Review – Formal, written reviews of employee performance as established by County Policy.
- 1.4 Exceptional Performance – The employee demonstrates exceptional performance as established by County Policy.
- 1.5 Satisfactory Performance – The employee meets all position requirements satisfactorily.

**2. Eligibility**

- 2.1 The Employee Compensation policy applies to all regular full-time, regular part-time and temporary (seasonal) employees not covered by a collective agreement.

**3. Guidelines**

Establishment of Salary Ranges:

- 3.1 Salary ranges for positions will be determined by Council upon recommendation by the Chief Administrative Officer, based upon a survey of relevant comparative organizations (public and private) and municipal governments.
- 3.2 Salary surveys shall be conducted every three (3) years unless market conditions or economic pressures warrant an earlier review of this salary ranges. The surveys will examine the overall compensation provided to similar jobs of relatively equal responsibility, taking into consideration the following criteria: position duties, level of responsibility, complexity of tasks, use of discretion, degree of judgement, independence of decision-making, knowledge/education, and internal equity within the Department and/or County.
- 3.3 The Chief Administrative Officer's salary range will be determined by Council.
- 3.4 Council may apply a cost-of-living adjustment to the salary ranges at any time.

Starting Salaries:

- 3.5 Starting salaries within the approved salary ranges will be determined by the employee's supervisor, taking into consideration relevant education, experience, and qualifications.
- 3.6 In the event that an employee is hired who is less than fully qualified for the position, the starting salary may be less than the minimum of the salary range. However, in no case will the starting salary be less than 90% of the minimum of the salary range.

Salary Increases:

- 3.7 No increases will occur during an employee's probation period.
- 3.8 Increases within a salary range will depend upon knowledge and expertise gained, and Satisfactory Performance as documented in the Employee Performance Review. Increases will not normally exceed 4% and cannot result in a salary in excess of the maximum salary range for the position.
- 3.9 Provided that the salary range for a position is not changed, the Chief Administrative Officer may award other compensation for retention purposes or to recognize Exceptional Performance.
- 3.10 Payment of increases will be calculated as a percentage of the employee's salary/wage at the employee's Anniversary Date and effective on the first day of the pay period within which the Anniversary Date falls. Retro-active pay increases will be awarded to the employee.

Administration shall develop procedures to implement this Policy, which may be amended from time to time to improve the Policy's effectiveness without compromising its intent.

<b>Council Approved: October 1, 2019</b> <b>Reference: Formerly Policy 295</b> <b>Administrative Responsibility: Chief Administrative Officer</b> <b>Review Cycle: As required</b>	<b>Resolution #10.01.19.367</b> <b>Originally Approved: January 20, 1983</b> <b>Next Review Date: As required</b>
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<b>Title:</b> Employee Computer Purchase Plan	<b>Policy:</b> HR 007
<b>Section:</b> Human Resources	

**PURPOSE:** For computers to be used effectively in County functions, it is essential that Staff using the equipment be familiar and comfortable with the technology. One effective means of accomplishing this goal is to have a computer in the employee's home. Since the purchase of personal computers is a significant investment, this policy provides assistance to employees for the acquisition of this equipment.

**POLICY STATEMENT:** This Policy shall be reviewed, evaluated in terms of necessity, and re-approved by Council, as required.

**Employee Computer Purchase Plan:**

1. **Application**
  - a) Eligibility  
Any employee of the County (full or part-time) is eligible to participate.
  - b) Application  
Employees wishing to participate in the purchase plan are required to complete and sign the County of Paintearth No. 18 Computer Purchase Repayment Plan Contract.
2. **Funding Levels**  
An employee's purchase shall be restricted to a maximum of ten (10%) percent of his/her annual income.
3. **Re-payment Schedule/Payroll Deduction**  
The purchase shall be repaid by the employee over a period of not more than twenty-four (24) months.
4. **Termination of Employment**  
If an employee's contract is terminated, the entire outstanding balance including interest of two and one half (2.5%) percent interest calculated on the original purchase price will be deducted from his/her final payroll cheque. If, after said deduction, there remains an outstanding balance, it shall be considered due and payable immediately.
5. **Equipment Supplier**  
From time to time, the County may enter into agreements with a company for the supply of hardware and/or software under this plan. In the event of such an agreement, purchases made by employees under this plan may be subject to the terms of that agreement.
6. **Purchase Procedure**
  - a) Contract Application Forms and program details are provided to employees by County Administration.
  - b) Employees must return the signed contract and arrange for appropriate payroll deductions prior to purchasing their computer.
  - c) Employees are reimbursed for the cost of the computer plus GST upon receipt of the original documents showing proof of payment and purchase.

<b>Council Approved: October 1, 2019</b>	<b>Resolution #10.01.19.367</b>
<b>Reference: Former Policy 223</b>	<b>Originated: April 12, 2005</b>
<b>Administrative Responsibility: Chief Administrative Officer</b>	
<b>Review Cycle: As required</b>	<b>Next Review Date: As required</b>

**Title: Employee Progressive Discipline Process**

**Policy: HR 008**

**Section: Human Resources**

**ACCOUNTABILITY:**

The County of Paintearth No. 18 endeavors to foster a workplace environment that is conducive to high employee satisfaction and job performance. When performance concerns arise, the County believes in addressing them in a positive and constructive manner that assists the employee to improve. However, when coaching and counselling have not been successful, or when a situation requires a more serious response, discipline is used as a Management tool to improve the problem situation.

It is the policy of the County of Paintearth No. 18 to ensure that employees are given the opportunity to correct both misconduct and performance problems. To this end, the County of Paintearth No. 18 staff is expected to follow this Progressive Discipline Process when addressing employee misconduct and performance problems.

**1. PROGRESSIVE DISCIPLINE PROCESS**

The County reserves the right to discipline employees for poor conduct, unsatisfactory job performed, infractions of the County’s rules, regulations, and/or policies or any other misconduct.

In determining the appropriate course of discipline, the County will consider the following:

- a. Nature of the misconduct;
- b. Disciplinary history of the employee;
- c. Length of service of the employee; and
- d. The impact, or potential impact, of the misconduct on the County.

The County will, as soon as practical, act on an allegation of misconduct. Prior to any disciplinary action being made, the employee in question will be provided with the opportunity to answer the allegation, provide an explanation or apologize for the wrongdoing. Where the circumstances warrant, an employee may be suspended on a with-pay basis pending outcome of an investigation into the allegations.

- 1.1 The County generally follows a system of progressive discipline. However, this does not prevent the County from foregoing any step in the chain of progressive discipline as may be warranted by the circumstances. The general steps in the County of Paintearth’s Discipline Process are as follows:
  - a. Step 1 – Oral Warning (Documented)
  - b. Step 2 – Written Warning
  - c. Step 3 – Dismissal for Just Cause without the provision of notice or pay in lieu of notice or for Dismissal Without Cause.
 Detailed explanations of these steps are set out in Sections 2 to 4 of this policy.

**2. STEP 1 – ORAL WARNING**

- 2.1 Where it is apparent to the employee’s Supervisor that a misconduct or performance concern is sufficiently serious to bring to the attention of the employee, the Supervisor shall meet with the employee in a confidential setting to provide an oral warning.
- 2.2 Prior to proceeding with the actions of Step 1, the employee’s Supervisor shall advise the responsible Department Manager of the situation. In the event the employee exhibiting the misconduct or performance concern is a Supervisor, the responsible Department Manager shall advise the Chief Administrative Officer.

- 2.3 After proceeding with the actions of Step 1, written documentation shall be placed in the employee's personnel file describing the actions taken by the Supervisor, or Department Manager if the employee is a Supervisor, to address the misconduct or performance concern.
- 2.4 A unionized employee will be entitled to have a Union Representative present at the meeting in accordance with any applicable Collective Agreement.

**3. STEP 2 – WRITTEN WARNING**

- 3.1 Where a written warning is being considered, the Supervisor shall discuss the circumstances with the Department Manager before issuing the warning. In the event the employee exhibiting the misconduct or performance concern is a Supervisor, the Department Manager shall discuss the circumstances with the Chief Administrative Officer before issuing the warning.
- 3.2 This written warning shall be issued to the employee during a meeting attended by the employee, Supervisor, Department Manager.
- 3.3 A unionized employee will be entitled to have a Union Representative present at the meeting in accordance with any applicable Collective Agreement.
- 3.4 In the event the employee who is to be issued a written warning is a Supervisor, the Department Manager shall issue the warning and the meeting will be attended by the employee, the Department Manager and the Chief Administrative Officer.
- 3.5 In the event the employee who is to be issued a written warning is a Department Manager, the Chief Administrative Officer will issue the warning and the meeting will be attended by the employee, the Chief Administrative Officer and another Department Manager.
- 3.6 All written warnings will form part of the Employee's Personnel File. Employee's receiving discipline will be provided with a copy of the discipline and be required to acknowledge receipt of same. Written discipline will not be removed from an Employee's file at any time, except in accordance with any requirements under an applicable Collective Agreement.

**4. STEP 3 – DISMISSAL**

- 4.1 The employee may be terminated for just cause without notice or pay in lieu thereof.
- 4.2 The employee may be terminated without cause, in such case, the Chief Administrative Officer will prepare a letter of termination which will outline the appropriate severance, given the employee's length of service with the organization.
- 4.3 All dismissals will be the responsibility of the Chief Administrative Officer; Department Managers requesting an employee dismissal must bring their request to the Chief Administrative Officer for consideration.

<b>Council Approved: October 1, 2019</b>	<b>Resolution #10.01.19.367</b>
<b>Reference:</b>	<b>Originated: June 18, 2019</b>
<b>Administrative Responsibility: Chief Administrative Officer</b>	<b>Next Review Date:</b>
<b>Review Cycle: As Required</b>	

<b>Title:</b> Hours/Days of Work/Holidays	<b>Policy:</b> HR 009
<b>Section:</b> Human Resources	

**PURPOSE:** To outline the hours/days of work and holiday schedule.

**POLICY STATEMENT:** **Hours/Days of Work** - All full-time employees shall work a five-day week, from Monday through Friday inclusively, unless cases of emergency, snowplowing or special arrangements dictate otherwise.

All employees are entitled to a refreshment period during the morning and afternoon, with said periods commencing at the discretion of the Chief Administrative Officer or Director Public Works. Coffee and tea, as provided at the County Office and County Shop, shall be purchased by the County.

Central Office Employees are limited to seven and a half (7½) hours per day commencing at 8:30 a.m. and completing at 4:30 p.m. and are entitled to a one (1/2) hour lunch break without pay being taken from 12:00 noon to 12:30 p.m. for lunch during which time the office will be closed.

Notwithstanding provisions in the current Union Agreement; Shop Employees are limited to eight (8) hours per day, forty (40) hours per week, Monday to Friday inclusive, 8:00 a.m. to 5:00 p.m., and are entitled to a one (1) hour lunch break without pay. Start and stop times may be varied by one hour.

The regular hours of work for Outside Employees shall be:

- (a) limited to ten (10) hours per day, fifty (50) hours per week, and one hundred and ninety-one (191) hours per month during the summer. Summer hours: 7:00 a.m. – 5:30 p.m., and one-half (1/2) hour lunch break without pay. Start and stop times may be varied by one hour.
- (b) limited to eight (8) hours per day, forty (40) hours per week, and one hundred and seventy-four (174) hours per month during the winter. Winter hours: 7:30 a.m. – 4:00 p.m., and one-half (1/2) hour lunch break without pay. Start and stop times may be varied by one hour.

Notwithstanding the above the County may institute a work schedule of nine (9) hours per day, five (5) days per week.

**Overtime** - Notwithstanding provisions in the current Union Agreement, salaried employees will not receive compensation for those hours, which are worked beyond the limitations expressed above. Neither will such employees be permitted to accumulate any hours of “overtime” to extend vacation allowances. It is the collective opinion of County Council that extensions of working hours will be expected during peak or seasonal periods. Such “overtime” will be compensated for by allowing the employee compensatory time off at the discretion of either the Chief Administrative Officer or Director Public Works, depending upon the position of the employee.

Notwithstanding provisions in the current Union Agreement, non-salaried employees will be paid overtime beyond limitations expressed, at the rate of one and one-half (1½) times the employee’s regular hourly rate of pay for each hour worked. Overtime worked which falls on a Statutory Holiday shall be paid at the rate of double (x2) time.



**Statutory Holidays (December 6, 2005)** - Employees shall be entitled to the following Statutory Holidays:

<u>Month</u>	<u>Holiday</u>	<u>Observe</u>
January	New Year's	Falls on Sunday - observe January 2 <sup>nd</sup>
January	New Year's	Falls on Saturday, observe January 3 <sup>rd</sup>
February	Family Day	Third Monday
April	Easter	Good Friday and Easter Monday
May	Victoria Day	Monday preceding May 24 <sup>th</sup>
July	Canada Day	Falls on Sunday, observe July 2 <sup>nd</sup>
July	Canada Day	Falls on Saturday, observe July 3 <sup>rd</sup>
August	Civic Holiday	First Monday
September	Labour Day	First Monday
October	Thanksgiving Day	Second Monday
November	Remembrance Day	Falls on Sunday, observe November 12
November	Remembrance Day	Falls on Saturday, observe November 13
December	Christmas	Falls on Sunday - observe 24, 25, 26, 27
		Falls on Monday - observe 23, 24, 25, 26
		Falls on Tuesday - observe 22, 23, 24, 25, 26
		Falls on Wednesday - observe 24, 25, 26, 27, 28, 29
		Falls on Thursday - observe 24, 25, 26, 27, 28
		Falls on Friday - observe 24, 25, 26, 27, 28
		Falls on Saturday - observe 24, 25, 26, 27

Seasonal and casual employees shall, in lieu of Statutory Holidays, be paid holiday pay at the rate of 5 per cent (based on 12 statutory days) of their gross regular earnings and such sum shall be paid to the employee on each pay cheque.

<p><b>Council Approved: October 1, 2019</b>  <b>Reference: Former Policy 250</b>  <b>Administrative Responsibility: Chief Administrative Officer</b>  <b>Review Cycle: As required</b></p>	<p><b>Resolution #10.01.19.367</b>  <b>Originated: January 20, 1983</b>  <b>Next Review Date: As required</b></p>
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**Title: Maternity/Parental/Adoption Leave**

**Policy: HR 010**

**Section: Human Resources**

**PURPOSE:** The purpose of the policy is to outline maternity/parental leave including the supplement the employment insurance (EI) benefits received by female employees of the County of Paintearth No. 18 for temporary unemployment caused by the health-related portion of the employee's maternity leave.

**POLICY STATEMENT:** This policy applies to Non-Union and Union employees of the County of Paintearth No. 18.

**Maternity Leave:**

Maternity Leave will be granted to employees in accordance with the Employment Standards Code. Permanent female employees must have been employed continuously with the County of Paintearth No. 18 for at least 52 consecutive weeks prior to the date the said leave commences. The maternity leave is not more than 15 weeks starting at any time during the 12 weeks immediately before the estimated date of delivery. The employee must give six weeks written notice of the date she intends to begin leave and four weeks' notice of the date she intends to return to work.

**Health Related Portion of the Maternity Leave:**

The employee must apply for employment insurance (EI) benefits when she becomes eligible for the same. During the one-week Employment Insurance waiting period, the County of Paintearth will top-up EI benefits to 95% of the employee's regular earnings. The County will also top-up the EI benefits received by the employee to a maximum of 95% of the employee's regular weekly earnings, during the health-related portion of the leave. A medical certificate must be provided to the County, confirming the date the child was born and the duration of the leave that the physician indicates is health related. The benefit coverage the employee has at the time of her leave will continue during the health-related portion of the absence. At the end of this period, parental leave will commence, and benefit coverage will continue if the employee pays both the employer and employee portions of the cost of the premiums.

**Terms and Conditions of Payment:**

To be eligible for payments under the plan, an employee must apply for and be in receipt of EI benefits. The employee must verify for the employer the receipt of such benefits by providing to the employer a copy of each EI cheque stub.

This supplemental benefit shall replace sick leave benefits and the employee shall have no access to sick leave benefits during maternity leave with the exception of illness claims occurring prior to the commencement of the employee's (EI) entitlement period.

**Parental Leave:**

Employees who have been employed with the County of Paintearth for 90 consecutive days are entitled to parental leave without pay for a maximum of 37 weeks. The employee must give at least 6 weeks written notice of the date they intend to begin parental leave and four weeks' notice of the date they intend to return to work. The benefit coverage the employee has at the time of the leave will continue during the parental leave portion of the absence. If the employee does not return to work following the parental leave they will be required to pay back in full both the employee and employer portion of the benefit coverage they received during their leave. Employees wishing to return to work prior to the agreed return date may do so with two weeks' notice.

**Adoption Leave:**

The County of Paintearth will grant adoption leave to employees who are adopting a child. The employee must have been employed with the County for 90 consecutive days. Written notice of leave must be provided to the County at least two weeks before employees can reasonably expect to obtain custody of the child. Adoption leave consists of not more than 37 consecutive weeks of leave without pay within 52 weeks after the child is placed with the adoptive parents. The benefit coverage the employee has at the time of the leave will continue during the parental leave portion of the absence. If the employee does not return to work following the parental leave they will be required to pay back in full both the employee and employer portion of the benefit coverage they received during their leave. If employees cannot provide at least two weeks' written notice, they must notify the County immediately after receiving notice of adoption.

**Shared Leave:**

If both parents are employees of the County of Paintearth parental leave may be taken wholly by one of the employees or be shared by both. Only one parent will be granted parental leave at a time.

**Anniversary Date:**

Employees who have been on Maternity or Parental Leave will have their anniversary date adjusted for evaluation and grid purposes only. They will not earn vacation leave during this period, the exception being for maternity health related reasons.

**Additional Leave:**

Leave of absence without pay beyond the approved maternity or parental leave may be granted by Council upon written application.

**Council Approved: October 1, 2019**

**Reference: Former Policy 270**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: June 21, 1994**

**Next Review Date: As required**

**Title: Recognition of Service**

**Policy: HR 011**

**Section: Human Resources**

**PURPOSE:** To recognize the services of employees and Councillors who are leaving the County after having provided long-term services. This policy is retroactive to January 1, 2009.

**POLICY STATEMENT:**

1. Service to be recognized includes:
  - a. Long-term service
  - b. Councillors and employees leaving the service of the County of Paintearth No.18
2. For the purpose of this policy, years of service shall be determined by adding the following periods, less Council granted leave of absences (e.g. personal, maternity, extended sick leave such as a disability period, educational, etc.)
  - a. Full term service in Elected Office
  - b. Permanent Full-time Service
  - c. Permanent Part-time Service
  - d. Periods of Seasonal Service greater than 6 months (If an employee works for greater than six months out of a year, they receive recognition for the prorated portion of the service year.)
3. Long – Term Employment Service
  - a. Shall be recognized upon completion of nine (9), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40), full years of accumulated service to the County of Paintearth No.18 regardless of the capacity in which the individual served.
  - b. Recognition shall be in the form of an official County of Paintearth No.18 pin appropriately designated with the years of service.
  - c. On an annual basis, long service employees will be honoured at the Annual County of Paintearth No.18 Safety Banquet.
  - d. The employee will be given a gift certificate for an evening of dining out in the amount of \$100.00.
4. Councillors or employees leaving:
  - a. Shall be those who are leaving due to loss of elected office and terminating their service with the County of Paintearth.
  - b. Shall be those who are terminating their service with the County of Paintearth No. 18 and not leaving due to being terminated by the County with cause.
  - c. A cash gift valued at \$50 per year (prorated for permanent part time service) upon completion of permanent full-time service for the years from 1 through 9, and if applicable
  - d. A cash gift valued at \$100.00 per year (prorated for permanent part time service) upon completion of permanent full-time service for the years 10 through 40.
5. Death of a Councillor or employee:
  - a. In the event of the death of an individual who is a Councillor or employee, as defined within this policy, they will be eligible for the cash gift as outlined in Clause 4(d) and this amount will be paid to the Councillor's or Employee's beneficiary.

**Council Approved: October 1, 2019**

**Reference: Former Policy 300**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: January 20, 1983**

**Next Review Date: As required**

**Title: Retirement**

**Policy: HR 012**

**Section: Human Resources**

**PURPOSE:** To outline the County's position on retirement from employment with the County of Paintearth No. 18. For this policy, applications must be made to County Council of the County of Paintearth No. 18 to receive recognition of service benefits as outlined below. Acceptance of the application is at Council's discretion.

**POLICY STATEMENT:** In accordance with the Charter of Rights, the regulation respecting mandatory retirement upon attaining the age of 65 years is removed. Cessation of employment is now dependent upon any one, or a combination, of the following once an employee exceeds his/her 65th birthday:

- a) Comparative Productivity
- b) Health

1. Recognition of Service Benefits for Councillors and Employees (this section of the policy is retroactive to January 1, 2009):
  - a) Are considered to be:
    - i. Those who serve in elected office completing a minimum of 3 complete terms (12 months per year), or
    - ii. Those who are employed on a permanent full-time basis (minimum 37.5 hours per week, 52 weeks a year), or
    - iii. Those who are employed on a permanent part time basis (less than 37.5 hours per week, 52 weeks a year), and includes
    - iv. Those who have completed at least nine (9) years of service in the County of Paintearth No.18, (Discretion will be granted for employees who are hired by the County who were over the age of 55 when hired), and
    - v. Those who are at least fifty-five (55) years of age, and
    - vi. Those who are eligible to receive a pension under the regulations of the Local Authorities Pension Plan, or Canada Pension Plan, and
    - vii. Those who are not leaving due to being terminated by the County with cause.
  - b) Years of eligible service are calculated from the date the Councillor was first elected to office in the County to the date the Councillor left elected office.
  - c) Years of eligible service are calculated from the date the employee started permanent full- time service with the County to the date the employee is retiring.
  - d) Shall be recognized by receiving the following:
    - i. A cash gift valued at \$200.00 per year (prorated for permanent part time service) upon completion of full-time service for the years from 1 through 9, and if applicable
    - ii. A cash gift valued at \$500.00 per year (prorated for permanent part time service) upon completion of full-time service for the years from 10 through 40, and
    - iii. A \$100.00 gift certificate for an evening of dining out.
    - iv. A gold watch with a gold insert of the County logo on the watch face or an engraved notation on the back.

**Council Approved: October 1, 2019**

**Reference: Former Policy 305**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: January 20, 1983**

**Next Review Date: As required**

HR-20

**COUNTY OF PAINT EARTH NO. 18**

**Title: Safety and Loss Control**

**Policy: HR 013**

**Section: Human Resources**

**POLICY STATEMENT:** The County of Paintearth is committed to a strong safety and loss control program that protects its staff, its property and the public from accidents.

Employees at every level, including management, are responsible and accountable to the County's overall safety policies and initiatives. Contractors are also required to comply with all County safety policies and rules. Complete and active participation by everyone, every day, in every job is necessary for the standard of safety excellence expected by the County. Management supports coordination of safety among all workers and contractors on the job site.

Management supports participation in the program by all employees and provides proper equipment, training, and procedures. Employees are responsible for following procedures, working safely, preventing damage to property, and wherever possible, improving safety measures.

**Council Approved: October 1, 2019**

**Reference: Former Policy 310**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: October 14, 1992**

**Next Review Date: As required**

**Title: Sick Leave (Non-Union)**

**Policy: HR 014**

**Section: Human Resources**

**PURPOSE:** The County of Paintearth shall provide the following program to assist employees who are absent from the workplace due to illness, injury, as well as medical and dental appointments. Employees have a responsibility to make every effort to ensure that they return to work in a state of health and well-being which will enable them to perform their job to the best of their abilities.

**POLICY STATEMENT:** In each calendar year, Employees accrue sick days at a rate of 1¼ days per month for each month employed to a maximum of ninety (90) working days. Employees are eligible to receive their full salary/wages while absent from work due to illness or injury up to a maximum of ninety (90) consecutive working days.

Employees should attempt to provide as much advance notification as possible when they are going to be absent in order to allow the County to arrange appropriate coverage.

Additional sick leave may be granted at the discretion of the Chief Administrative Officer.

**Medical Notes**

An employee may be required to produce a note from a Medical Practitioner for any illness more than three (3) consecutive working days, certifying that he is unable to carry out his duties due to illness.

**Absence Approval Forms**

An employee shall be required to submit an absence approval form to their supervisor for the purpose of tracking all absences from the workplace.

**Call-In Procedure**

An employee who does not intend to report to work, or who will be late for their scheduled start time must personally call-in or email and report the lateness/absence to their supervisor. As soon as reasonably possible/at least thirty (30) minutes prior to their regularly scheduled start time.

**Council Approved: October 1, 2019**

**Reference: Former Policy 315**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: January 20, 1983**

**Next Review Date: As required**

**Title: Special Leave of Absence**

**Policy: HR 015**

**Section: Human Resources**

**PURPOSE:** To establish guidelines for leave of absence when there are occasions that an employee must be away from work for personal reasons that are not covered by other benefits including bereavement, holiday and sick leave.

**POLICY STATEMENT:** Special leaves of absence are not intended to be used for holiday or vacation purposes or vacation extensions and are applicable to all County employees. Employees are expected to minimize the amount of time away from work and shall be entitled to leave with pay under the following terms and conditions.

**Personal Leave:**

1. An employee in each calendar year shall be eligible for personal leave of a maximum of one and one half (1.5) days per year with pay on a pro-rata basis.
2. The employee must submit a written request for leave to the Personnel Administrator prior to the date when such leave is to occur.

**Special Leave:**

1. An employee in each calendar year shall be eligible for special leave due to unanticipated circumstances for a maximum of four and one half (4.5) days per year on a pro-rata basis.
2. Special leave shall be granted for illness and medical/dental appointments for immediate family members (spouse (including common law spouse), mother, father, son or daughter). An employee may be required to provide proof (medical certificate) for leave granted to support family illness.

An employee shall use the leave only for the purpose for which it was granted. When leave benefit is granted, a minimum of one-half (1/2) day will be deducted from the employee's leave entitlement.

Additional leaves of absence for good and sufficient cause may be granted with or without pay at the Chief Administrative Officer's discretion. Such request for permission must be submitted in writing to the employee's supervisor well in advance of the leave in order that it may be submitted to the Chief Administrative Officer.

Special and personal leave benefits are available until December 31<sup>st</sup> of the calendar year in which they are granted and do not accumulate to the next year.

**Council Approved: October 9, 2019**

**Reference: Former Policy 315**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: October 20, 1992**

**Next Review Date: As required**



**Title: Staff Development - Administration**

**Policy: HR 016**

**Section: Human Resources**

**PURPOSE:** To establish criteria for education support available to employees enrolled in specialized local government education courses and educational programs pertaining to their current position and department.

**POLICY STATEMENT:** County Employees are encouraged and supported to participate in educational courses. Employees are also supported when requested and/or required to participate in educational courses by their Supervisor. In recognition of the benefit of approved specialized educational courses, employees shall be eligible for the following support:

1. The County will pay course registration and tuition for approved education courses.
2. Employees will be reimbursed for course supplies, meals, and mileage pertaining to approved courses.
3. Employees will be granted paid time during work for the purpose of course work available only during the period or semester that the course is taken. Time is allotted at the discretion of the respective Director.
4. The receipt of this benefit shall constitute an obligation for the employee to successfully complete the approved course and forward proof of same to their Supervisor. Employees unable to supply proof of successful completion of approved courses are required to reimburse the County for course registration and tuition, course supplies, meals, and mileage. Employees that wish to re-enroll in courses unsuccessfully completed shall do so at their own expense. Upon successful completion the County will reimburse the employee.
5. The receipt of this benefit for courses or program costs of \$1,500.00, or more, for allowable expenses contained within this policy constitutes an obligation of the employee to remain in service of the County for twelve (12) full months. In the event this obligation cannot be met, that portion of the expense paid in relation to the number of full months remaining in the said year shall be refunded.

Procedures:

1. Employees request approval to attend courses to their immediate Supervisor submitting the following information for consideration:
  - a) The course requested including general nature and subject matter;
  - b) Length of time that the course runs;
  - c) Projected costs to the employer;
  - d) Relationship to the employees' current duties;
  - e) The employee contribution including personal time, and supplies.
  - f) The Supervisor consults with Administration to ensure the request adheres to County Policy, budget limitations, or other County business matters.
2. The employee forwards proof of course registration along with the course registration invoice for processing through Accounts Payable.
3. Upon completion of the course, the Employee may submit to immediate Supervisor for approval and coding a claim for course supplies, meals and mileage.
4. The employee submits to his/her Supervisor the original statement of course results, certificate, or transcript for placement in the Personnel File.

**Council Approved: October 1, 2019**  
**Reference: Former Policy 320 & 321**  
**Administrative Responsibility: Chief Administrative Officer**  
**Review Cycle: As required**

**Resolution #10.01.19.367**  
**Originated: Oct 10, 2006 & Aug 12, 2008**  
**Next Review Date: As required**

**Title: Staff Development - Full-Time Public Works Employees Policy: HR 017**

**Section: Human Resources**

**PURPOSE:** To establish criteria for technical training support paid to employees enrolled in apprenticeship programs.

**POLICY STATEMENT:** County employees enrolled in apprenticeship training, as approved by Council and attending formal instruction, shall be eligible for the following support;

1. The training allowance is:
  - Income benefits to a maximum of 95% of the employee's weekly earnings in conjunction with the County's Supplemental Unemployment Benefit (SUB) Plan.
  - \$500.00 per month expense allowance while absent from duty and in attendance at the training program.
2. The receipt of this benefit shall constitute an obligation of the employee to remain in service of the County for twelve (12) full months. In the event this obligation cannot be met, that portion of the expense allowance as related to the number of full months remaining in the said year shall be refunded.
3. The above benefit is considered to be full compensation for improved training and no further adjustment to the employee's salary shall be made for reasons of the increased qualifications until the full training program is completed satisfactorily and a certificate is issued to the employee.

**Regulations:**

The County will register a SUB Plan with Human Resources Development Canada Commission.

1. The plan coverage is applicable for full-time employees who are enrolled in technical training courses, as approved by Council of the County of Paintearth No. 18, who have served continuously for at least 12 months prior to the date the said leave commences.
2. The plan is to supplement the employment insurance income benefits received by workers for temporary unemployment caused by attendance of technical training courses.
3. Employees must prove that they have applied for and are in receipt of employment insurance income benefits to receive payment under the plan. The employee will be required to produce a cheque stub.
4. SUB is payable for a period during which an employee is not in receipt of EI income benefit if the only reason for non-receipt is that the claimant:
  - i) is serving the EI waiting period.
5. The benefit level paid under this plan is set at a maximum of 95% of the employees' regular weekly earnings.
6. In any week, the total amount of SUB payments and the weekly rate of EI income benefits will not exceed 95% of the employee's weekly earnings.
7. This SUB benefit will be paid for a maximum of 8 weeks.
8. The plan is financed by the employer's general revenues.

9. A separate record of the SUB payments will be kept.
10. The employer will inform Human Resources Development Canada in writing of any changes to the plan within (30) days of effective date of change.
11. Employees do not have a right to SUB payments except for supplementation of EI income benefits for the unemployment period as specified in the plan.
12. Payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the SUB plan.

**Council Approved: November 21, 2019**  
**Reference: Former Policy 325**  
**Administrative Responsibility: Chief Administrative Officer**  
**Review Cycle: As required**

**Resolution #11.20.19.520**  
**Originated: January 20, 1983**  
**Next Review Date: As required**

**Title: Staff Subsistence Allowance**

**Policy: HR 018**

**Section: Human Resources**

**ACCOUNTABILITY:**

To provide subsistence allowance to County employees who attend out-of-town conventions, meetings, workshops or business on behalf of the County.

**POLICY STATEMENT:**

Staff will be paid the following amounts for subsistence:

Breakfast - \$20.00  
Lunch - \$20.00  
Dinner - \$30.00

for a total of \$70.00 per diem with or without receipts when claimed. (Jan. 1/2019)

Employees will be paid the actual cost of hotel lodging when staying at a conference or seminar facility. Parking costs will also be reimbursed upon receipts received.

If the employee must use their own vehicle for transportation, travel allowance of \$0.60 per kilometer (March 1/2022) will be paid.

Expense claims are to be approved by the respective supervisor and submitted to the accounting department for payment.

**Council Approved: April 5, 2022**  
**Reference: Former Policy 335**  
**Administrative Responsibility: Chief Administrative Officer**  
**Review Cycle: As required**

**Resolution #04.05.22.103**  
**Originated: January 21, 1993**  
**Next Review Date: As required**

**Title: Use of County Vehicles**

**Policy: HR 019**

**Section: Human Resources**

**ACCOUNTABILITY:** Council of the County of Paintearth No. 18 supports the view that County vehicles are to be used on County business. The following guidelines have been established for employee use of County vehicles.

**POLICY STATEMENT:**

1. To be used by designated employees free of charge for a 5-mile radius from the work site and that any additional mileage be charged to the employee at the prevailing County rate. The Project Manager (during construction season) is exempted from this part of the Policy.
2. Designated employees are Director Public Works, Assistant Public Works Director, Project Manager (during construction season), Community Peace Officer, Director Community Services, Director Environmental Service and Assistant Agricultural Fieldman.
3. Council recognizes that there are certain circumstances when an employee is required to report directly to a field site. In such instances, at the discretion of the Supervisor, employees may be assigned the use of a County vehicle.
4. Vehicles are to be driven by the designated operator or persons authorized by him/her providing that person holds a valid operator's license.
5. All accidents are to be reported promptly to the Chief Administrative Officer/Director Corporate Services of the County of Paintearth No. 18.

**Council Approved: October 1, 2019**

**Reference: Former Policy 350**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: January 1, 1983**

**Next Review Date: As required**

HR-28

**COUNTY OF PAINT EARTH NO. 18**

**Title: Use of Personnel Cell Phones**

**Policy: HR 020**

**Section: Human Resources**

**PURPOSE:** To outline the County's policy for compensation for County use of personal cell phones.

**POLICY STATEMENT:** Upon consent and a signed letter of understanding (Attachment A) by the direct supervisor, staff required to use their personal cell phone for County business will be reimbursed with a cell phone allowance, to a maximum of \$50.00. This allowance coincides with the cell phone plan cost that the County incurs through the GOA PPU plan with Telus Mobility.

**Council Approved: October 1, 2019**

**Reference: Former Policy 360**

**Administrative Responsibility: Chief Administrative Officer**

**Review Cycle: As required**

**Resolution #10.01.19.367**

**Originated: May 5, 2015**

**Next Review Date: As required**

HR-29

Letter of Understanding  
Between the  
County of Paintearth No. 18  
And

\_\_\_\_\_

The County of Paintearth No. 18 has approved \_\_\_\_\_ request  
to receive the cell phone allowance of \$50.00/month.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

County Policy No. 360 provisions include payment of a cell phone allowance to County employees required to use their personal cell phone for County business. The cell phone allowance coincides with the current cell phone plan cost that the County incurs through the GOA PPU plan with Telus Mobility (\$50.00/month).

By signing this agreement, you give permission to the County of Paintearth No. 18 to remotely clear confidential information off your phone in the event that your cell phone is lost or stolen.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor/CAO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_

**Title: Vacation Entitlement**

**Policy: HR 021**

**Section: Human Resources**

**ACCOUNTABILITY:**

The County of Paintearth No. 18 believes that to maintain a professional and competent work force, it is essential that staff is provided with adequate vacation entitlement. This ensures that employees are able to carry out their duties effectively, efficiently and responsibly.

**POLICY STATEMENT:**

The County of Paintearth No. 18 undertakes to schedule vacations at the mutual convenience of employees and the County in keeping with County operations and workload. Individual employee preferences will be considered, as far as practicable, when preparing the vacation schedule.

Vacation Year - The vacation year is the calendar year in which vacation is earned and as such, vacation should begin in that vacation year. At the Supervisor's discretion, employees may carry over vacation to April 30<sup>th</sup> of the following year.

Vacation Schedules

Vacation schedules will be drawn up by April 15th after receiving the employees' request. The supervisor if requested or required will consider changes in the schedule.

Holiday During Vacation

Employees receive an alternate vacation day for a County recognized holiday falling within a vacation period. It may be used to extend the vacation or be taken at another mutually convenient time.

Duration/Splitting - An employee's annual vacation should allow for one break of at least 2 weeks.

Note: Exceptions to this must be approved by their Supervisor. The employee's need for sufficient time off for rest and relaxation must be taken into consideration.

Where entitlement is more than 2 weeks, employees will be encouraged to take the additional vacation entitlements in a minimum of one week stretches. Employees may be permitted to split vacation at the mutual convenience of the County and the employee, upon written request to their Supervisor for approval.

Annual Vacation Leave - An employee shall receive an annual vacation with pay in accordance with the number of years of service provided:

<u>Accumulated Service as of Anniversary Date in Vacation Year</u>	<u>Full Year's Vacation (Working Days)</u>
Less than 1-year	Pro-rated portion of 10
1 to 7 completed years	15
8 to 15 completed years	20
16 to 24 completed years or more	25
25 completed years or more	30

Hourly Employees - Holiday pay is calculated at four (4%) percent of earnings for one (1) – four (4) years of service; six (6) percent of earnings for five (5) years or more years of service or as otherwise designated in accordance with the Collective Agreement. Statutory Holiday pay is paid at a rate of 5%.



Entrants/Terminating Employees - Vacation entitlement is pro-rated for new entrants and terminating employees. Following are part-year vacation entitlements.

Only full months are used in the calculation. Entrants get credit for a full month if hired on the first workday of the month. Terminating employees get credit for a full month if they cease employment on the last scheduled workday of the month.

If Annual Entitlement for Full-time Employee is:

Number of full month's service in calendar year of entry/termination	Work Days				
	10 Days	15 Days	20 Days	25 Days	30 Days
11	9	14	18	23	28
10	8	13	17	21	25
9	8	11	15	19	23
8	7	10	13	17	20
7	6	9	12	15	18
6	5	8	10	13	15
5	4	6	8	10	13
4	3	5	7	8	10
3	3	4	5	6	8
2	2	3	3	4	5
1	1	1	2	2	3

<p><b>Council Approved: October 1, 2019</b>  <b>Reference: Former Policy 355</b>  <b>Administrative Responsibility: Chief Administrative Officer</b>  <b>Review Cycle: As required</b></p>	<p><b>Resolution #10.01.19.367</b>  <b>Originated: October 11, 1991</b>  <b>Next Review Date: As required</b></p>
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**BACKGROUND:**

The Office of the Chief Medical Officer of Health (CMHO) has the authority to activate pandemic response plans in Alberta.

These guidelines outline the policies and approach utilized by all departments for employees. A broad approach is required to capture as many scenarios as possible, however, it is recognized that flexibility will need to be exercised to address other unique circumstances that may arise. Employees should contact their Supervisor to assist with any questions related to these guidelines.

In the event of a pandemic situation, the County of Paintearth (CPE) may be required to work with Alberta Health and the Alberta Emergency Management Agency (AEMA) to deal with potential pandemic impacts.

**GUIDING PRINCIPLES:**

1. During a declared pandemic situation, the safety and well-being of County of Paintearth employees is essential. The County of Paintearth values of Respect, Accountability, Integrity and Excellence will guide decisions and application of these guidelines.
2. First and foremost, County of Paintearth's employees are citizens of Alberta and they will have access to the supports and services being provided by all levels of government to the impacted citizens of Alberta. Actions by the CPE as an employer will be consistent with the broader actions taken by government.
3. These guidelines will be applied consistently across all departments recognizing that individual circumstances may require flexibility.
4. Timely and comprehensive information will be provided to impacted employees regarding their work situation, their pay and benefits, and personal supports.
5. If situations arise that are outside the regular administration of the collective agreement and other HR policies and directives, Directors should contact the Chief Administrative Officer.
6. The employer will, whenever possible, approve requests for time off from employees who need to be away from work to care for family members who are ill.
7. To deal with these potential impacts, all information shall be provided and communicated from the CPE regarding pandemic efforts.
8. A pandemic emergency is considered unique and all guidelines and policies developed that are different from standard policies will **only** apply when pandemic response plans are activated in the Province, at the discretion of the Chief Administrative Officer.

**Scope and Application:**

These guidelines apply to:

- All employees of the County of Paintearth who are/could be affected by the pandemic emergency;
- Employees who are assigned to participate in the pandemic response and required on behalf of the CPE; and
- CPE employees who are required to support the pandemic efforts or request time off to assist family/friends.

### **Managing Quarantine and Isolation Orders:**

1. Quarantine and isolation orders may be issued by the Office of the Chief Medical Officer (CMO) of Health or Alberta Health Services Medical Officers of Health.
2. If an employee is quarantined through such an order, their time off from work will be approved as a leave with pay for wage or salaried staff.
3. This time will not be deducted from either casual or general illness entitlements.
4. If the order is lifted and the employee must remain off work due to illness, their time off will then be compensated through their casual or general illness entitlement.

### **Managing Working during Modified Operations (Pandemic) - Voluntary Self Isolation:**

EMPLOYEES ARE NOT ILL AND CAN CONTINUE TO WORK

1. In the case of voluntary self-isolation – like when returning from international travel locations or otherwise indicated by the CMO of Health, individuals or groups of individuals may be directed to self-isolate without a formal quarantine or isolation order. Time off will be compensated through general illness entitlement (sick days) before applications to Medical EI can be undertaken until such time as the employee is able to return to work. It is the understanding of CPE that the 1-week waiting period for eligibility is waived for Medical EI, meaning coverage begins immediately after sick entitlements are exhausted.
2. Additional sick leave may be granted at the discretion of the Administrator.
3. As a part of the CPE pandemic risk mitigation measures, workgroups may be directed to modify their work processes and locations (i.e. remote working from home) to reduce risk of spreading illness in the workplace. This will be determined by the Director of each department, and work plans will be put in place to ensure effective communication, collaboration, and work product as required. This will vary from work group to work group.
4. Employees working from home and still completing regular work duties will enter this time in timesheets as regular hours worked.

### **Managing Time off from Work during Pandemic Response – Illness, Family Medical Care:**

EMPLOYEES ARE NOT CONTINUING TO WORK – FALL ILL/CARE FOR FAMILY MEMBER

1. In the case of employees who are not able to work - due to illness or need to care for a family member – which is a result of a pandemic illness (COVID-19), time off will be provided based on the same standards as voluntary self isolation, using entitlements before applying for Medical EI.
2. It will be managed:
  - Using a dedicated code in timesheets called PANDEMIC LEAVE
  - This will be available in the Time Off category
3. Employees should enter time off just like casual or general illness
4. For all time reporting, employees should indicate in the 'comment' section in the timesheets, identifying the reason for the leave (self-care or family-member care)

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## **Employee Communications:**

In order to facilitate the timely communication of important corporate information, departments are expected to establish a means of contacting (phone, personal email) affected employees during the pandemic and recovery. This will be supported by the IT department and includes:

- Microsoft TEAMS

## **Managing Workplace Wellness, Health and Safety:**

1. Employees are reminded to properly manage sensitive and confidential information when away from their normal workplace and reduce the use of sensitive or confidential information outside their normal workplace.
2. Departments will ensure that all worksites are safe for employees.
3. Departments are encouraged to consider alternative work arrangements, including modified work hours and telecommuting, in order to meet operational requirements.
4. Departments that approve employees to work remotely must ensure their remote worksite is safe.
5. Managers and supervisors must ensure that employees who show influenza symptoms (**fever/cough**) sent home and not allowed to attend work until they have recovered and are able to return to work.
6. To support employees working at remote worksites or home, departments may need to coordinate with the Information Officer for instructions on remote server access on County-provided laptops only.

## **Staffing:**

1. Departments may consult with their Supervisor with any questions or concerns related to recruitment to critical or essential services roles and reassignment of employees related to the pandemic response.

## **Appendix:**

1. For the most up to date information about novel coronavirus (COVID-19), staff should regularly visit the following websites.
  - Coronavirus Information for Albertans – Alberta Health <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>
  - Novel Coronavirus (COVID-19) Alberta Health Services <https://www.albertahealthservices.ca/topics/Page16944.aspx>
  - Novel Coronavirus (COVID-19) FAQs for Public – Alberta Health Services <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-public-faq.pdf>

Potential Scenarios:

Scenario		HR Guidelines
Employees working, but work location impacted.	Employee directed to work from temporary location or from home	<p>Regular HR policies apply.</p> <p>Timesheets will be managed according “Managing Working During Modified Operations” (see above).</p> <p>Support from direct Supervisor or Manager to ensure safe, secure workplace for employee.</p>
Scenario		HR Guidelines
Return to work from medical or to impacted worksite.	General approach	<p>Departments shall confirm when the regular or alternate worksite is ready for employees to resume work to determine when a transition to other parts of these guidelines will apply.</p> <p>Departments to ensure that appropriate health and safety measures are in place for resumption of business activities.</p> <p>Departments will assess the need/opportunity for alternate work arrangements (work from home, compressed work week, flex time).</p>

<p><b>Council Approved: March 19, 2020</b></p> <p><b>Reference:</b></p> <p><b>Administrative Responsibility: Chief Administrative Officer</b></p> <p><b>Review Cycle: As required</b></p>	<p><b>Resolution #03.19.20.131</b></p> <p><b>Originated:</b></p> <p><b>Next Review Date: As required</b></p>
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**Title: Pandemic Response Plan  
- Staff Travel**  
**Section: Human Resources**

**Administrative Directive: HR 022-1**

**PURPOSE & OBJECTIVE:**

The County is committed to the safety of its Employees and its role in the prevention of spreading infectious diseases and pandemics, such as the COVID-19 Virus. The purpose of this policy is to ensure that our Staff maintain a safe work environment to protect and lessen the risk of spread to others while allowing for some safe travel.

**Domestic Travel:**

Any Staff Member travelling outside the Province by air or ground will be required to self-isolate until such time as a **NEGATIVE COVID TEST** can be provided prior to returning to duty.

**International Travel:**

Any person travelling internationally by air or ground will be required to take a rapid response COVID test immediately upon returning to Alberta. Personnel will then be required to self-isolate for 6-7 days until such time as a **SECOND NEGATIVE COVID TEST** can be provided to the County Administrative Office.

**Staff Compensation:**

Any Staff Member having to self-isolate due to travel can claim Sick Leave for the duration of their self-isolation/test period. Staff Members not having enough accumulated sick time can use Vacation time to cover this time period or time will be granted as Leave Without Pay.

**Approval:**

This Administrative Directive was approved by the Chief Administrative Officer. It will be reviewed, upon request or as required, to determine its effectiveness and appropriateness.

\_\_\_\_\_  
Michael Simpson, Chief Administrative Officer

\_\_\_\_\_  
Date