

Wheatland County  
**HUMAN RESOURCES POLICY SECTION**

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<b>Policy Name:</b>	Code of Conduct
<b>Policy Number:</b>	6.1.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	June 3, 2018

## **PURPOSE**

The purpose of this Code of Conduct is to provide Wheatland County's overall expectations of all employees including, but not limited to, volunteers, supervisors, and managers with respect to appropriate and ethical conduct and behaviour in the workplace, and to ensure consistency of enforcement of this Code of Conduct throughout Wheatland County's operations and administration.

(Note: This policy does not apply to elected officials / Wheatland County Council. For elected officials refer to the Code of Conduct Bylaw.)

## **POLICY**

Wheatland County is committed to caring for public needs and maintaining fiscal responsibility and professionalism on behalf of the public and all County employees.

To earn and retain the trust and respect of each other within Wheatland County as well as external stakeholders including ratepayers, suppliers, and the general public, principles of honesty, integrity, fair dealing and the highest ethical standards must underlie behaviours, decisions made, and actions taken by the County.

Wheatland County will not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts, or any other unfair dealing or unethical activity.

Employees shall perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity, and impartiality of Wheatland County. Employees are expected to demonstrate the highest standards of behaviour.

All employees need to be aware of and comply with applicable laws, rules, and regulations of all levels of government, related public and regulatory agencies, as well as Wheatland County policies.

Contravention of this Code is a serious matter to Wheatland County and will be treated as such by the appropriate use of corrective actions, including discipline, up to and including termination.

## **RESPONSIBILITIES**

Employees including supervisors and managers are responsible for observing rules of conduct that are normally accepted as standard in a business or government organization.

Employees including supervisors / foremen and managers of Wheatland County must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained. Wheatland County and all its employees must be above suspicion and beyond reproach, and must be perceived in this manner.

Supervisors and Managers are responsible for counseling employees promptly when employee conduct or behaviour is inconsistent with the intent of this Policy.

All Wheatland County employees share the obligation to ensure a professional, respectful work environment.

## **REFERENCES**

### **Policies**

- County Assets and Resources
- Conflict of Interest
- Confidential Information
- Business Gifts and Favours
- Drugs and Alcohol in the Workplace
- Respectful Workplace and Harassment Protection
- Workplace Violence
- Employee Complaints
- Progressive Discipline
- Termination – Employer-Initiated

## **PROCEDURE**

1. If an employee suspects an actual or potential breach of this Code, whether it be a conflict of interest, a breach of applicable law, regulations, rules or what appears to be unethical, fraudulent or other illegal behaviour on the part of a colleague, the employee should contact their supervisor / manager, or Wheatland County Human Resources for guidance.
2. If the employee has already taken a concern to the appropriate person(s) and business areas referred to above and is not satisfied with the response, the matter or issue should be promptly referred to the Chief Administrative Officer.
3. If an employee wishes to report a potential or actual breach of this Code on a confidential, anonymous basis, they should promptly submit a verbal or written report to their immediate supervisor / manager, Human Resources, or to the Chief Administrative Officer.
4. Any employee who, in good faith reports concerns will be protected from any form of retaliation by Wheatland County.

<b>Policy Name:</b>	County Assets and Resources
<b>Policy Number:</b>	6.1.2
<b>Policy Owner:</b>	Chief Administrative Officer
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	June 3, 2018

## **PURPOSE**

Wheatland County conducts business in a professional manner and maintains integrity and ethical behaviour. Wheatland County’s employees are also expected to conduct themselves in a professional manner and maintain integrity and display ethical behaviour. This policy addresses how employees are to conduct themselves with respect to Wheatland County’s assets and resources.

Wheatland County’s assets and resources are considered to be owned by the County and are to be used for the advancement of Wheatland County’s business.

## **POLICY**

Wheatland County’s assets and resources must only be used for conducting County business. This includes the use of municipal property whereby no employee shall use County property or permit County property to be used for activities not associated with the performance of his or her duties.

With respect to assets and resources pertaining to County finances, all assets and liabilities of the County shall be recorded in the regular books of account. No undisclosed or unrecorded fund or asset shall be established or maintained for any purpose. No false or artificial entry or entry that obscures the purposes of the underlying transaction shall be made in the books and records for any reason. No payment of any nature using County funds or assets, which is in violation of any applicable law or regulation, will be made.

Employees cannot disclose unauthorized information pertaining to Wheatland County including but not limited to investments, property development, sale, purchasing, contracting, staffing, strategy, technology, and knowledge.

Unauthorized use of Wheatland County’s assets and resources may result in discipline up to and including termination.

## **DEFINITIONS**

“**Assets and resources**” include but are not limited to Wheatland County’s buildings and land,

equipment, supplies, vehicles, intellectual property, financial assets, work time, information, documents, physical Wheatland County property, and technology resources.

## **RESPONSIBILITIES**

Supervisors / Managers and Human Resources are responsible for monitoring and implementing this policy.

## **REFERENCES**

### **Policies**

- Attendance and Punctuality
- Performance Management – Performance Improvement
- Progressive Discipline
- Termination – Employer-Initiated
- County-Issued Vehicle Use
- County-Issued Mobile Phone Use
- Conflict of Interest
- Confidential Information

<b>Policy Name:</b>	Conflict of Interest
<b>Policy Number:</b>	6.1.3
<b>Policy Owner:</b>	Chief Administrative Officer
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	June 3, 2018

## **PURPOSE**

The intent of this policy is to communicate Wheatland County's position regarding matters that could result in a conflict of interest to employees, and to establish a procedure for disclosing and dealing with such conflicts of interests.

## **POLICY**

Wheatland County employees are required to be sensitive to and must avoid all conflicts of interest. If an employee is unsure whether something constitutes a conflict of interest, they must immediately discuss the specific concern with their direct supervisor to determine Wheatland County's position on the issue.

The direct supervisor in consultation with the General Manager / Chief Administrative Officer will determine whether a conflict of interest exists, determine the seriousness of the potential or actual conflict of interest, and determine what steps are necessary to protect Wheatland County against the conflict of interest.

An employee, who becomes aware of a conflict of interest or a potential conflict of interest and fails to immediately report that conflict, may be subject to discipline, up to and including termination.

## **DEFINITIONS**

**"Conflict of Interest"** refers to a situation where an employee's personal relationship(s) or financial interest(s) could reasonably be seen as influencing the employee's duty to act in the best interests of Wheatland County. Such Conflicts of Interest include, but are not limited to:

- Being a relative of an individual who is employed by or involved with a business which seeks to do business with Wheatland County or does business with Wheatland County;
- Being retained by another organization, whether on a consultancy or part-time basis, to advise on business similar to that which is being conducted by Wheatland County;
- Accepting "kickbacks" or "bribes";
- Failing to advise of a situation regarding the employment of relatives under the Recruitment and Selection policy;



- Failing to advise the Chief Administrative Officer of meetings conducted away from the office during and after business hours with parties that have dealings or a potential interest in Wheatland County;
- Failing to advise Wheatland County of a situation in which the Business Gifts and Favours policy would apply; and / or
- Being investigated, charged, indicted or convicted for a criminal activity which may have an impact on the perception of the individual's business conduct and which could affect the reputation of Wheatland County.

**“Relative”** refers to spouse (includes common-law spouse and same-sex partner), parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in law, brother-in law, grandparent, grandchild, aunt, uncle, niece, nephew, or an individual who has acquired such a relationship through marriage / common-law. Step children / grandchildren / parents and foster children / grandchildren / parents are considered children, grandchildren and parents for the purpose of this policy.

## **RESPONSIBILITIES**

The Chief Administrative Officer is ultimately responsible for determining what, if any, further steps or actions should be taken regarding any disclosure received.

Employees are responsible for promptly disclosing to their direct supervisor any situation that may give rise to a real or potential conflict of interest.

## **REFERENCES**

### **Policies**

- Business Gifts and Favours
- Recruitment and Selection – Employment of Relatives
- Progressive Discipline
- Termination – Employer-Initiated

## **PROCEDURE**

Any employee who suspects or believes that a situation exists that may give rise to real potential conflict must immediately disclose such conflict of interest in writing to the Chief Administrative Officer.

The Chief Administrative Officer will investigate the disclosure and seek legal counsel if appropriate.

<b>Policy Name:</b>	Confidential Information
<b>Policy Number:</b>	6.1.4
<b>Policy Owner:</b>	Chief Administrative Officer
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	June 3, 2018

**PURPOSE**

Wheatland County’s confidential business and proprietary information is a vital asset in the operation of its business. Therefore, it is important to safeguard this information.

**POLICY**

Information about Wheatland County’s operations, processes, assets, plans, human resources and general business affairs is considered to be owned by Wheatland County and is to be treated as Wheatland County’s property.

Employees must not disclose confidential information or conduct themselves in a way that would jeopardize the safety or security of information, whether that information is proprietary or confidential to Wheatland County or its customers.

Confidential information may not be given or released without proper authority to anyone who is either not employed by Wheatland County or to a Wheatland County employee who has no need for such information. Confidential information gained in the course of employment with Wheatland County may not be used for the personal benefit of any Wheatland County employee.

An employee will hold and keep in confidence all confidential information and not communicate to unauthorized third parties or make unauthorized copies of or use of any confidential information of Wheatland County or its employees and / or customers.

An employee will not directly or indirectly access, use or disclose confidential information for any purpose whatsoever other than in the performance of the authorized employee’s duties. This also includes the employee not disclosing to anyone else, during or following the conclusion of his / her employment, any confidential or proprietary information or material relating to the operations or business of Wheatland County.

An employee will take all reasonable actions to protect against or prevent unauthorized use or disclosure of Wheatland County’s confidential information.

All employees will be required to subscribe to an oath of confidentiality. Refer to the Addendum

immediately following this policy. (Note: Effective April, 2018, the Confidentiality Acknowledgement will form part of the employment offer letter.)

Employees will be expected to maintain the conditions of the oath, and disclosure of personal or confidential information will be considered a breach of confidentiality, and may result in discipline up to and including termination.

## **DEFINITIONS**

**“Confidential Information”** includes but is not limited to, the following types of information or material:

- corporate information, including business plans, tactics, systems, processes, procedures, sales policies, resolutions and any litigation or negotiations;
- information concerning clients or customers, potential or prospective clients or customers, suppliers, investors, or lenders, including but not limited to contact information and account information;
- marketing information, including sales, investment and product plans, market strategies, methods, prospects and market research data;
- all intellectual property of the County, including, but not limited to: inventions, discoveries, ideas, research and development, patents, copyrights, know how, industrial designs, trademarks, including process or equipment related intellectual property and trade secrets;
- financial information, including cost and performance data, debt arrangements, equity structure, investments and holdings, and operational information; and
- human resources / personnel information, including personnel lists, resumes, personnel data, and performance evaluations.

## **RESPONSIBILITIES**

Human Resources will ensure that a Confidentiality Agreement is in place and signed by applicable employees.

## **REFERENCES**

### **Policies**

- Company Assets and Resources
- Conflict of Interest
- Progressive Discipline
- Termination – Employer-Initiated

## ADDENDUM TO 6.1.4 CONFIDENTIAL INFORMATION

### CONFIDENTIALITY ACKNOWLEDGEMENT

It is very important that each employee understands and accepts their obligations of confidence in connection with their employment. As a result, the purpose of this document is to advise, remind and confirm each employee's obligation of confidence as an employee of the County, and to have each employee confirm their understanding and commitment to preserving this confidence.

Except when necessary, in the normal and proper course of performing authorized employment duties, the Employee shall not disclose to anyone else, during or following the conclusion of his/her employment, any confidential or proprietary information or material relating to the operations or business of the County which the Employee obtains from the County, or its respective officers, employees, agents, suppliers, or customers, or otherwise by virtue of the Employee's employment with the County.

I, **[INSERT EMPLOYEE'S NAME]**, understand and agree that:

1. I will hold in the strictest confidence all Confidential Information of the County coming into my possession through my employment, including information related to employees of the County.
2. Confidential Information includes, but is not limited to, the following types of information or material:
  - (a) corporate information, including business plans, tactics, systems, processes, procedures, sales policies, resolutions and any litigation or negotiations;
  - (b) information concerning clients or customers, potential or prospective clients or customers, suppliers, investors, or lenders, including but not limited to contact information and account information;
  - (c) marketing information, including sales, investment and product plans, market strategies, methods, prospects and market research data;
  - (d) all intellectual property of the County, including, but not limited to: inventions, discoveries, ideas, research and development, patents, copyrights, know how, industrial designs, trademarks, including process or equipment related intellectual property and trade secrets;
  - (e) financial information, including cost and performance data, debt arrangements, equity structure, investments and holdings, and operational information; and
  - (f) personnel information, including personnel lists, resumes, personnel data, organizational structure and performance evaluations.

3. All information obtained in the course of my employment with the County will be held in strict confidence and will not be disclosed to any third parties, either during my employment or following its conclusion, except where necessary in the authorized course and scope of my duties of employment.
4. This obligation of confidence extends to information which may in future be publicly disclosed, but prior to public disclosure is confidential in nature.
5. Upon leaving the employment of the County, I will promptly deliver to the County any and all information, data, manuals, notes, records, plans or other documents held by me concerning the information, business or operations of the County.
6. The above obligations of confidence and my general commitment to hold the information of the County confidential shall exist during my employment and continue indefinitely beyond the conclusion of my employment with the County.

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I confirm that I have read, understand, and agree to the above obligations of confidence.

\_\_\_\_\_  
**[INSERT EMPLOYEE'S NAME]**

\_\_\_\_\_  
Date

<b>Policy Name:</b>	Business Gifts and Favours
<b>Policy Number:</b>	6.1.5
<b>Policy Owner:</b>	Chief Administrative Officer
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	June 3, 2018

## **PURPOSE**

The purpose of this policy is to ensure that potential for conflicts of interest is minimized related to the acceptance or giving of gifts or favours.

## **POLICY**

Wheatland County and its employees will act honestly and with integrity in all business relationships including potential business partners, suppliers, customers, and government officials. It is important for employees to be aware of the ethical issues that may be encountered in day-to-day business activities and use good judgement and sensitivity to the way others see Wheatland County and how they interpret the County's and employees' actions.

Employees will not solicit a Gift or Personal Benefit unless it is specifically solicited to be used for a County-approved special event (e.g., County golf tournament).

Employees will not accept a Gift or Personal Benefit that could affect the objective performance of their duties.

Employees will not accept a Gift or Personal Benefit that is connected directly or indirectly with the performance of their civic duties from any individual or organization other than the following: the normal exchange of hospitality among persons doing business; tokens exchanged as part of protocol or festivities; and / or, normal presentations made to persons participating in public functions.

No employee or a member of the employee's immediate family under any circumstances shall accept any Gift or Personal Benefit, regardless of value, from a representative of any organization that has a political affiliation or is bidding, an interested party, or a tenderer on a project with Wheatland County.

Consumable gifts, including legalized consumable gifts (e.g., alcohol), are to be discouraged. If consumable gifts are received, they will be placed in a common area and shared between departments, or given to the Social Committee for distribution, including being used as a raffle draw item at a County-approved special event (e.g., County golf tournament). A reasonably cost meal

may be accepted as long as it is consumed along with a gifting organization representative and there is no political affiliation or connection to a party that is bidding, an interested party, or a tenderer on a project with Wheatland County.

A Gift or Personal Benefit (specifically hockey or sports-related tickets or other tickets for entertainment / social events) may, at the discretion of the CAO, be accepted only for the purpose of distributing to employees; e.g., through a raffle or all-employee email distribution to determine an interested recipient(s) / employee(s).

An employee who has any doubt about the propriety of accepting or giving of a Gift or Personal Benefit shall contact the Chief Administrative Officer for direction.

## **DEFINITIONS**

**“Immediate Family”** means the employee’s spouse or adult interdependent partner, employee’s children including step-children, the employee’s parents, and the parents of the employee’s spouse or adult interdependent partner.

**“Gift or Personal Benefit”** is an item or service of value that is received by an employee of the County, or the employee’s immediate family for their personal use. It includes but is not limited to money, gift cards, tickets to events, clothing, jewelry, pens, food or beverages, discounts / rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities, and invitations to social functions.

## **REFERENCES**

### **Policies**

- Code of Conduct
- Conflict of Interest
- Progressive Discipline

<b>Policy Name:</b>	Drugs and Alcohol in the Workplace
<b>Policy Number:</b>	6.1.6
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	June 3, 2018

**PURPOSE**

The purpose of this policy is to establish the County’s expectations for appropriate behaviour, the consequences for non-compliance, and to provide consistent guidelines for all employees regarding drugs and alcohol in the workplace.

**POLICY**

Wheatland County (the “County”) is committed to ensuring the health and safety of its employees, contractors, and the public at large. The County recognizes and accepts the responsibility to provide its employees with a safe, healthy, and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of drugs, including illegal drugs, the improper use of prescription or non-prescription medication, and the use of alcohol or other intoxicants can have serious adverse effects on the safety of the workplace for employees, contractors, and the public at large.

**Treatment and Accommodation**

Any employee suffering from a Drug or alcohol dependence is required to disclose the dependence to the employee’s immediate supervisor. The County recognizes its responsibility to assist and accommodate employees suffering from a Drug or alcohol dependence to the extent reasonably possible without suffering undue hardship. The County will take the utmost precautions to protect the employee’s confidentiality given the sensitive nature of the issue.

Further, employees who are concerned that a fellow employee may be suffering from a Drug or alcohol dependence are strongly encouraged to report their concerns to the employee’s immediate supervisor. While the County will make its best efforts to protect employees’ confidentiality when a concern is reported, it may be necessary for the County to disclose certain information, including but not limited to the identity of the reporting employee, to the employee in question in order to properly investigate concerns.

**Prohibitions**

During an employee’s working hours, whether on the County’s premises or while conducting employment-related activities off County’s premises, including during meal periods, scheduled breaks, and on-call shifts, no employee shall:



- use, consume, possess, distribute, sell or be under the influence of Illicit Drugs;
- use, consume, possess, distribute, sell or be under the influence of Restricted Drugs;
- consume, ingest, or otherwise be under the influence of alcohol, unless authorized by the County for a specific limited purpose; and / or
- consume, ingest, use or inhale any other intoxicants, controlled or uncontrolled substances.

An employee shall not, under any circumstances, consume alcohol or use, consume, ingest, or inhale Illicit Drugs, Restricted Drugs or other intoxicants while in care and control of or responsible for any County vehicle or equipment, or while using the employee's vehicle for work-related purposes.

If an employee is called back after regular working hours to perform work-related duties and has been consuming alcohol or using Drugs or other intoxicants, it is the employee's responsibility to:

- ensure that he or she does not operate a motor vehicle while under the influence of alcohol, Illicit Drugs, Restricted Drugs, or Medication, if impairment has resulted;
- notify the employee's supervisor of the circumstances immediately; and / or
- obtain assistance from a responsible employee who is not under the influence of alcohol, Drugs, or intoxicants to perform the required task.

The legal use of Medication in compliance with physician directions is permitted at work only if it does not impair the employee's ability to perform his or her work effectively and in a safe manner. Employees are required to disclose to their immediate supervisor the use of Medication which may affect their work performance or the safe execution of their duties.

The County may require medical authorization from a qualified medical practitioner for the use of Medication at work which carries the potential for impairment. Such authorization should include dosage level, frequency and any expected level of impairment. The County is committed to accommodating an employee's necessary use of Medication to the extent reasonably possible without suffering undue hardship.

### **Reasonable Suspicion of Impairment**

For the purposes of this Policy, an Employee may be subject to disciplinary action as set out in this Policy where at least 2 Supervisors/Managers form a reasonable suspicion of impairment which may result in the Employee being unfit for work. A reasonable suspicion of impairment may be based on, but not limited to, personal observations of the following:

- observed use or evidence of use of Drugs or alcohol (e.g. smell of alcohol);
- erratic or atypical behaviour of the employee;
- changes in physical appearance of the employee;
- changes in behaviour of the employee;

- changes in speech patterns of the employee;
- discovery of Drugs, inclusive of Medication capable of causing impairment, alcohol, intoxicants or related paraphernalia found in locations to which an employee has sole or primary access, including employees' lockers or assigned vehicles; and / or
- following a serious incident or accident where the possibility of Drug or alcohol impairment cannot be easily ruled out from review of the circumstances, including a "significant incident" as defined by Occupational Health & Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result (a "near miss").

Supervisors/Managers are responsible for documenting such observations and immediately reporting any suspicion of impairment to Human Resources for Wheatland County.

Further, where they believe an employee is unfit to be at the Workplace, Supervisors/Managers are authorized to take immediate action to ensure the safety of the Employee and other employees present in the Workplace, including but not limited to providing a responsible person to escort the employee home.

### **Discipline**

The County views the rules contained in this Policy to be of the utmost importance. This is a zero-tolerance policy; any deviation from the above terms will result in disciplinary action that may include immediate termination. All employees will be provided with a copy of this Policy as notification that any resulting dismissal will be considered a "dismissal for just cause".

As indicated above, any employee suffering from a Drug or alcohol dependence is required to disclose the addiction, and the County recognizes its responsibility to assist and accommodate employees suffering from such a condition. However, if an employee neglects or refuses to disclose a Drug or alcohol dependence to the County in violation of this Policy, the County will be forced to deal with breaches of this Policy based on the understanding that the employee is not suffering from a Drug or alcohol dependence, but has simply disregarded this Policy, in which case immediate and strict disciplinary action will be taken. Further, failure to disclose a Drug or alcohol dependence is a violation of this Policy.

Disciplinary action may include, but is not limited to:

- removal from the Workplace by escort;
- suspension with pay; and/or
- dismissal for just cause.

The appropriate disciplinary action and procedure will be determined by the County, in its sole discretion, on a case-by-case basis in light of the circumstances and severity of the breach of this Policy.

### **Post-Violation Return to Work**

Seeking voluntary assistance for Drug or alcohol dependence will not jeopardize an employee's employment with the County, so long as the employee continues to co-operate and seek appropriate treatment for his or her disclosed problem and is able to treat and control the problem to facilitate a

return to work within a reasonable time.

Any employee violating this policy who is subsequently authorized and accepted by the County, to return to the Workplace shall receive a Return to Work Letter outlining conditions of the return to the Workplace which will normally include, but not be limited to, the following:

- requirement to continue treatment, counselling and assistance programs or procedures recommended by the employee's advising physician or addiction counsellor;
- express obligation to immediately cease performance of duties and notify a supervisor in the event the employee finds themselves under the influence at any time during work hours following a return to the workplace;
- requirement to provide written medical confirmation that the employee has any condition under control and is able to safely return to the workplace without danger to the employee or others;
- requirement to provide reasonably regular updates from the employee's physician or addiction counsellor confirming that the employee continues to follow recommended treatment programs and continues to be fit for performance of duties without danger to themselves or others; and / or
- an express warning to the employee that future violations of the Policy will lead to further discipline and serious consideration of immediate termination for just cause.

Employees suffering from Drug or alcohol dependence who fail to co-operate with assistance or treatment programs or engage in repeated infractions of this Policy, will be subject to the normal disciplinary sanctions, up to and including immediate termination for just cause.

### **County Related/Sponsored Functions**

There must be advance and written approval of the Chief Administrative Officer (CAO) if alcoholic beverages are to be served at a County related function. Under some circumstances, the County may also sponsor special events at which alcoholic beverages may be available.

In the event the County supplies alcohol, the County will arrange for alternate transportation for individuals who consume alcohol and are Under the Influence. Such transportation may include the provision of designated drivers.

While attending any County related function, on or off the County's premises, an employee who consumes alcoholic beverages is expected to do so in a responsible manner. Each employee is expected to know his or her own tolerance for alcohol.

### **DEFINITIONS**

**"Drugs"** means any substance, inclusive of illicit drugs, restricted drugs, and medication, as defined by this Policy, the use of which has the potential to cause impairment or intoxication, changing or affecting the way a person thinks, feels, or acts. For the purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.

- "Illicit Drug" means any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is prohibited by law (for example, street drugs such as heroin and cocaine).

- “Restricted Drug” means any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession, or transfer is restricted by law, such as cannabis, if and when legalized.
- “Medication” refers to a drug obtained legally by an employee and used as indicated or directed, including but not limited to those obtained by the employee with a doctor’s prescription or medical document, as contemplated by the *Access to Cannabis for Medical Purposes Regulation* (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.

“**Under the Influence**” of Drugs, alcohol, intoxicants or any controlled or uncontrolled substance for the purpose of this Policy is defined as the use of one or more of these substances with the result that an employee is:

- unable to perform in a productive manner;
- in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, or the property of the County or any member of the public; and / or
- displaying signs or symptoms of substance use, including but not limited to the smell of alcohol on breath, slurred speech, and/or atypical behaviour.

“**Drug or alcohol dependence**” refers to mental, physical, or psychological dependence on Drugs, alcohol, or other impairing substances which is considered by a physician to be a medical condition/disability as contemplated by Human Rights law.

“**Recreational Drug/alcohol or other substance use**” refers to the use of Drugs, alcohol, or other impairing substances for recreational purposes, where there is no mental, physical or psychological dependence. Such use is not considered a medical condition or mental, physical, or psychological disability as contemplated by Human Rights law.

“**Safety sensitive positions**” shall include any position where the performance of duties with impaired physical or mental abilities creates a reasonably foreseeable risk of injury, harm, or danger, including, but not limited to those employees who are required or permitted to operate the County’s vehicles or their own personal vehicles for employment-related purposes.

“**Workplace**” refers to the location where the employee is performing assigned job duties and may include the County’s premises, the County’s vehicle(s), premises of any County ratepayer, supplier premises, training / conference locale, or an employee’s vehicle if used for business purposes during working hours.

## REFERENCES

### Policies

- Respectful Workplace and Harassment Protection
- Workplace Violence
- Performance Management – Performance Improvement
- Progressive Discipline
- Termination – Employer-Initiated

- Smoke-Free and Scent-Free Workplace
- Attendance and Punctuality
- County-Issued Vehicle Use

### **Legislation**

- Alberta Human Rights Act
- Occupational Health and Safety Act (Alberta)
- Occupational Health and Safety Code (Alberta)
- Gaming and Liquor Act (Alberta)

<b>Policy Name:</b>	Respectful Workplace and Harassment Protection
<b>Policy Number:</b>	6.1.7
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	September 7, 2021
<b>Date Last Reviewed:</b>	June 18, 2024

## **PURPOSE**

Wheatland County is committed to a healthy, harassment-free work environment for all employees, contractors, suppliers, and customers. The intent of this policy is to prevent harassment of any type, including sexual harassment and to deal quickly and effectively with any incident that might occur.

## **POLICY**

Wheatland County is committed to working in collaboration with its employees, contractors, customers, and the community to create a respectful workplace without harassment.

Wheatland County will promote and maintain a common understanding of the expectations and behaviours considered appropriate and inappropriate in the work environment, and in the delivery of Wheatland County services.

All employees, contractors, suppliers, and customers are to be treated with respect, honesty and dignity, and protected from harassment. Behaviour and / or situations that run contrary to such treatment will not be tolerated.

No employees can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy, and the supporting procedures for addressing situations involving harassment. This policy does not discourage an employee from exercising the employee's right under any other law, including the Alberta Human Rights Act.

## **DEFINITIONS**

**“Harassment”** occurs when someone is subjected to unwelcome verbal or physical conduct. It is a form of discrimination that is prohibited in Alberta under the Alberta Human Rights Act if it is based on one or more of the following protected grounds: race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, and sexual orientation.

Examples of harassment that will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family

status or sexual orientation.

Wheatland County will also not tolerate the display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

**“Sexual Harassment”** is a prohibited form of discrimination in Alberta on the grounds of gender. It is a special kind of workplace harassment involving conduct of a sexual nature that is likely to cause offence or humiliation to an employee, or that might be perceived as placing a condition of a sexual nature on employment.

Sexual harassment can be expressed in many ways, from very subtle to very obvious, through any of the following: suggestive remarks, sexual jokes or compromising invitations; verbal abuse; visual display of suggestive images; leering or whistling; patting, rubbing or other unwanted physical contact; outright demands for sexual favours; physical / sexual assault.

**“Harassment”** is defined in the OH&S legislation and specifically Bill 30 (effective June 1, 2018), as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:

- conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation;
- a sexual solicitation or advance; and
- excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Workplace harassment is behavior intended to intimidate, offend, degrade or humiliate a particular person or group.

Harassing behavior can include:

- unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g., name calling, harassing phone calls, spreading rumours);
- deliberate misgendering (e.g., referring to a person using terms or pronouns that do not align with the person’s affirmed gender);
- physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g., fist shaking, yelling);
- exclusion or isolation of individuals;
- intimidation (e.g., standing too close or making inappropriate gestures / comments);
- cyber bullying (e.g., posting or sending offensive or intimidating messages through social media or email);

- deliberately setting the individual up to fail (e.g., making unreasonable demands, setting impossible deadlines, interfering with work);
- intentionally withholding information or giving the wrong information;
- taking away work or responsibility without cause; and / or
- displaying or circulating offensive pictures or materials in print or electronic form.

**“Abuse of Authority”** is where an individual improperly uses the power and authority inherent in a position to endanger an employee’s job or in any way interferes with, or influences, an employee’s career. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate.

The delivery of constructive feedback to an employee on his or her performance does not constitute an abuse of authority.

## **RESPONSIBILITIES**

Managers / Supervisors will take immediate and appropriate action to investigate, report or deal with incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally. Managers / Supervisors will investigate any incident of harassment and take appropriate corrective action to address the incident in an extended effort to ensure it is not recurring.

Managers / Supervisors will take appropriate corrective action to address the incident in an extended effort to ensure it is not recurring.

Managers / Supervisors also have a responsibility to promptly investigate an allegation of discrimination. If an allegation is substantiated, appropriate action, including disciplinary action, must be taken to stop the discrimination.

It is the responsibility of Wheatland County to not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witnesses. The exception would be where it is necessary to investigate the incident, to take corrective action, to inform parties of the result of an investigation, or as required by law.

## **REFERENCES**

### **Policies**

- Workplace Violence
- Progressive Discipline
- Termination – Employer-Initiated

### **Legislation**

- Alberta Occupational Health and Safety Code, Part 27, Section 390.5 (New wording)



## PROCEDURE

### If an employee or contractor is being harassed:

1. If it is possible, tell the harasser that their behaviour is unwelcome and ask them to stop.
2. Keep a record of incidents (e.g., date, times, locations, possible witnesses, what happened, and your response). You do not have to have a record of events in order to make a complaint however a record can strengthen your case and help you remember details over time.

### Template for Record Keeping of Incident(s) related to Harassment:

Date	Time	Location	Witness / Witnesses	What Happened	Your Response

3. Make a complaint (assuming that you have asked the harasser to stop their behaviour and the harassment continues) by reporting the problem to one of the following individuals:
  - a. Immediate Supervisor
  - b. Department General Manager
  - c. Human Resources

**Dealing with a complaint (the immediate Supervisor, Department General Manager or Human Resources):**

1. Once a complaint is received, it must be kept strictly confidential. An investigation must be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.
2. Both the complainant and the alleged harasser will be interviewed along with other individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. Regardless of the outcome of a harassment complaint made in good faith, there will be protection from any form of retaliation for the employee lodging the complaint, as well as anyone providing information (e.g., co-workers or supervisors / managers). This includes dismissal, demotion, or an unrequested transfer, denial of opportunities within Wheatland County or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

<b>Policy Name:</b>	Workplace Violence
<b>Policy Number:</b>	6.1.8
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	September 7, 2021
<b>Date Last Reviewed:</b>	June 18, 2024

## **PURPOSE**

Wheatland County is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. Wheatland County will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to workers, customers, visitors, volunteers, contractors, and vendors.

## **POLICY**

Wheatland County is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

Wheatland County will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

Wheatland County pledges to respect the privacy of all concerned as much as possible. Wheatland County will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Wheatland County will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

## DEFINITIONS

**“Violence”**, whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. Workplace violence can include:

- physical attack or aggression (e.g., hitting, shoving, pushing or kicking a worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder);
- threatening behavior (e.g., shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects);
- verbal or written threats (e.g., verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- domestic violence; and
- sexual violence.

**“Domestic Violence”** is a pattern of behavior used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behavior may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

Domestic violence becomes a workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the workplace. It may put the targeted worker at risk, and may pose a threat to co-workers.

**“Sexual Violence”** as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work related setting.

Sexual violence exists on a continuum from obscene name-calling to rape and / or homicide, and includes on-line forms of sexual violence (e.g., Internet threats and harassment) and sexual exploitation.

## RESPONSIBILITIES

Employees are required to be familiar with and follow the procedures that are in place to protect them from workplace violence. All employees must participate in the training of workplace violence protection. Employees must inform the Supervisor of any violence, potential risk of violence, or unacceptable behavior they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or their co-worker's safety.

Employees must report any incidents of violence to their supervisor. An *Incident / Accident Report and Investigation* form is to be filled out which will classify the situation as a workplace incident / accident and an investigation will be completed. Employees must co-operate with company investigators or other authorities, as required, during any investigation related to workplace violence.

Finally, employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

Note: No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

Supervisors / Managers are responsible for assessing the risk of violence to employees and minimizing those risks where necessary or reasonably possible. They must then inform any affected employee of any risk or potential risk. They must ensure that employees are trained in recognizing and responding to situations involving workplace violence. They must track and report risks of violence and incidents of violence and ensure the safety of employees. They must co-operate with company investigators and other authorities, as required, during any investigation related to workplace violence.

## **REFERENCES**

### **Policies**

- Respectful Workplace and Harassment Protection
- Progressive Discipline
- Termination – Employer-Initiated

### **Forms**

- Incident / Accident Report and Investigation Form

## PROCEDURE

1. Conduct hazard assessments to assess the risk of violence in the work environment. This process should include taking actions to remove as many risks as can be reasonably removed and instructing employees to recognize risk.
2. Each and every incident of violence in the workplace must be reported immediately to the Supervisor.
3. The Supervisor must investigate the incident immediately. This includes immediately making the appropriate inquiries of the victim and / or witnesses to determine if the incident is minor or serious.
4. If appropriate and prior to formal reporting of an incident, the victim should make their feelings known verbally to the alleged offender, directly or with the assistance of a third party (e.g., Human Resources or Chief Administrative Officer). It is important that the alleged offender immediately be made aware that the behavior or conduct is offensive to the victim and be given the opportunity to cease such behavior.
5. If the incident is serious the Supervisor must first ensure the safety of employees and others (if applicable). They must ensure proper medical treatment is provided to the injured person(s), contacting the Chief Administrative Officer and the GM Corporate and Financial Services, and conducting a thorough investigation.
6. The Supervisor must consult with the Chief Administrative Officer regarding any disciplinary action to be taken.

## **1. Tips for Preventing and Managing Incidents of Violence or Harassment**

### **Dealing with a Potentially Violent Person: Verbal Communication**

- a. Focus your attention on the other person to let them know you are interested in what they have to say.
- b. Do not glare or stare, which may be perceived as a challenge.
- c. Remain calm and try to calm the other person; do not allow the other person's anger to become your anger.
- d. Remain conscious of how you are delivering your words.
- e. Speak slowly, quietly and confidently.
- f. Speak simply; do not rely on official language or complex terminology.
- g. Avoid communicating a lot of technical or complicated information when emotions are high.
- h. Listen carefully; do not interrupt or offer unsolicited advice or criticism.
- i. Encourage the person to talk; do not tell the person to relax or calm down.
- j. Remain open-minded and objective.
- k. Use silence as a calming tool.
- l. Acknowledge the person's feelings; indicate that you can see he or she is upset.

### **2. Dealing with a Potentially Violent Person: Non-Verbal Behaviour and Communication**

- a. Use calm body language — relaxed posture with hands unclenched, attentive expression.
- b. Arrange yourself so that your exit is not blocked.
- c. Position yourself at a right angle rather than directly in front of the other person.
- d. Give the person enough physical space ...this varies by culture, but normally 1-2 meters is considered an adequate distance.
- e. Get on the other person's physical level; if they are seated try kneeling or bending over, rather than standing over them; do not pose a challenging stance such as:
  - i. standing directly opposite someone;
  - ii. putting your hands on your hips;
  - iii. pointing your finger;

- iv. waving your arms; and / or
- v. crossing your arms
- f. Do not make sudden movements which can be seen as threatening.
- g. Do not fight; walk or run away; get assistance from Security or Police.

### **3. Responding to a Physical Attack**

- a. Make a scene, yell or scream as loudly as possible; try shouting words like STOP, FIRE or HELP.
- b. If you are being pulled along or dragged, fall to the ground and roll.
- c. Blow a whistle, activate your personal security alarm or push the security alarm.
- d. Give bystanders specific instructions to help you; single someone out and send them for help; for example, "You in the yellow shirt, call the police".
- e. If someone grabs your purse, briefcase or other belongings, DO NOT resist; throw the item to the ground several feet away from the thief and run in the opposite direction, yelling "help" or "fire".
- f. Do not chase a thief.
- g. Run to the nearest safe place, a safe office or an open store.
- h. Call security or the police immediately after the incident.
- i. If the attack does not warrant calling the police, inform your supervisors or the authorities at your workplace.
- j. File an incident report.

### **4. Working Off-Site**

If you work away from a traditional office setting you must exercise extra caution. In many cases you have less or no ability to control your work environment. You may require special training to avoid violence by using conflict resolution and mediation tactics. Nevertheless, the following specific preventive tactics or procedures will minimize or prevent risks associated with working off-site:

- a. Have access to a cellular telephone or similar means of communication.
- b. Use an established check-in procedure that allows you to manage typical situations you may encounter off-site.
- c. Prepare a daily work plan so that you and others know where and when you are expected somewhere.
- d. Arrange to meet in a safe environment.



- e. Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- f. Use the “buddy system”, especially when you feel your personal safety may be threatened.
- g. Determine under which circumstances unaccompanied visiting would involve unacceptable risk.
- h. Exercise your right to refuse to work in clearly hazardous situations.
- i. Disclose any feelings of discomfort or apprehension about an impending appointment to your supervisor.
- j. Do not enter any situation or location where you feel threatened or unsafe.
- k. Carry hand-held alarms, noise devices or other effective alarm devices.
- l. When you are in unfamiliar premises:
  - i. Check for escape routes and position yourself near an escape route.
  - ii. Mentally rehearse what you will do if an individual becomes aggressive or hostile.
  - iii. Decide what your best preventive tactic will be.
- m. Take control of the seating arrangements; if possible, seat yourself near the door.
- n. Maintain a “reactionary gap” between you and the person — out of reach of the average person’s kicking distance; increase the gap by sitting at a table; be aware of the person’s proximity at all times.
- o. Be well prepared for an appointment; review the available information about the individual(s) you are meeting.
- p. Terminate the appointment in a non-confrontational manner if the individual appears to be:
  - i. Intoxicated.
  - ii. Under the influence of drugs.
  - iii. Emotionally disturbed and threatening, or out of control.
- q. Do not allow yourself to be backed into a corner; leave a clear path to the exit.
- r. Do not venture too far into the premises e.g. remain near an exit.
- s. Do not turn your back on the person or enter a room first.

## 5. Terminating a Potentially Abusive Interaction

- a. Interrupt the conversation firmly but politely.
- b. Tell the person that you:
  - i. Do not like the tone of the conversation.
  - ii. Will not accept abusive treatment.
  - iii. Will end the conversation if necessary.
- c. Tell the person that you will ask them to leave the building, or that you will leave (if working off-site).
- d. If the behavior persists, end the conversation.
- e. Ask the person to leave the building or leave yourself.
- f. If the person does not agree to leave, remove yourself from the scene and inform your manager or supervisor immediately.
- g. Do not return to the person if you believe they pose a physical threat.
- h. Advise other staff and have them leave the immediate area.
- i. Call Security or your local Police.
- j. File an incident report.

<b>Policy Name:</b>	Employee Complaints
<b>Policy Number:</b>	6.1.9
<b>Policy Owner:</b>	Chief Administrative Officer
<b>Adopted Date:</b>	June 3, 2018
<b>Effective Date:</b>	June 3, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to provide an effective process for the prompt and equitable resolution of legitimate employee complaints.

## **POLICY**

Wheatland County believes in listening to, and acting upon legitimate employee complaints, and to ensure that any complaint is processed in an expeditious manner.

Wheatland County will subscribe to the following guiding principles regarding employee complaints:

- It is in the interest of all parties that complaints are dealt with promptly and resolved as quickly as possible.
- The review of complaints will be fair, impartial and respectful to all parties.
- Complainants will be advised of their options to escalate their complaint to a more senior staff person if they are dissatisfied with treatment or outcome.
- Complainants will be provided clear and understandable reasons for decisions relating to complaints.
- Updates will be provided to complainants during review processes.
- Complaints will be used to assist in improving services, policies and procedures.

## **DEFINITIONS**

**“Complaint”** is defined as any difference arising out of the interpretation, application or alleged violation of policies, by or against a member of the organization or a ratepayer.

**“Complaint Investigator”** refers to either an internal or external investigator, depending on the

circumstances.

**“Working Days”** shall be considered those days between Monday to Friday inclusive and shall not include Saturdays, Sundays, or recognized General Holidays.

## **REFERENCES**

### **Policies**

- Human Resources Policy Section 6.1 – Code of Conduct and Ethics
- Performance Management-Performance Improvement
- Progressive Discipline

## PROCEDURE

1. All complaints shall be in writing and must include a statement signed by the complainant, of the following:
  - a. Name(s) of the complainant.
  - b. The nature of the complaint and the circumstances out of which it arose.
2. Complaints must be raised within 20 working days from when the circumstances giving rise to the complaint were known or should reasonably have been known to the complainant. They may be raised in the complaint process with the Supervisor / Foreman, with the Complaint Investigator, or with the County's Human Resources.
3. If the complaint is not resolved within two working days with the Foreman the complainant may request a meeting with the Department Manager.
4. If the complaint is not resolved within two working days with the Department Manager the complainant may refer the matter to the respective General Manager of their business area.
5. If the complaint is not resolved within five working days with the General Manager, the complainant may refer the matter to the Chief Administrative Officer who will conduct a review of the complaint and issue a written decision within 15 working days.
6. The Complaint Investigator will review a referred complaint, investigate or mediate if necessary, and render a written resolution recommendation within 20 working days of referral to her / him.
7. Human Resources will conduct an investigation and attempt to resolve the matter within 10 working days and, if unsuccessful, refer the matter to the Chief Administrative Officer who has fifteen working days to conduct a review and issue a written decision.
8. Complaints involving the Chief Administrative Officer will be dealt with by Council.
9. Longer periods of time for consideration of complaints may be given at any step in the procedure if mutually agreeable. If time limits are not adhered to by mutual consent, either party may proceed to the next step in the process.

<b>Policy Name:</b>	Pay Structure
<b>Policy Number:</b>	6.2.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	October 15, 2019
<b>Date Last Amended:</b>	November 21, 2023
<b>Date Last Reviewed:</b>	N/A

## PURPOSE

The purpose of this policy is to outline the process used to establish pay ranges for employees of Wheatland County.

## POLICY

Wheatland County's pay ranges are established on a geographical basis and are structured so that:

- The mid-point of each salary range reflects the rate deemed by Wheatland County to be equivalent to the prevailing rate paid for similar jobs by comparable employers in the community.
- Differences between mid-point for each job reflect the differences in the relative value of positions established by job evaluation.
- The range spread of each pay range is large enough to permit recognition of differences in performance among individuals performing the work associated with that job.

## DEFINITIONS

**“Pay Structure”** is the hierarchy of salary ranges that exist in the organization. For Wheatland County's pay structure, it starts with the highest paid range or level and ends with the lowest paid range.

**“Salary Range”** is the range of salaries in one job grade. It has a defined minimum, midpoint and maximum pay rate.

**“Benchmark Job”** is a substantially similar job commonly found in comparative organizations, which is representative of jobs in a pay range and can be used for comparison purposes.

**“Range Maximum”** is the point which is Wheatland County's maximum of the pay range for the job.

**“Range Mid-Point”** is the rate which is considered by Wheatland County to be the competitive pay rate in the external labour market for a similar position. It is the point midway between the Range Maximum and the Range Minimum.

**“Range Minimum”** is the point at which an individual who meets the minimum qualifications for a job may be paid at Wheatland County.

## **RESPONSIBILITIES**

It is the responsibility of Council to approve any range structure used by Wheatland County. The Chief Administrative Officer or a designated nominee shall establish the benchmark jobs for which competitive wage information may be sought in the external market consistent with the procedures outlined herein.

## **REFERENCES**

### **Policies**

- Pay and Performance
- Performance and Career Development Process

## **PROCEDURE**

Wheatland County will use an external consultant to review and provide recommendations regarding the County’s Pay Grid and associated compensation system.

**Salaried Positions**

Grid	Positions	Minimum								Maximum
		1	2	3	4	5	6	7	8	
A	General Manager	\$149,757	\$196,939	\$164,121	\$171,303	\$178,484	\$185,666	\$192,847	\$200,029	
B	Manager	\$119,252	\$123,409	\$127,566	\$131,723	\$135,879	\$140,036	\$144,193	\$148,350	
C	Assessor Asset Management Specialist Community Services Coordinator Deputy Regional Fire Chief Economic Development Officer Financial Analyst Foreman Health and Safety Advisor Project Manager Senior Planner Supervisor	\$92,831	\$95,617	\$98,403	\$101,140	\$104,483	\$107,617	\$110,845	\$114,172	
D	Agricultural Conservation Coordinator Agriculture and Environmental Program Coordinator Community Peace Officer I Development Officer Fleet Coordinator GIS Technician Heavy Equipment Technician IT Support Technician Planner II Utility Operator II Welder Fabricator	\$83,504	\$86,009	\$88,589	\$91,247	\$93,965	\$96,804	\$99,708	\$102,700	
E	Agricultural Services Officer Automotive Technician Communications Specialist Executive Assistant Fire Prevention Officer Information Management Specialist Parts Technician Payroll and Benefits Specialist Planner I Planning and Development Services Technician Tire Service Technician Traffic Technician Utility Operator I	\$74,176	\$76,402	\$78,694	\$81,055	\$83,486	\$85,991	\$88,571	\$91,226	
F	Assistant Office Administrator	\$61,741	\$63,592	\$65,499	\$67,465	\$69,489	\$71,573	\$73,721	\$75,933	

**Hourly Positions**

Grid	Positions	Minimum								Maximum
		1	2	3	4	5	6	7	8	
H1	Sub-Foreman	\$36.42	\$37.52	\$38.64	\$39.80	\$40.99	\$42.23	\$43.50	\$44.80	
H2	Grader Operator	\$32.34	\$33.30	\$34.31	\$35.33	\$36.40	\$37.49	\$38.61	\$39.77	
H3	Excavator Operator Heavy Equipment Operator	\$31.63	\$32.58	\$33.56	\$34.56	\$35.59	\$36.67	\$37.75	\$38.89	
H4	Equipment/Spray Truck Operator Heavy Truck Operator Truck Driver / Equipment Operator	\$30.21	\$31.10	\$32.04	\$33.01	\$34.00	\$35.02	\$36.07	\$37.15	
H5	Waste Transfer Site Coordinator	\$28.96	\$29.82	\$30.72	\$31.64	\$32.60	\$33.58	\$34.58	\$35.62	
H6	Facilities Maintenance Specialist Light Equipment Operator	\$27.71	\$28.55	\$29.40	\$30.28	\$31.19	\$32.14	\$33.10	\$34.09	
H7	Waste Transfer Site Operator	\$25.93	\$26.71	\$27.52	\$28.35	\$29.19	\$30.07	\$30.98	\$31.91	
H8	Laborer	\$20.80	\$21.41	\$22.05	\$22.72	\$23.40	\$24.10	\$24.83	\$25.57	
H9	Summer Student	\$19.01	\$19.58	\$20.17	\$20.78	\$21.39	\$22.03	\$22.71	\$23.39	

Approved by Council:

 November 21, 2023  
 Date

  
 Reeve

  
 CAO

Revised:

November 21, 2023



<b>Policy Name:</b>	Pay and Performance
<b>Policy Number:</b>	6.2.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	January 1, 2020
<b>Date Last Amended:</b>	December 20, 2022
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to ensure that employees are paid fairly and rewarded appropriately based upon performance.

## **POLICY**

Wheatland County believes in attracting and retaining the best employees. To that end, the County wants to ensure that all employees are rewarded fairly based upon performance results that contribute to the County's overall business success and goals.

Wheatland County's Pay for Performance Principles:

1. Pay employees for consistent and sustained competency in the performance of the job.
2. Award pay increases based upon performance when job expectations are consistently achieved or exceeded.
3. Reward employees through the use of a range of increases within a pay band to recognize and discriminate differences in performance.
4. Evaluate employee performance at least annually.
5. Implement applicable performance adjustments to salaries on January 1<sup>st</sup> of each following year.
6. Award pay increases at other times during the year, as deemed applicable by General Managers and Human Resources.

**Acting Pay:** Any employee who is delegated to act as a supervisor (ex. Foreman, Supervisor, Manager, or General Manager) if a supervisor is away, will receive Acting Pay at an additional 10% of their salary. To qualify, the original supervisor must be away for a period greater than 10 working days, receive approval from their General Manager or Chief Administrative Officer to provide this pay, and notify Human Resources of the absence.

## **RESPONSIBILITIES**

General Managers and direct supervisors, in consultation with the Chief Administrative Officer, will be responsible for approving all salary and wage increases.

## **REFERENCES**

### **Policies**

- Pay Structure
- Performance and Career Development Process
- Pay / Earnings / Deductions

## **PROCEDURE**

Pay for Performance Process:

1. Once annual performance evaluation reviews are completed, the direct supervisor / manager will determine the employee's eligibility for a Pay for Performance increase.
2. The supervisor / manager will meet with other members of the Administrative / Management team to review and finalize the Pay for Performance decisions for their business area.
3. The Pay for Performance decisions will be forwarded to Human Resources for processing.
4. In December, the direct supervisor / manager will meet with the employee to communicate the Pay for Performance decision.
5. Performance adjustments to salaries will be effective on January 1<sup>st</sup> of the new calendar year.

<b>Policy Name:</b>	Pay / Earnings / Deductions
<b>Policy Number:</b>	6.2.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	January 1, 2020
<b>Date Last Amended:</b>	September 7, 2021
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

This policy outlines the Wheatland County's practice regarding pay periods, earnings, and deductions from earnings.

## **POLICY**

As per Alberta Employment Standards legislation, Wheatland County is required to deduct the following from each employee's pay:

- Federal and Provincial income tax
- Employment Insurance premiums
- Canada Pension Plan contributions
- Judgment or an order of the Court

Other deductions must be authorized, in writing, by the employee. The authorization must be clear and specific as to the amount that is being deducted, the date when it is to be deducted and the purpose of the deduction.

Common optional deductions may include:

- Computer Purchase Plan
- Taxable Benefits
- Group Benefit Deductions including LAPP

Pay will be calculated using the Payroll Categories. Wheatland County's pay period is bi-weekly with 26 pay periods in the year. Direct deposit payment shall be made to each employee's account in an authorized financial institution of the employee's choice.

Employees will use the applicable timesheet software through a self-service feature and accurately report time / hours worked. Supervisors will review and approve each staff member's reported time. Payroll hours are verified bi-weekly.

Payment to salaried and hourly employees for verified hours is paid the following Friday. Therefore, there is a delay for payment of hours worked in the immediate past week due to pay period cut-off. Payment to volunteer firefighters, elected officials, and board members is paid on a monthly basis.

Volunteer firefighters are compensated at an hourly rate:

- a. For a maximum of two (2) hours on all regularly scheduled training nights and business meetings.
- b. When responding to an emergency call, from the time they are paged, until such time the apparatus is back in service at the end of the call. The minimum pay for each call out will be three (3) hours and stacking time will not be permitted if multiple calls or concurrent calls happen.
- c. Or as required by management.

Volunteer firefighters must submit their timesheets to the District Fire Chief for authorization, who in turn will submit them to Fire Services management by the 1<sup>st</sup> business day of the month for processing. Compensation is outlined as follows:

<b>Rank</b>	<b>Hourly Rate</b>
Probationary Firefighter (under 1 year)	Provincially Legislated Minimum Hourly Rate
Firefighter (1 Year +)	Provincially Legislated Minimum Hourly Rate plus \$1.00
Qualified Firefighter	Provincially Legislated Minimum Hourly Rate plus \$2.00
Senior Firefighter	Provincially Legislated Minimum Hourly Rate plus \$3.00
Lieutenant	Provincially Legislated Minimum Hourly Rate plus \$4.00
Captain	Provincially Legislated Minimum Hourly Rate plus \$5.00
District Chief	Provincially Legislated Minimum Hourly Rate plus \$6.00

## **DEFINITIONS**

“**Payroll Categories**” include the following:

- 1) Salaried refers to an employee who receives an annual rate of pay.
- 2) Hourly refers to an employee who is paid an hourly wage for hours worked and includes both full-time hourly and part-time hourly.
- 3) Volunteer firefighters, elected officials (Council), and board members.

## **RESPONSIBILITIES**

Human Resources / Payroll and Benefits must ensure that all practices related to pay, earnings, and deductions follow the most up-to-date Alberta Employment Standards legislation.

Employees must ensure they understand the deductions from their pay, and ensure all deductions are correct and properly authorized in writing when optional deductions are taken off an employee’s pay. If there is a discrepancy or concern, an employee should report the error or concern to Payroll

and Benefits in the first week following receipt of pay. If an error is confirmed, the correction will appear on the employee's next pay cheque.

## **REFERENCES**

### **Policies**

- Hours of Work / Rest
- Overtime / Pay
- Vacation / Pay
- General Holidays / Pay
- Termination – Employer-Initiated
- Termination – Employee-Initiated
- Employee Leave Policies
- Extended Healthcare and Related Benefits

### **Legislation**

- Alberta Employment Standards Code

<b>Policy Name:</b>	Hours of Work / Rest
<b>Policy Number:</b>	6.2.4
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	January 1, 2020
<b>Date Last Amended:</b>	March 1, 2022
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy outlines Wheatland County's practice for hours of work and rest for employees.

## **POLICY**

Wheatland County is committed to ensuring general working hours and schedules are designed to meet the needs of the municipality, employees, and its ratepayers. The core County Administration business hours are 8:00am to 4:30pm, Monday through Friday, except for statutory holidays or other days approved by Council. All other County facilities may have differing operational hours based on the services provided. Hours of work for employees will be dictated by the employee's employment offer and the direct supervisor.

The base annual hours of work for a full-time, salaried employee is:

- 1950 hours for employees in Administration
- 2080 hours for employees in Public Works and ASB

Hours of work for hourly, seasonal, and returning seasonal employees will vary based on tasks, scheduling, and the requirements from the direct supervisor.

Wheatland County must provide each employee who works 5 hours or more with at least 30 minutes of rest, within every 5 consecutive hours of work. The break can be a 30-minute break or at least 2-15-minute breaks. The rest periods will be provided to employees as per the scheduling and decisions of the department or supervisor requires, as well as the employee's employment offer.

Employees are not permitted to bank rest periods or schedule them for the start or end of the workday. Overtime does not apply if an employee chooses to work through a rest period.

### **Note: Employees and Core Business Hours**

Employees will be granted flexibility to start the workday before and after the standard business

hours of operations; for example, if the standard hours of work for staff are 8:00am-4:30pm, the permitted work schedule could be one of the following options: 6:30am-3:00pm, 7:00am-3:30pm, 7:30am-4:00pm, 8:00am-4:30pm, 8:30am-5:00pm, and 9:00am-5:30pm.

The final decision regarding the establishment of the new hours of work for an employee will be with the employee's supervisor.

## **RESPONSIBILITIES**

Supervisors are responsible for reviewing, verifying, and confirming accuracy of employees' time entry.

Employees are responsible for abiding by the hours of work and rest periods, and where applicable, for properly and accurately entering data (time) into the applicable software program.

## **DEFINITIONS**

### **"Employee Categories"**

- Salaried – permanent full time and permanent part time
- Hourly – permanent full time and permanent part time
- Seasonal – summer student or first year / new seasonal employee
- Returning seasonal – a seasonal employee who is returning after a first season and may return in subsequent seasons

## **REFERENCES**

### **Policies**

- Overtime / Pay
- Performance Management – Performance Improvement
- Progressive Discipline
- Attendance and Punctuality

### **Legislation**

- Alberta Employment Standards Code

<b>Policy Name:</b>	Overtime / Pay
<b>Policy Number:</b>	6.2.5
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	January 1, 2020
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## PURPOSE

In a desire to support work-life balance, it is Wheatland County's intention to minimize overtime. However, due to the nature of work for some positions, overtime may be required to ensure business / customer commitments are met.

## POLICY

This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

Overtime hours cannot be planned or worked unless pre-approved by a Direct Supervisor / Manager or designate.

**Call-Out Pay** – In the event that an employee is called out for work, outside of regular hours of work, the employee shall receive a minimum of four (4) hours pay, with pay calculated at the employee's hourly pay rate.

**Stand-By Pay** – A flat rate of \$42 per day will be paid to those employees who are in designated stand-by positions and are scheduled to be on stand-by on a weekday and / or weekend(s).

A flat rate of \$70 per day will be paid to those employees who are in designated stand-by positions and are scheduled to be on stand-by on a statutory holiday(s).

**Hours of Work Overtime / Time Off in Lieu (TOIL) Agreement** – Wheatland County may enter into an Overtime Agreement with applicable employees (e.g., Administrative Office) for the purpose of determining the employee's entitlement to overtime pay or, instead of overtime pay, time off with pay.

Employees who enter into the Wheatland County's Overtime Agreement must abide by the following conditions:

1. Employees must sign an overtime agreement with Wheatland County, when required.



2. Employees who use any Leave time (vacation, appointment, etc.) during a day(s) during the calendar year, cannot bank overtime on that day(s).
3. Overtime cannot be banked when an employee attends a conference or training session, etc. The only eligible time that can be banked is for the standard workday designated lunch time (half hour) during the day of the conference / training session, etc.

## **RESPONSIBILITIES**

Managers / Supervisors are responsible for monitoring and implementing overtime use. They must ensure that any overtime hours requested and taken are appropriately documented.

Employees are responsible for understanding and complying with this policy and procedures. Any questions or concerns are to be communicated to their direct manager / supervisor.

## **REFERENCES**

### **Policies**

- Hours of Work / Rest
- Pay / Earnings / Deductions

### **Legislation**

- Alberta Employment Standards Code

<b>Policy Name:</b>	General Holidays / Pay
<b>Policy Number:</b>	6.2.6
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	January 1, 2020
<b>Date Last Amended:</b>	December 20, 2022
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

This policy outlines Wheatland County's practice of recognizing designated provincially legislated holidays including those designated as a General Holiday by Wheatland County.

This policy also addresses General Holiday pay should an employee work on a General Holiday.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

Wheatland County recognizes the following thirteen (13) days as General Holidays:

- New Year's Day
- Alberta Family Day
- Good Friday
- Easter Monday\*
- Victoria Day
- Canada Day
- Heritage Day\*
- Labour Day
- National Day for Truth and Reconciliation\*
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day\*

The General Holidays listed by an asterisk (\*) are provided over and above Alberta Employment Standards legislation.

Given Wheatland County recognizes Christmas Day, Boxing Day, and New Year's Day as General Holidays, the County's offices / operations will be closed between Christmas Day and New Year's Day. The exception will be for the provision of critical / essential operational activities that require staffing during this holiday period.

During the Christmas closure, full-time employees (salaried or hourly) will be given paid time off for the business days that the County is closed, without having to use any leave time (vacation, TOIL, etc.). Part-time employees must use leave time or unpaid time during the Christmas closure.

General Holidays that fall on a Saturday or Sunday will be taken on the first regular business day following the holiday.

All employees are eligible to have the General Holiday as a day off, or if required and authorized by an appropriate supervisor / manager to work on the General Holiday, to receive General Holiday pay.

When a General Holiday falls during an employee's vacation, the employee shall be given the day off as a General Holiday rather than a vacation day.

## **REFERENCES**

### **Policies:**

- Pay / Earnings / Deductions
- Vacations / Pay

### **Legislation**

- Alberta Employment Standards Code

## **PROCEDURE**

1. An employee's supervisor / manager must provide authorization, in advance, for an employee to work on a General Holiday.
2. If an employee requests and the supervisor / manager agrees, an alternate day may be taken in lieu of the General Holiday, subject to effective work scheduling. Employee requests must be made in writing.
3. When applicable, the employee will properly enter their time into the applicable timesheet software for verification and approval.

<b>Policy Name:</b>	Vacations / Pay
<b>Policy Number:</b>	6.2.7
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 15, 2019
<b>Effective Date:</b>	January 1, 2020
<b>Date Last Amended:</b>	December 20, 2022
<b>Date Last Reviewed:</b>	N/A

**PURPOSE**

Wheatland County recognizes vacation as an important employee benefit and one that employees should fully utilize to support personal well-being and provide opportunities for rest, relaxation, and personal pursuits.

**POLICY**

**Salaried Employees**

Salaried employees earn vacation entitlement in hours based on service and are accumulated on a bi-weekly basis.

Vacation entitlement for salaried employees will be as follows:

<b>Length of Service</b>	<b>Vacation Entitlement</b>
At the completion of one (1) year of employment	3 weeks of vacation
At the completion of five (5) years of employment	4 weeks of vacation
At the completion of fifteen (15) years of employment	5 weeks of vacation
At the completion of twenty-five (25) years of employment	6 weeks of vacation

\*Note: Vacation entitlement is based on the employee’s anniversary date of employment not the calendar year.

Vacation accruals earned prior to the completion of an employee’s first year of employment, may be used within the first year, with the approval of the employee’s immediate supervisor / manager.

Vacation credits are not earned during a period of extended personal leave (unpaid time off) or while on long-term disability.

Employees must use their annual vacation entitlement by the end of the following calendar year. This is important to prevent carry-over of vacation time and to ensure employees are fully utilizing this benefit for employee well-being, rest, and rejuvenation.

## Hourly Employees

Hourly paid employees will receive between 6% and 12% vacation pay and 5% general holiday pay on each bi-weekly pay period.

Holiday pay percentage for hourly employees will be as follows:

Length of Service	Vacation Pay	General Holiday Pay	Total Holiday Pay %
0-5 years	6%	5%	11%
5-15 years	8%	5%	13%
15-25 years	10%	5%	15%
25+ years	12%	5%	17%

## Salaried and Hourly Employees

For all employees, supervisors shall make a reasonable effort to facilitate vacation schedules which allow the maximum number of employees to take vacations on the dates of each employee's choice.

## REFERENCES

### Policies:

- Pay / Earnings / Deductions
- General Holidays / Pay

## PROCEDURE

Employees will be given the opportunity to choose the time of their vacation provided the vacation meets the following criteria:

- a) All employees shall take their vacation entitlement by the end of the following calendar year. (i.e. 2019 vacation entitlement must be taken by the end of 2020).
- b) No two employees in the same department, who are back-up for one another, will be allowed to be off on vacation at the same time; exceptions will be handled by the employees' direct supervisor.

<b>Policy Name:</b>	Extended Healthcare and Related Benefits
<b>Policy Number:</b>	6.3.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	May 2, 2023
<b>Date Last Reviewed:</b>	N/A

## PURPOSE

The purpose of this policy is to provide details regarding eligibility and general information regarding Wheatland County's extended healthcare and related benefits plan.

## POLICY

Wheatland County believes in promoting and supporting the physical and psychological health, safety and well-being of its employees by providing programs and resources. One of these programs and resources is the offering of a group health benefit plan to all Eligible Employees.

The County's group plan for health coverage including premium rates will be negotiated by the Plan Administrator and the Benefit provider in consultation with the CAO.

Premiums for group benefits are cost shared between the employee and Wheatland County as follows:

	Paid 100% by Employee	Paid 100% by Wheatland County
Long Term Disability*	✓	
Group Life	✓	
Accidental Death & Dismemberment	✓	
Dependent Life	✓	
Extended Health Care Insurance		✓
Dental		✓
Vision Care		✓

Critical Illness		✓
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Regarding Long Term Disability (LTD) marked with an asterisk (\*) above:

Wheatland County will maintain 100% of Extended Health and Dental premium contributions for the first two (2) years of an approved LTD claim. Group Life, AD&D, Dependent Life, and LTD premiums may be "waived" by the Benefit Carrier once a Long-Term Disability claim has been approved. After two (2) years, the Dental and Extended Health Care coverage and Critical Illness Plan will be terminated unless the employee chooses to continue with the plan at their full expense.

After two (2) years of being on LTD, an employee may choose to remain on the County's health and dental benefits plan, but the employee will be required to pay 100% of the monthly cost for all applicable premiums. Annually, the employee must provide post-dated monthly cheques and in the event that cheques are not received, or if any cheque is returned due to insufficient funds, all benefits for the employee and any dependents will be terminated.

All employees on LTD as of Jan 01, 2023, will be grandfathered into this policy, meaning that they will not be required to pay Extended Health and Dental premiums after two (2) years following their approved LTD claim.

## DEFINITIONS

### “Employee Categories”

- Salaried – permanent full time and permanent part time
- Hourly – permanent full time and permanent part time
- Seasonal – summer student or first year / new seasonal employee
- Returning seasonal – a seasonal employee who is returning after a first season and may return in subsequent seasons

“Eligible Employees” refer to permanent employees who are working a minimum of 14 hours per week.

Eligible employees also refers to a returning seasonal employee who is beginning employment with Wheatland County for a second consecutive season and has worked a minimum of five (5) months of consecutive employment in the previous year. Coverage for a returning seasonal employee will continue year round with payment of premiums compressed and paid for by the employee over the term of active employment. If a summer student occupies a seasonal position on the organizational chart, they will not be entitled to health benefits.

## REFERENCES

### Policies

- Pay / Earnings / Deductions

## PROCEDURE

As part of the onboarding / orientation process, all new employees will be provided with a Group

Benefit booklet outlining the Group Benefit Plan details. Clarification of details and questions may be addressed by Payroll.

Any updates / changes made to the Benefits Plan will be communicated to employees via Human Resources / Payroll.



<b>Policy Name:</b>	Health and Wellness Account
<b>Policy Number:</b>	6.3.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to explain the rationale and provide details regarding the County's Health and Wellness Account.

## **POLICY**

Wheatland County believes in providing a safe and healthy workplace for all employees. This includes promoting and supporting the physical and psychological health, safety and well-being of its employees by developing and providing programs, tools and resources intended to foster a healthy work environment.

One of the programs / resources available to eligible employees is the County's Health and Wellness Account.

All employees who are actively employed by the County and pay their share of premiums in the County's group extended healthcare benefit plan are entitled to the Health and Wellness Account. Employees must be registered in the County's group extended healthcare benefit plan as at December 31<sup>st</sup> of each calendar year to qualify for reimbursement. The reimbursement will be pro-rated for employees that join the County's group extended healthcare benefit plan during the current calendar year.

The County will reimburse each employee, up to three hundred dollars (\$300.00) per calendar year, towards services and activities that promote and contribute to the employee's health, safety and well-being.

Only the person employed by the County is eligible for this reimbursement. Any costs incurred by someone else (e.g., immediate family member) or for the benefit of someone else, are excluded.

All costs incurred outside of the current calendar year for a receipt(s) submitted are excluded.

Costs exceeding the maximum amount of yearly reimbursement shall not be carried forward into the next calendar year.

Eligible expenses include, but may not be limited to:

- Expenses not covered by the County's extended healthcare benefits plan either because they are excluded entirely from the plan or are only partially covered under the benefits plan. Examples include: vaccinations, non-prescription medication, non-therapeutic massage, eye care or dental care that is over the benefits plan limits.
- Fees associated with physical and mental wellness including artistic, cultural, recreational, and / or developmental activities. Examples include: hockey registration, golf dues, dance lessons, music lessons, art classes, cooking or nutrition classes, meditation classes, personal trainers, sporting activities, lessons, gym memberships / sports club memberships, stress and / or weight management programs, wellness retreat, ski lift tickets, and sport league fees.
- Cultural, fitness, recreational and / or sports equipment considered primarily necessary for the activity or service to be performed. Examples include:
  - footwear (e.g., cleats, sneakers, golf shoes, curling shoes, snowshoes, hiking boots, ski boots);
  - protective equipment (e.g., hockey pads, bike helmet, lifejacket);
  - fitness machine (e.g., treadmill, elliptical, stationary bike, rowing machine);
  - sports / recreation / fitness equipment (e.g., yoga mat, meditation mat, weights, hockey equipment, curling broom, canoe, kayak, fishing rod, bicycle, golf clubs, tennis racquet); and
  - electronic fitness tracker that is primarily necessary for the activity or service to be performed (e.g., Fitbit).

Excluded expenses include, but may not be limited to the following:

1. hunting weapons (e.g., guns, arrows, bows, knives, firearms, ammunition, and firearm accessories, due to the high risk of significant injury and concern for personal and public safety);
2. motorized vehicles (e.g., quads, snowmobiles, motorboats, dirt bikes) and equipment, licenses and accessories needed to operate motorized vehicles;
3. general clothing items such as pants, shorts, t-shirts, and sweatshirts;
4. general food items other than vitamins and supplements;
5. spa treatments (e.g., facial) and beauty products / services (e.g., shampoo, makeup, manicure, pedicure); and
6. fees pertaining to watching sports or fitness events.

## **REFERENCES**

### **Policies**

- Extended Healthcare and Related Benefits
- Pay / Earnings / Deductions

### **PROCEDURE**

The employee must request pre-approval of a service, activity, or item if there is any concern that the service, activity or item may not qualify under the Health and Wellness Account. Approvals will be made by Payroll.

The Health and Wellness reimbursement will be paid out upon submission of the original receipt(s) to Payroll. The receipt(s) must include an itemized description of the expense, service, activity or equipment, including the employee number.

Receipts must be submitted no later than December 1<sup>st</sup> of the current year. Reimbursement is subject to applicable taxes and other required deductions, as per legislation.

<b>Policy Name:</b>	Local Authorities Pension Plan (LAPP)
<b>Policy Number:</b>	6.3.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	May 2, 2023
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to provide details regarding eligibility and general information regarding Wheatland County’s pension plan through Alberta Pension Services.

## **POLICY**

Permanent employees of Wheatland County working 30 hours per week or more must enroll in the Local Authorities Pension Plan (LAPP). Employees will be enrolled in the LAPP upon hire with no waiting period.

Permanent Employees working 14-29 hours per week may voluntarily opt to enrol in the Local Authorities Pension Plan. Should such an employee make a decision to opt out of LAPP they cannot change their decision unless their employment status changes to one that would require mandatory participation (30 hours per week). When making a decision on membership eligibility, including the decision to voluntarily opt to enrol in LAPP, or choosing not to participate in LAPP, employees must be made aware of the implications of their choice. Therefore, employees are encouraged to discuss the implications of their choice with Alberta Pension Services.

In the event the LAPP member / County employee makes a decision to buy back time during a period when they were not contributing during their employment with Wheatland County, (e.g., during a non-contributory leave such as Maternity or Illness), if it is within the first five (5) years of becoming a member of the plan, premiums would be shared between the employee and Wheatland County, as per the Local Authorities Pension Plan regulation.

Employees should contact Alberta Pension Services for further details regarding the Local Authorities Pension Plan.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions

<b>Policy Name:</b>	Organizational Chart
<b>Policy Number:</b>	6.4.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	November 21, 2023
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to provide a visual representation of Wheatland County's organizational and functional departments / business areas, along with outlining the relationship between and among them.

## **POLICY**

Wheatland County shall maintain a visual representation of its organizational and functional structure. The visual representation will be in the form of an organizational chart (one for the winter season and one for the summer season) indicating organizational reporting linkages.

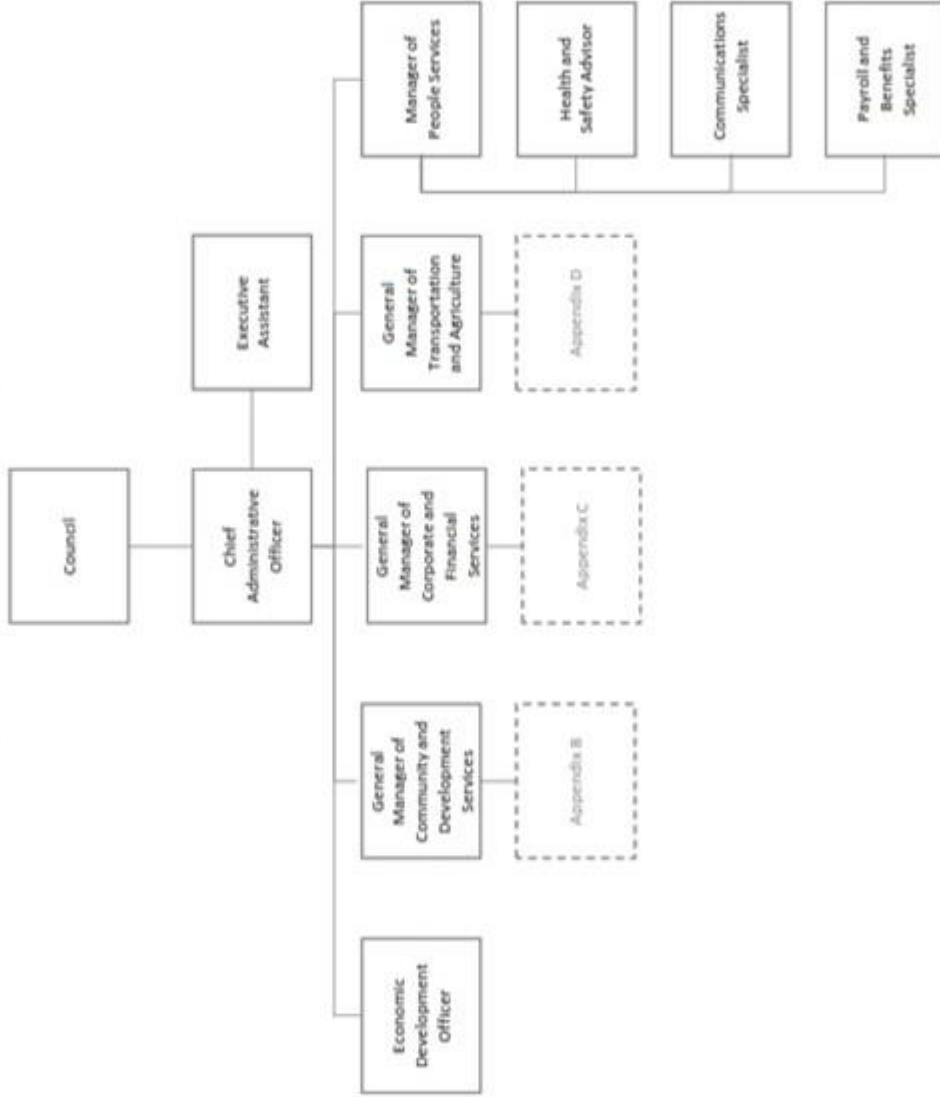
The chart will include the approved name of the organizational departments and position titles. The chart shall not include individual employee names, email addresses, or telephone numbers.

The organizational chart(s) will be approved by Wheatland County Council.

## **RESPONSIBILITIES**

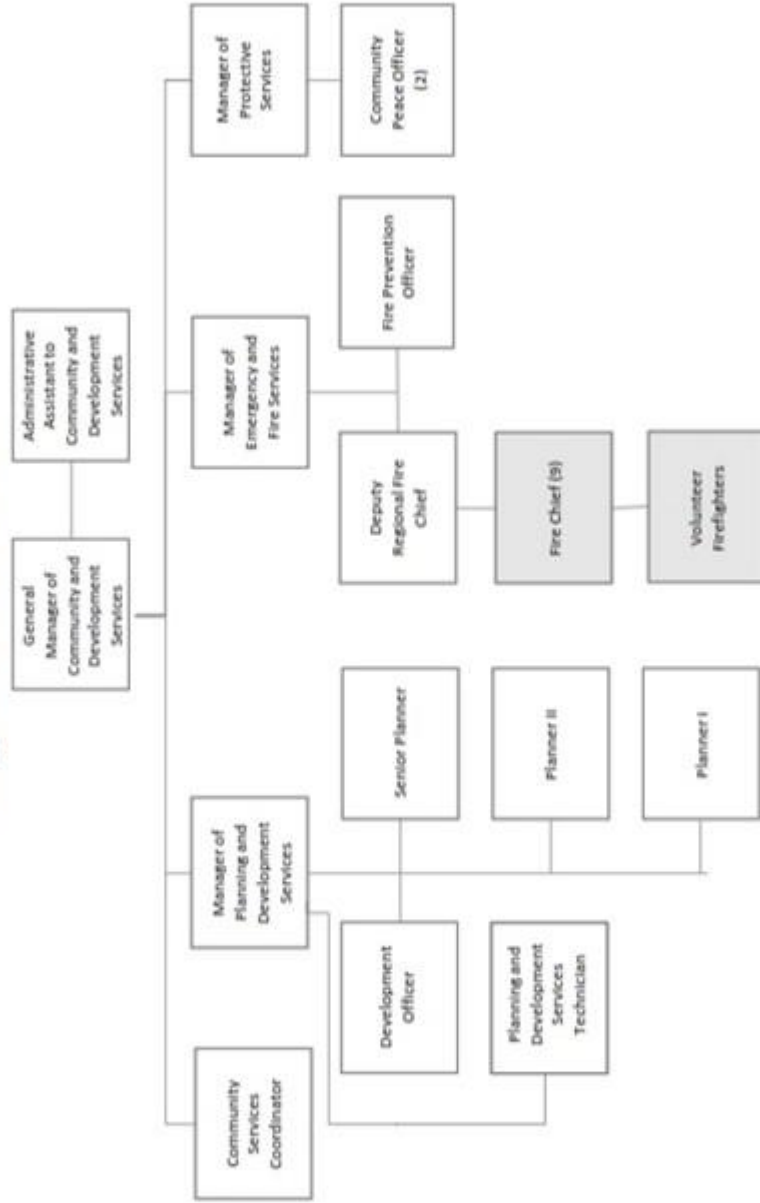
Human Resources will be responsible for maintaining an up-to-date organizational chart for the County, and for ensuring that all departments including the senior management team (Chief Administrative Officer and General Managers), have access to the most up-to-date versions of the organizational chart.

# Wheatland County Organizational Chart



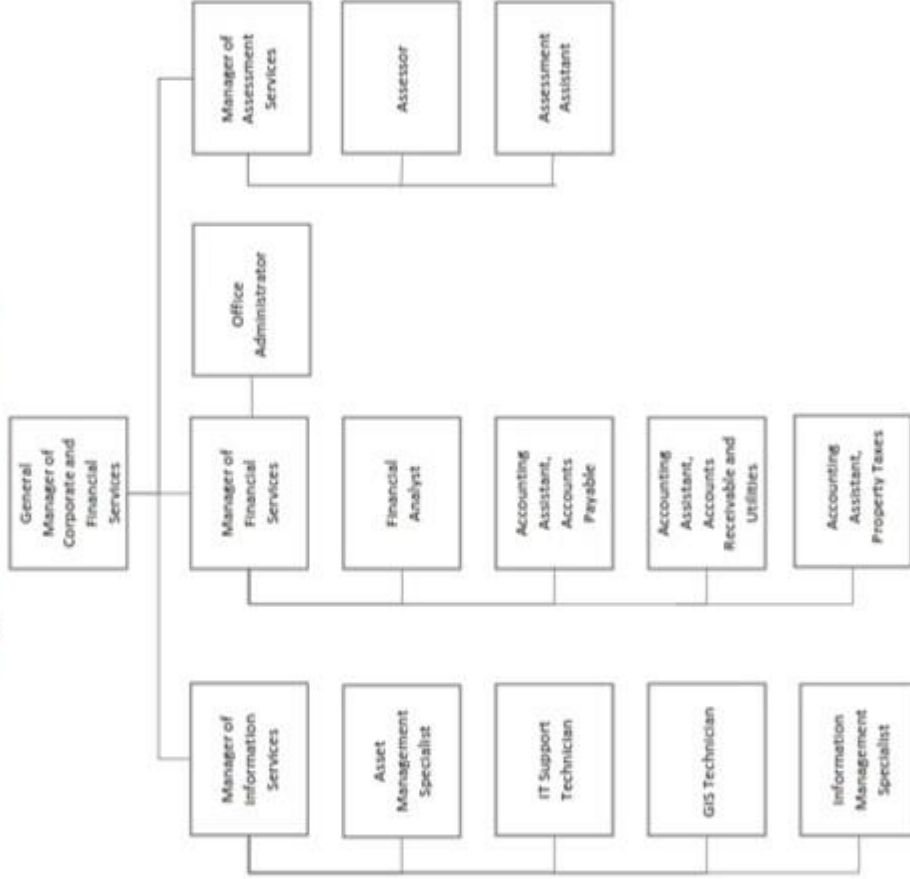
Approved: November 21, 2023

# Wheatland County Organizational Chart



Approved: November 21, 2023

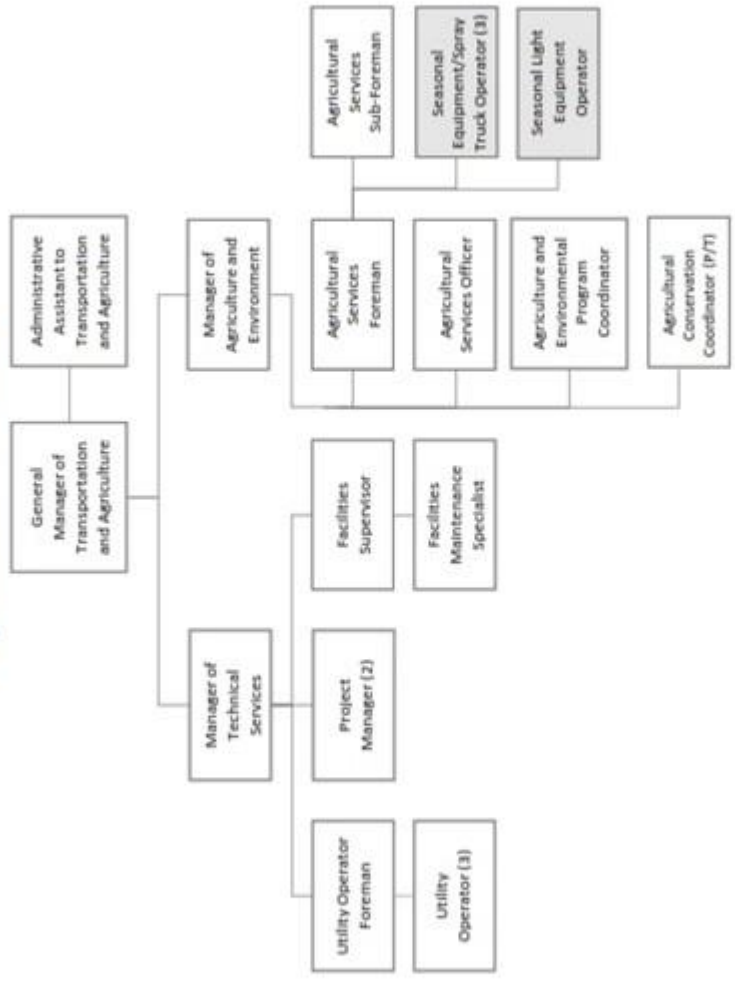
# Wheatland County Organizational Chart



Approved: November 21, 2023



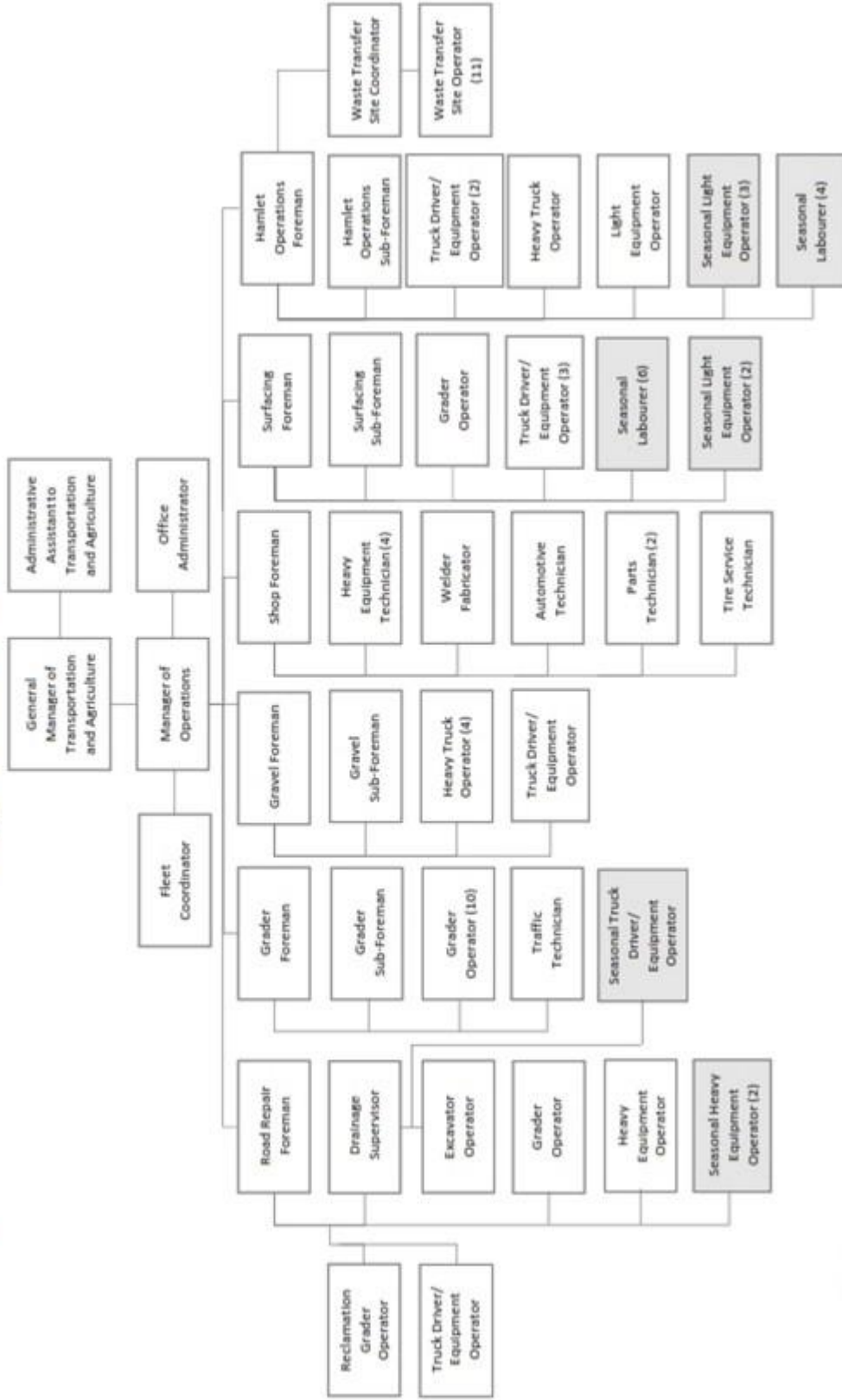
# Wheatland County Organizational Chart



Approved: November 21, 2023



# Wheatland County Organizational Chart



Approved: November 21, 2023

<b>Policy Name:</b>	Corporate Human Resources Files
<b>Policy Number:</b>	6.4.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	May 21, 2019
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County is dedicated to creating and retaining documentation on employees to effectively manage the workforce. Maintaining a comprehensive and complete record of corporate human resources files allows the County to effectively manage and store employee information and provide documentation to substantiate decisions on hiring, promotion, compensation, disciplinary action and termination, health and safety, training requirements, benefits, and adherence to County policies and procedures.

Wheatland County is subject to detailed record-keeping requirements and to be in compliance with Alberta Employment Standards legislation and other related legislation including FOIP (Freedom of Information and Protection of Privacy).

## **POLICY**

Wheatland County must keep up-to-date records of information for employees including the following:

- regular and overtime hours of work recorded daily;
- wage rate and overtime rate;
- earnings paid showing separately each component of the earnings for each pay period;
- deductions from earnings and the reason for each deduction;
- time off instead of overtime pay provided and taken;
- employee's name, address and date of birth;
- date of commencement of present employment;
- the date on which a general holiday is taken;

- each annual vacation, showing the date it started and finished and the period of employment in which the annual vacation was earned;
- the wage rate and overtime rate when employment starts, the date of any change to wage rates or overtime rates, and particulars of every change to them;
- copies of documentation relating to maternity and parental leave, reservist leave, compassionate care leave, and / or other legislated leaves;
- copies of overtime agreements, if applicable or copies of hours of work averaging agreements; and
- copies of any termination notice and of written requests to employees to return to work after a temporary layoff.

Given privacy legislation, employee information that is required for pay and benefits purposes will be held in specific corporate human resources files held by Payroll and Benefits so they can properly fulfil their duties and responsibilities. Employee information that is required for Human Resources to properly fulfil their duties and responsibilities will be retained with Human Resources.

Since the information contained in employee files is strictly confidential, files will be kept in a secure location in a locked filing cabinet with both Human Resources and Payroll and Benefits.

Information that will be retained with Human Resources includes the following:

- employee's resume;
- references;
- current personal information including address, phone number, etc. and current emergency contact information including name and phone number;
- letter of employment offer / employment agreement;
- Driver's Abstract;
- Criminal Record Check;
- signed 'Acknowledgement and Agreement Form' related to the Employee Policy Manual;
- performance related documentation including performance reviews, performance improvement plans, and disciplinary reports;
- career planning documentation;
- accident / incident report forms involving the employee; and
- records of recognition / commendation.

An employee has the right to review his or her own corporate human resources file / employee records. Employees who wish to review their file(s) must submit a written request to view the file(s) a minimum of one day prior to the date of review, and be accompanied by Human Resources while

viewing their file(s).

The employee file for the CAO will be maintained in a separate locked drawer in the HR filing cabinet. Council has the right to request and review this file at any time without the accompaniment of Human Resources.

Notwithstanding the above, employees may not review any documentation that would violate the confidentiality of another employee.

Employees may challenge the accuracy of documentation in their human resources file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation. Depending on the nature of the request, the employee's immediate supervisor may need to be notified (e.g., disciplinary report).

Any former employee of Wheatland County who requests access to his / her corporate human resources file(s) must submit his/her FOIP request through the FOIP Coordinator.

All information maintained in corporate human resources files is the sole property of Wheatland County. The removal of any documentation or information from corporate human resources files by employees or third parties is strictly prohibited.

Documents / records that are retained in the County's corporate HR files will adhere to the County's Records Classification and Retention Schedule.

## **RESPONSIBILITIES**

Managers / Supervisors must ensure that any documentation that is placed in an employee's corporate human resources file is accurate and forwarded to Human Resources for insertion in the file. The employee should be notified about the nature of the documentation being placed in their file.

Employees should communicate any changes in personal information such as benefit status, name, address, or phone number to Human Resources.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Recruitment and Selection
- Probationary Period
- Overtime / Pay
- General Holidays / Pay
- Vacation / Pay
- Employee Leaves – Policies
- Extended Healthcare and Related Benefits
- Training, Development, and Professional Memberships Policies
- Performance and Career Development Policies
- Termination Policies

<b>Policy Name:</b>	Recruitment and Selection
<b>Policy Number:</b>	6.4.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County recognizes the importance of having consistent hiring practices and selecting the best candidates for positions. The goal is to build a sustainable workforce for achieving the County's short and long-term goals for meeting the needs of ratepayers and citizens in Wheatland County.

## **POLICY**

For both internal and external hires, Wheatland County will:

- Hire the candidate based on merit and the most qualified given the competencies (key knowledge, skills and abilities), work experience, education and training background essential to position-related criteria and success in the position.
- Use professional and ethically sound employment practices and standards.
- Comply with appropriate provincial legislation including Alberta Employment Standards Act and Code, Alberta Human Rights Act, and FOIP (Freedom of Information and Protection of Privacy)
- Not discriminate in the area of employment practices. Discrimination is prohibited in Alberta under the Human Rights Act based on one or more of the following protected grounds: race, religious beliefs, colour, gender, gender identity, gender expression, physical or mental disability, age, ancestry, place of origin, marital status, and sexual orientation.
- Ensure consistency in the recruitment and selection process and consistency in the implementation of this policy. Wheatland County will adhere to following a recruitment and selection process that includes several steps. These steps are elaborated upon in the 'Procedure' section of this policy.
- Have Council hire the Chief Administrative Officer.

## **Employee Categories**

Wheatland County has the following employee categories:

- Salaried – permanent full time and permanent part time
- Hourly – permanent full time and permanent part time
- Seasonal – summer student or first year / new seasonal employee
- Returning seasonal – a seasonal employee who is returning after a first season and may return in subsequent seasons

### **Position Descriptions**

Wheatland County will develop and maintain up-to-date position descriptions for all positions within the organization. Up-to-date position descriptions will be held with Human Resources and they will ensure that supervisors / managers inform Human Resources of any updates to be made to position descriptions as the result of changes in duties / responsibilities, etc.

Human Resources will also ensure that all employees personally receive copies of their own most current position description. This document will serve as a useful reference for the employee especially during the Performance and Career Development Process.

Prior to filling a newly created position or replacing an employee in an existing position, all hiring supervisors / managers will review the applicable position description. This is necessary for the following reasons: 1) to ensure accuracy of information especially when creating / updating a job posting for internal and / or external use, and 2) to include it in the offer of employment under Schedule “A” of that document.

### **Position Postings**

Human Resources will post the position internally (if applicable) since Wheatland County believes in promoting from within when there may be qualified and available candidates internally.

When a position is unlikely to be filled internally and / or the County believes, at its discretion and by conducting due diligence, an external search could provide suitable and qualified candidates, the position will be posted externally. Specific locations will be determined by Human Resources in consultation with the hiring supervisor / manager (e.g., social media, Wheatland County’s website – Careers section, career fair, colleges, and other applicable websites including Indeed).

Regardless of an internal or external posting, all employment applications / resumes will be directed to the attention of Human Resources.

### **Employment of Relatives**

Wheatland County supports hiring on the basis of merit and the candidate who is most qualified. The County does not discriminate in favour of, or in opposition to, the hiring of more than one member of a family. However, due to the potential for perceived or actual conflicts of interest, the following restrictions apply to the employment of a Relative:

- any candidate who is a Relative of a Wheatland County employee must be disclosed to Human Resources prior to hiring to ensure proper hiring practices are followed;
- no candidate shall be hired, transferred, or promoted to a position under the direct supervisory responsibility of a Relative;
- no potential or real conflict of interest exists from an indirect reporting relationship;

- no employee who becomes related to another Wheatland County employee during the course of employment shall be transferred or promoted to a position under the direct supervisory responsibility of a Relative; and
- a current employee of Wheatland County must not participate in any part of the recruitment and selection process where a Relative is an applicant. This process includes the screening of applications, interviews, reference checking, and involvement with the hiring decision.

A situation that may develop is when two employees become Relatives during the course of their employment. It is the responsibility of each employee to avoid situations that create a conflict of interest.

Should two employees become Relatives during their employment and find themselves in a Direct / Indirect Reporting Relationship, where a real or potential conflict of interest arises, one of the two employees will need to find either Alternate Employment within the County, or seek an opportunity elsewhere in another organization. Wheatland County will provide up to ninety (90) days for one of the two employees above to make those arrangements. Should it be necessary, Wheatland County reserves the right to make the final decision concerning the two affected employees.

### **Reference Checks**

Reference checking is valuable for collecting information as part of the total assessment process of candidates. Checking references is also a method of verifying the truthfulness and consistency of the information provided on a resume and during a job interview.

Questions asked during the reference checking step should address the same selection criteria that were covered during the interview. Employment dates should be confirmed to ensure accuracy of information provided by the candidate.

Reference checks must be completed prior to an offer letter being presented to the candidate. Human Resources will conduct the required reference checks. Three (3) satisfactory reference checks are required for external hires prior to an offer of employment. Ideally, references will include one from a current or former supervisor, one from a former or current colleague, and one from a former or current direct or indirect subordinate, or internal / external customer.

Friends or family will not be used as references.

Wheatland County will follow applicable legislation including the FOIP (Freedom of Information and Protection of Privacy), and the Alberta Human Rights Act when conducting reference checks.

### **Criminal Record Check and Driver's Abstract**

The County recognizes a legal responsibility to protect and act in the best interests of the people for whom the County serves. The County also has an obligation to ensure, to the extent reasonably possible that persons hired by the County can be entrusted with the duties and responsibilities they are given.

To fulfill the County's duty and legal responsibility, all employment offers shall be made conditional on completion of the Employee Authorization – Driver's Abstract / Record Form and a Criminal Record Check.

Candidates who have been provided with employment offers will be reimbursed by the County for any costs incurred related to the completion of these forms.



## **Relocation Expenses**

There may be occasions when Wheatland County will need to recruit and hire a candidate outside of the Strathmore / Wheatland County and surrounding areas including Calgary. In those situations when a suitable candidate is located outside of this region, relocation costs and reimbursement to the successful candidate will be considered on a case-by-case basis.

## **DEFINITIONS**

“**Relative**” refers to spouse (including Adult Interdependent Relationship (as defined below), and same gender partner), parent, grandparent, child, grandchild, sibling, aunt, uncle, niece, nephew, or an individual who has acquired such a relationship through marriage / adult interdependent relationships, or a relation who is dependent on the employee for care or assistance. Step children / grandchildren / parents, and foster children / grandchildren / parents, are considered children, grandchildren, and parents for the purpose of this policy.

“**Adult Interdependent Relationship**” refers to any two (2) persons who are in a relationship outside of marriage in which the two people share one another’s lives, are emotionally committed to one another, and function as an economic and domestic unit; or, intend to live together in a relationship of interdependence.

“**Direct Reporting Relationship**” refers to the relationship between an employee and his / her immediate supervisor / manager with an immediate chain of command.

“**Indirect Reporting Relationship**” refers to an employee and a manager (e.g., General Manager) with at least one or more managers / supervisors in between yet within the same chain of command.

“**Alternate Employment**” is defined as an available position within the County for which he employee is qualified, and where there is no conflict of interest from a reporting or supervisory relationship.

## **RESPONSIBILITIES**

Human Resources and hiring supervisors / managers will be responsible for implementing the Recruitment and Selection policy including related policies, and adhering to applicable legislation.

## **REFERENCES**

### **Policies**

- Conflict of Interest
- Orientation / On-Boarding
- Probationary Period

### **Legislation**

- Alberta Human Rights Act
- Alberta Employment Standards
- Freedom of Information and Protection of Privacy (FOIP)

## **Documents**

- Position Descriptions
- Interview Guide Template
- Reference Checking Template
- Information Sheet: 'A Recommended Guide for Pre-Employment Inquiries', Alberta Human Rights Commission

## **PROCEDURE**

Wheatland County's recruitment and selection process includes the following steps and procedures:

### **1. Recruitment Options**

#### **a. Internal Posting**

Human Resources will post the position internally (if applicable), since Wheatland County believes in promoting from within when there may be qualified and available candidates internally.

#### **b. External Posting**

When a position is unlikely to be filled internally and / or the County believes it is in their best interests to seek qualified and suitable applicants, the position will be posted externally. Specific locations (e.g., social media, Wheatland County's website - Careers section, career fair, universities, colleges, and other applicable websites including Indeed) will be determined by Human Resources in consultation with the hiring supervisor / manager.

Regardless of an internal or external posting, all employment applications / resumes will be initially directed to the attention of Human Resources. Once Human Resources has conducted a screening of employment applications / resumes, these will then be distributed to the applicable hiring Supervisor for further review.

### **2. Employment Applications / Resumes**

All applications / resumes will be directed to the attention of Human Resources when positions are posted both internally and externally, and / or when resumes are received 'unsolicited'.

All applications / resumes submitted to the County, except for those received from candidates who become successful in obtaining a County position, will be retained by the County in adherence to the County's Records Classification and Retention Schedule.

### **3. Screening Resumes**

Human Resources will assemble all applications and resumes, both internal and / or external received by applicants.

Human Resources will conduct an initial screening of all resumes / applications for the position. The screening process will include identifying applications / resumes of applicants who meet the minimum standards for the position, those who do not meet the minimum standards and those who have some assets or 'nice to have' skills, knowledge or abilities for the position.

Human Resources will prepare a list of suitable applicants / resumes and forward this information to the hiring manager / supervisor for their review.

Human Resources in consultation with the hiring manager / supervisor will make decisions regarding applicants who will be invited to participate in the interviewing process.

#### **4. Interviewing Candidates**

Human Resources will make arrangements to interview suitable applicants at this stage of the recruitment and selection process. Note: When applicants are invited to participate in the interviewing stage, the term "candidate" will be used from this stage forward in the recruitment and selection process.

Human Resources will follow the three main steps of interviewing including a) preparation, b) conducting the interview, and c) follow-up / evaluating candidates.

##### **a. Preparation**

###### **i. Interview Guide**

In preparation for the interview Human Resources will work with the hiring supervisor / manager to develop the Interview Guide. This will also involve Human Resources working with the hiring supervisor / manager to review the position description and determine the selection criteria (e.g., education / training, soft skills, and technical skills) required for the position.

At the front end of the Interview Guide candidate questions will address current and former jobs / positions. This is to ensure there is clarity of accomplishments, confirmation of dates for past positions that the candidate held, and discussion of any gaps in their employment / career history.

The next set of questions will focus on the selection criteria chosen for the position; for example, customer service, communications, or technical skills such as accounting. These questions will be written as behavioural-based questions since these are objective and position-related. They focus on a candidate's past experiences and can give the interviewer insight on how a candidate might behave if similar situations arose in the future.

Following the behavioural based interviewing questions, the candidate will be asked final / concluding questions including “Is there any other information you would like to share with us regarding your education, experiences and accomplishments?” These questions are included in the Interview Guide for the hiring supervisor to ask candidates.

## ii. **Setting Up Interviews**

Proper preparations of an interview are essential especially for creating positive impressions on candidates. The following is a list of the many details that should be dealt with in advance of the interview.

- 1) Choose the interview panel members. There should be at least two panel members with one member being the immediate supervisor for the position and the other panel member from Human Resources. To ensure consistency, panel members should be the same for all candidate interviews for the one position being filled.
- 2) Determine the location of the interview including an appropriate choice of an interview room. Arrange for privacy and the prevention of interruptions (e.g., phones, mobile devices, visitors, other staff members, etc.). Ensure the furniture is appropriately placed for effective communications and interaction between the interview panel and the candidate.
- 3) Arrange to contact the candidate (be sure to determine who will contact the candidates) and set the interview date, time and location. Ask the candidate to bring any necessary documentation; e.g., proof of qualifications, and a list of references, if candidates are external.
- 4) Decide which interview panel member will open and close the interview and who will ask specific questions.

## b. **Conducting the Interview**

- i. At the start of the interview greet the candidate and establish rapport.
- ii. Explain the interview purpose and agenda to the candidate.
- iii. Ask the established questions in the Interview Guide. To ensure consistency, ask the same questions to every candidate so that panel members can evaluate the responses fairly. When interview panel members are taking notes, make sure the notes are written objectively by writing down only what the candidate says. Do not make subjective comments.

- iv. Allow the candidate time to ask questions.
- v. Provide information regarding the position and Wheatland County.
- vi. Explain the next steps of the interviewing process; let the candidate know when they can anticipate hearing back about the outcome of the interview decision.
- vii. Thank the candidate for attending the interview.

**c. Follow-Up / Evaluating Candidates**

The last part of the interview process is the follow-up. This is when a review of notes from the interview are done, candidates are rated against criteria, reference checks are completed and consultation with other hiring decision makers / interview panel members is done.

Note: There is a rating scale in the Interview Guide for interview panels' use. Ideally, each selection criteria and responses to behavioural based questions should be rated individually and then a total rating score determined for each candidate. Interview panel members should use whole numbers only – no fractions or percentage points.

1 – less than acceptable	Generally does not meet the selection criteria / competency required
2 – acceptable	Meets the selection criteria / competency required
3 – more than acceptable	Generally exceeds the selection criteria / competency required

**5. Reference Checking**

To ensure consistency, questions asked during reference checking should address the same selection criteria that were covered during the interview. Employment dates should also be confirmed to ensure accuracy of information provided by the candidate.

Reference checks must be completed prior to an offer letter being presented to the candidate. This includes positions that are permanent (salaried, hourly full time, hourly part time, seasonal, and returning seasonal) Human Resources will conduct the required reference checks using the County's reference checking template. Ideally three satisfactory reference checks are required for hires prior to an offer of employment. Ideally, references will include one from a current or former supervisor, one from a former or current colleague, and one from a former or current direct or indirect subordinate, or internal / external customer. Friends or family will not be used as references.

**6. Testing**

Human Resources will work with the hiring supervisor / manager to determine and conduct any required testing (e.g., computer testing, equipment testing) that pertains to the specific position being filled. Tests must be legally and ethically sound to be used during the recruitment and selection process.

## **7. Pre-Employment Background / Criminal Record Check / Driver's Abstract**

In addition to reference checking, other pre-employment background / criminal record check will be conducted depending on the position and circumstances. A criminal record check will determine if a person has been charged or convicted of a crime. It is a search of adult convictions held within the RCMP National Repository of Criminal Records.

For all field and office positions that require the ongoing, regular use of Wheatland County's vehicles, candidates will be asked to provide an up-to-date driver's abstract and valid Alberta driver's license as a condition of employment.

When applicable, Human Resources will conduct a verification of education since it is another requirement as a condition of employment.

**Note:** Wheatland County relies upon the accuracy of information contained in the employment application / resume, as well as the accuracy of other data presented throughout the recruitment and selection process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Wheatland County's exclusion of the individual from further consideration for employment.

## **8. Offer Letters, Employment Agreements and New Hire Documentation**

### **Offer Letters**

Human Resources will prepare offer letters. Offer letters will be signed by the applicable Manager and then scanned and emailed to the candidate. Once the candidate has printed off and signed the offer letter, it must be returned to the attention of Human Resources either in hard copy or electronically via email.

### **New Hire Documentation**

To ensure that legal requirements are met and due diligence is practiced with regard to Human Resources / Pay and Benefits administration, the following documentation is required from all external new hires:

- a copy of the signed offer of employment letter;
- the candidate's resume;
- confirmation of citizenship / landed immigrant status / work permit / visa (as required);
- Criminal Record Check;
- Driver's abstract (as required);
- proof of education / training (e.g., diplomas, degrees, certificates), as required;
- completed TD1 forms; and
- completed employee personal data form.

<b>Policy Name:</b>	Orientation / Onboarding
<b>Policy Number:</b>	6.4.4
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## PURPOSE

An effective on-boarding / orientation program supports recruitment and selection efforts. Wheatland County believes that a well-planned on-boarding program is imperative for new employees and organizational success. Research also shows that an effective on-boarding program reduces employee turnover, increases productivity and boosts morale.

## POLICY

Each new employee, including seasonal employees, will participate in an on-boarding program at the beginning of employment with Wheatland County.

An effective on-boarding program will contain two key components:

- general introduction to Wheatland County including history, organizational structure and reporting relationships, vision, mission and values, corporate policies and procedures, and occupational health and safety; and
- a position-specific orientation that includes job expectations along with human resources policies and procedures.

## DEFINITIONS

“**Property**” refers to Wheatland County owned items that would be provided to a new employee to use during the course of employment for fulfilling the new employee’s duties and responsibilities of the assigned position. Wheatland County owned items would include an access card / keys, computer / laptop, mobile device, hand tools, and desk calculator.

## RESPONSIBILITIES

Human Resources and the new employee’s immediate supervisor will be responsible for implementing this policy, and for ensuring the successful on-boarding of all new employees.

## **REFERENCES**

### **Policies**

- Recruitment and Selection
- Probationary Period
- In-House Training and Development
- Off-Site Training and Development



## **PROCEDURE**

The following steps will be taken by Human Resources, Health and Safety, and the supervisor of the new employee.

### **Human Resources**

- Has overall responsibility for planning the on-boarding program and coordinating efforts with OH&S (Health and Safety) and the new employee's immediate supervisor. This will include creating a schedule for all parties involved.
- Confirms that the offer letter and new hire documentation is signed-off, completed and filed in the appropriate location.
- Provides an overview of the organization including the following:
  - Wheatland County history;
  - County Council;
  - organizational structure including organizational charts and explanation of service mandates for the various departments and business areas; and
  - county map (if applicable).
- Ensures that the new employee has read the Human Resources Policy Manual and New Employee Handbook, and has signed-off acknowledgement of having read and understood the contents of the Manual and Handbook.
- Ensures that a list is kept of any Wheatland County property that the new employee will be using during the course of their employment, and keeps track of this property (e.g., laptop, mobile device, tools, etc.) when employment of the employee is terminated and the County property must be returned.
- Arranges for access card / keys to Wheatland County's building(s), if applicable.
- Provides the new employee with computer access information and ensures they can successfully log on to the network and other necessary applications.

### **Payroll and Benefits**

- Ensures the new employee has completed the following documentation: TD1, Direct Deposit, and Employee Number.
- Explains pay procedures, extended healthcare benefits including the Health and Wellness Account, Local Authorities Pension Plan (LAPP), etc..

### **(OH&S) Health and Safety**

- Provides an overview of Wheatland County's Occupational Health & Safety Management System and the specific responsibilities of the employee including the following:
  - Hazard Assessment and Control Form;

- conduct mandatory hearing tests (for field / outside employees only);
  - site tour including specific safety hazards associated with the position;
  - personal protective equipment (applicable to field / outside employees);
  - emergency response procedures;
  - safety meetings; and
  - OH&S training specific to the position.
- Ensures that the new employee has read the OH&S Manual and has signed-off acknowledgement of having read and understood the contents of the Manual.

### **Supervisor**

- Ensures team members are aware of the new employee's arrival / start date.
- Prepares work site, work area / desk and any equipment as applicable including telephone, computer and computer access, supplies, business cards, etc.
- Establishes meetings dates / times and books calendar for a formal review at the one month and just prior to the end of the three month probationary period.
- Arranges to be present and greet the new employee on their first day.
- Provides a tour of the work site / office including facilities (washrooms, kitchen / coffee room, etc.).
- Personally introduces the new employee to Wheatland County employees. If the supervisor is unavailable, they will assign a designate to introduce the employee.
- Shares details about the workplace culture including supervision style, expectations and culture of the work group; shares information regarding special events in the work group / organization.
- Reviews work schedule, lunch / coffee breaks, overtime, procedures to follow if sick or away from work, and leave request procedures.
- Reviews the position description / responsibilities and expectations.
- Helps the new employee understand how their position is connected to their co-workers and to other work groups.
- Discusses any relevant position-specific training.
- Informs employee of formal probationary review meeting dates / times.
- Co-ordinates OH&S training with Health and Safety.

<b>Policy Name:</b>	Probationary Period
<b>Policy Number:</b>	6.4.5
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Probation is the time set aside for a new employee to demonstrate suitability in their role with Wheatland County. Therefore, it is very important to be transparent with the new employee regarding expectations and outcomes during the probationary period.

## **POLICY**

All new employees of Wheatland County will have a probationary period. This employment condition shall be initially addressed in the offer letter, and further expanded upon in this policy.

Probation is the time set aside for a new employee to demonstrate suitability in their role and with Wheatland County. It is important to be very transparent with the new employee about probationary period expectations (e.g., adherence to Wheatland County's policies and procedures, ability to follow directions, compatibility with co-workers / stakeholders, demonstrated progress in acquiring the necessary knowledge and skills of the position, etc.). Probationary period expectations also involve letting the employee know what is to be achieved / results to be accomplished and under what time frames. As well, competencies (knowledge, skills, and abilities) applicable to the position must be explained to the new employee. Realistically, a new employee may not be able to accomplish all or some of the results within their probationary period. However, it is important to establish clear expectations regarding what is expected to be accomplished (tasks), and the expectations regarding competencies (knowledge, skills and abilities) during the probationary period.

New employees will participate in an orientation / onboarding process, and become familiar with the position including a thorough review of the position description and competencies (knowledge, skills and abilities) related to the position.

The supervisor / manager must ensure the new employee has the resources, equipment, and materials / documents they need to function and perform their duties. Support for the new employee may include coaching, mentoring and on-the-job training.

## **RESPONSIBILITIES**

Supervisors / managers are responsible for implementing the Probationary Period policy and following the procedures associated with this policy.

## **REFERENCES**

### **Policies**

- Orientation / Onboarding
- Performance and Career Development Process
- Performance Management-Performance Improvement
- Termination – Employer-Initiated

### **Documents**

- Performance Review Form
- Performance Improvement Plan

## **PROCEDURE**

It is important for the supervisor / manager to address concerns with the new employee as soon as problems arise. The supervisor / manager should be proactive in counseling the employee on his / her shortcomings. Specific instructions should be provided to the employee on achieving the desired standards. The employee should be given reasonable opportunity to improve performance / meet expectations. Documentation should be kept during the probationary period of the employee's progress in relation to the agreed upon criteria.

There will be at least one interim assessment of the new employee's performance and behaviour / conduct. For example, if an employee's probationary period is 90 consecutive calendar days, the interim assessment will be held at the one-month time period. The supervisor will conduct a final assessment just prior to the completion of the employee's probationary period, making a reasonable decision about the employee's suitability and employability. It is important to apply objective criteria in performing a good faith assessment of the probationary employee.

Documentation for tracking an employee's progress and conducting an interim and final assessment of the probationary period will be done using the applicable documents including the Performance Review form.

The supervisor / manager should immediately seek advice from Human Resources regarding concerns arising during the employee's probationary period, especially if there is any contemplation of ending the employment relationship.

If during, or just prior to the conclusion of the employee's probationary period, in the County's opinion, the employee has performed unsatisfactorily or is otherwise unsuitable for the position, Human Resources must be consulted regarding the termination of the employee.

Upon satisfactory completion of the probationary period, Human Resources and the employee will be advised in writing by the direct supervisor.

<b>Policy Name:</b>	Maternity and Parental Leave
<b>Policy Number:</b>	6.5.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe the obligations of Wheatland County as they pertain to employees taking a maternity and / or parental leave.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

### **Maternity Leave**

A pregnant employee who has been employed in the past 90 consecutive calendar days with Wheatland County is entitled to maternity leave without pay.

The maternity leave to which a pregnant employee is entitled to is a period of not more than 16 weeks starting at any time during the 13 weeks immediately before the estimated date of delivery.

A pregnant employee whose pregnancy ends other than as a result of a live birth within 16 weeks of the estimated due date is entitled to maternity leave.

An employee who takes maternity leave must take a leave of at least 6 weeks immediately following the date of delivery, unless the employee and Wheatland County agree to shorten the period by the employee providing a medical certificate indicating that resumption of work will not endanger her health.

A pregnant employee must give Wheatland County at least 6 weeks' written notice of the date she will start her maternity leave by providing a medical certificate certifying that she is pregnant and giving the estimated date of delivery.

A pregnant employee is entitled to start maternity leave on the date specified in the written notice given to Wheatland County. However, if the employee does not give prior notice of maternity leave before starting it, she is still entitled to maternity leave if, within 2 weeks after she ceases to work, provides Wheatland County with a medical certificate indicating that she is not able to work because

of a medical condition arising from her pregnancy, and giving the estimated or actual date of delivery.

If during the 12 weeks immediately before the estimated date of delivery the pregnancy of an employee interferes with the performance of her duties, Wheatland County may give the employee written notice requiring her to start maternity leave.

An employee may opt to use sick leave days if they are unable to work because of a medical condition arising from the pregnancy.

The employee must give Wheatland County at least 4 weeks' written notice of the date of return. Employees returning from an approved leave will be reinstated in the position occupied when maternity or parental leave started or provided with alternative work of a comparable nature.

Benefit coverage will continue provided the employee pays 100% of the benefit premiums prior to the commencement of the leave. Vacation and sick time will not continue to accrue for the duration of the unpaid leave. However, the employee will receive credit towards their length of service while away on leave. Contributions to the Local Authorities Pension Plan (LAPP) will be determined in accordance with LAPP rules and regulations.

If an employee does not wish to resume employment after maternity or parental leave, they must give Wheatland County at least 4 weeks' written notice of intention to terminate employment.

### **Parental Leave**

For an employee entitled to maternity leave, that employee will be provided with parental leave for a period of not more than 62 consecutive weeks immediately following the last day of maternity leave.

Or, in the case of a parent who has been employed in the past 90 consecutive calendar days with Wheatland County, that parent will be entitled to parental leave for a period of not more than 62 consecutive weeks within 78 weeks after the child's birth.

Or, in the case of an adoptive parent who has been employed with Wheatland County for at least the past 90 consecutive calendar days, that parent will be entitled to parental leave for a period of not more than 62 consecutive weeks within 78 weeks after the child is placed with the adoptive parent for the purpose of adoption.

If employees are parents of the same child, the parental leave may be taken wholly by one of the employees or shared by the employees.

Note: If employees are parents of the same child and are both employed by Wheatland County, the County is not required to grant parental leave to more than one employee at a time.

An employee must give Wheatland County at least 6 weeks' written notice of the date the employee will start parental leave unless the medical condition of the birth mother or child makes it impossible to comply with this requirement, or in the case of adoption, the date of the child's placement with the adoptive parent was not foreseeable.

Should a pregnant employee give Wheatland County the 6 weeks' written notice of maternity leave and is planning to also take the parental leave of up to 62 consecutive weeks, no further written notice is required. However, if the pregnant employee is intending to share parental leave, she must

advise Wheatland County of the intention to share parental leave.

The employee must give Wheatland County at least 4 weeks' written notice of the date of return. Employees returning from an approved leave will be reinstated in the position occupied when maternity or parental leave started or provided with alternative work of a comparable nature.

Benefit coverage will continue provided the employee pays 100% of the benefit premiums prior to the commencement of the leave. Vacation and sick time will not continue to accrue for the duration of the unpaid leave. However, the employee will receive credit towards their length of service while away on leave. Contributions to the Local Authorities Pension Plan (LAPP) will be determined in accordance with LAPP rules and regulations.

If an employee does not wish to resume employment after maternity or parental leave, they must give Wheatland County at least 4 weeks' written notice of intention to terminate employment.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Extended Health Care and Related Benefits
- Illness and Health-Care Related Appointments Leave
- Employee-Initiated Termination

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7 – Maternity Leave and Parental Leave
- Government of Canada, Employment Insurance Benefits, EI Maternity and Parental Benefits

<b>Policy Name:</b>	Bereavement Leave
<b>Policy Number:</b>	6.5.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employee time off when a Family Member dies.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County is entitled to bereavement leave.

When a death occurs with an employee's Family Member, employees may take up to five (5) days off with pay, per incident of bereavement. Seasonal employees will be allowed time away as unpaid time.

Bereavement leave may be extended by up to two (2) additional days with pay for travel or extenuating circumstances.

Wheatland County understands the deep impact that death can have on an individual or a family. Therefore, additional time off may be granted. The employee shall communicate with his or her supervisor regarding this.

Additional unpaid time off may be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

If the employee requires time off to attend to the matters or funeral of anyone other than those covered by this policy, he or she may request the time as either a vacation day or a personal day. Should the employee have no remaining personal day or vacation day entitlement, any time off must be as an unpaid leave of absence.



Benefit coverage during a paid bereavement leave will continue without interruption. Vacation and length of service will continue to accrue. There is no impact to LAPP service and contributions when an employee is on paid leave. Should the employee extend their bereavement leave and take an unpaid leave, there would be an impact to LAPP service and contributions. Further details regarding this are available from Human Resources.

## **DEFINITIONS**

**“Family Member”** includes the following:

Employee’s family members:

- Spouse, adult interdependent partner or common-law partner
- Children (and their partner / spouse)
- Current or former foster children (and their partner / spouse)
- Current or former wards
- Parents, step-parents and / or current or former guardians (and their partner / spouse)
- Current or former foster parents
- Siblings, half-siblings, step-siblings (and their partner / spouse)
- Grandchildren, step-grandchildren (and their partner / spouse)
- Grandparents, step-grandparents
- Aunts, uncles, step-aunts, step-uncles (and their partner / spouse)
- Nieces, nephews (and their partner / spouse)
- A person the employee isn’t related to but considers to be like a close relative

Family members of the employee’s spouse, common-law or adult interdependent partner:

- Children (and their partner / spouse)
- Current or former wards
- Parents, step-parents, foster parents
- Sibling, half-sibling, step-sibling
- Grandparents
- Grandchildren

- Aunts, uncles
- Nieces, nephews

**“Adult Interdependent Partner”** refers to a person who is in a relationship outside of marriage in which two people share one another’s lives, are emotionally committed to one another, and function as an economic and domestic unit; or, intend to live together in a relationship of interdependence.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Personal Leave with Pay
- Personal Leave without Pay
- Vacations / Pay

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.6 – Other Leaves; Bereavement Leave

<b>Policy Name:</b>	Reservist Leave
<b>Policy Number:</b>	6.5.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to allow employees who are reservists, the opportunity to take a leave to participate in certain operations or activities as stated in the policy below.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee, who is a reservist and has completed at least 26 consecutive weeks of employment with Wheatland County, is entitled to reservist leave without pay to take part in the following operations or activities:

- Deployment to a Canadian Forces operation outside Canada; or
- Deployment to a Canadian Forces operation inside Canada that is or will be providing assistance in dealing with an emergency or with its aftermath; and / or
- Subject to the regulations, annual training, including related travel time, for an amount of up to 20 days in a calendar year.

An employee is entitled to reservist leave for the period of time required depending on the operation or activity the employee is participating in.

An employee who intends to take reservist leave must give Wheatland County at least 4 weeks' written notice of the date the reservist leave is to start. The notice must also include the estimated date on which the employee intends to resume work, or in the case of leave for annual training, the actual date on which the employee intends to resume work.

If an employee cannot comply with the notice requirement because of deployment in urgent circumstances, the employee must advise Wheatland County in writing of the reservist leave as soon as it is reasonable and practicable in the circumstances. Unless there is a valid reason for not

doing so, an employee who takes reservist leave must advise Wheatland County in writing of any change in the length of the leave as soon as is reasonable and practicable in the circumstances.

If an employee is on reservist leave on the day by which his or her vacation must be used, any unused part of the vacation will be used immediately after the leave expires, or by agreement with Wheatland County to take unused vacation at a later date.

Employees returning from an approved leave will be reinstated in the position occupied when reservist leave started or provided with alternative work of a comparable nature.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Health Care and Related Benefits

### **Legislation**

- Alberta Employment Standards Code; Division 7.1 – Reservist Leave

## **PROCEDURE**

- The employee must provide Human Resources with a document from the employee's Commanding Officer specifying that the employee is taking or has taken part in an operation or activity referred to in the regulation, the day on which the leave is to start or started, and the estimated or actual length of the leave.
- If an employee has been on reservist leave for more than 4 weeks, the employee must give at least 4 weeks' written notice of the day on which they intend to resume work.
- If an employee has been on reservist leave for 4 weeks or less, the employee must, as soon as possible before resuming work, provide Human Resources with written notice of the date on which they intend to resume work.

<b>Policy Name:</b>	Compassionate Care Leave
<b>Policy Number:</b>	6.5.4
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to allow employees of Wheatland County the opportunity to take an unpaid leave to provide care or support to a seriously ill family member.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County is entitled to an unpaid compassionate care leave of up to 27 weeks to provide care or support to a seriously ill family member.

For an employee to be eligible for leave, a physician must issue a certificate stating that a family member of the employee has a serious medical condition with a significant risk of death within 26 weeks from the day the certificate is issued or if the leave was begun before the certificate was issued, the day the leave began, and the family member requires the care or support of one or more family members.

Compassionate care leave may be taken in one or more periods but no period may be less than one week's duration.

Benefit coverage may continue during this unpaid leave. The employee is required to fill out the 'Request for Coverage Extension' form through Payroll and Benefits.

The employee who is on compassionate care leave is considered to be continuously employed for the purposes of calculating annual vacation.

The employee may be eligible to receive Employment Insurance under the Government of Canada's Compassionate Care Benefit, and is encouraged to contact their local Employment Insurance office for details.

Compassionate care leave ends on the earliest of the following occurrences: the last day of the work week in which the family member (named in the medical certificate) dies; the 27 weeks of compassionate care leave ends; or, the last day of the work week in which the employee ceases to provide care or support to the seriously ill family member.

Employees returning from an approved leave will be reinstated in the position occupied when compassionate care leave started or provided with alternative work of a comparable nature.

## **DEFINITIONS**

**“Family Member”** includes the following:

Employee’s family members:

- Spouse, adult interdependent partner or common-law partner
- Children (and their partner / spouse)
- Current or former foster children (and their partner / spouse)
- Current or former wards
- Parents, step-parents and / or current or former guardians (and their partner / spouse)
- Current or former foster parents
- Siblings, half-siblings, step-siblings (and their partner / spouse)
- Grandchildren, step-grandchildren (and their partner / spouse)
- Grandparents, step-grandparents
- Aunts, uncles, step-aunts, step-uncles (and their partner / spouse)
- Nieces, nephews (and their partner / spouse)
- A person the employee isn’t related to but considers to be like a close relative

Family members of the employee’s spouse, common-law or adult interdependent partner:

- Children (and their partner / spouse)
- Current or former wards
- Parents, step-parents, foster parents
- Sibling, half-sibling, step-sibling
- Grandparents

- Grandchildren
- Aunts, uncles
- Nieces, nephews

**“Adult Interdependent Partner”** refers to a person who is in a relationship outside of marriage in which two people share one another’s lives, are emotionally committed to one another, and function as an economic and domestic unit; or, intend to live together in a relationship of interdependence.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Vacation / Pay
- Health Care and Related Benefits

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.2 – Compassionate Care Leave
- Government of Canada, Employment Insurance Benefits, Compassionate Care Benefits

## **PROCEDURE**

- The employee must provide Human Resources with a copy of the physician’s certificate (unless it is an emergency situation), and give as much notice as is reasonable and practicable in the circumstances.
- When the employee has been on compassionate care leave, he or she must provide Human Resources one weeks’ written notice of the date they intend to resume work.

<b>Policy Name:</b>	Citizenship Ceremony Leave
<b>Policy Number:</b>	6.5.5
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County’s practice for employee time off to attend their citizenship ceremony.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County will be provided unpaid leave of up to one day to attend a citizenship ceremony to receive a certificate of citizenship.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.6 – Other Leaves; Leave for Citizenship Ceremony

## **PROCEDURE**

Before taking the leave, the employee must give Wheatland County as much notice as it reasonable and practicable.



<b>Policy Name:</b>	Critical Illness of a Family Member Leave
<b>Policy Number:</b>	6.5.6
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employee time off to care for their critically ill child / children, or adult family member.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County and is a Family Member of a critically ill child or critically ill adult is entitled to unpaid leave. Unpaid leave of up to 36 weeks is available for the purpose of providing care or support to a critically ill child, and up to 16 weeks for the purpose of providing care or support to a critically ill adult.

The leave may be taken in one or more periods, but no period may be less than one week's duration.

The employee caring for a critically ill child or adult must provide a medical certificate, issued by a nurse practitioner or physician. The certificate must include:

- that the child or adult is critically ill and requires the care or support of one or more family members;
- the start date of the period when care or support is needed;
- the end date of the period during which the child requires care or support; and
- if the leave started before the certificate was issued, the date the leave began.

If the employee cannot provide the medical certificate prior to starting the leave, they must provide it as soon as is reasonable.

## DEFINITIONS

“**Family Member**” includes the following:

Employee’s family members:

- Spouse, adult interdependent partner or common-law partner
- Children (and their partner / spouse)
- Current or former foster children (and their partner / spouse)
- Current or former wards
- Parents, step-parents and / or current or former guardians (and their partner / spouse)
- Current or former foster parents
- Siblings, half-siblings, step-siblings (and their partner / spouse)
- Grandchildren, step-grandchildren (and their partner / spouse)
- Grandparents, step-grandparents
- Aunts, uncles, step-aunts, step-uncles (and their partner / spouse)
- Nieces, nephews (and their partner / spouse)
- A person the employee isn’t related to but considers to be like a close relative

Family members of the employee’s spouse, common-law or adult interdependent partner:

- Children (and their partner / spouse)
- Current or former wards
- Parents, step-parents, foster parents
- Sibling, half-sibling, step-sibling
- Grandparents
- Grandchildren
- Aunts, uncles
- Nieces, nephews

**“Adult Interdependent Partner”** refers to a person who is in a relationship outside of marriage in which two people share one another’s lives, are emotionally committed to one another, and function as an economic and domestic unit; or, intend to live together in a relationship of interdependence.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Extended Healthcare and Related Benefits

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.4 – Critical Illness of Child Leave
- Government of Canada, Employment Insurance Benefits, Caregiving Benefits and Leave

## **PROCEDURE**

The employee must provide written notice as is reasonable and practicable in the circumstances, to their immediate Supervisor and Human Resources, of their intent to take the critical illness leave. If possible, the employee’s notice should include the estimated date of the employee’s return to work. The employee must also inform the County of any change in the estimated date of returning to work.

Benefit coverage would continue during this unpaid leave. The employee is required to fill out the ‘Request for Coverage Extension’ form through Payroll and Benefits.

When the employee has been on the leave, he or she must provide Human Resources one (1) weeks’ written notice of the date they intend to return to work.

<b>Policy Name:</b>	Work-Related Injury and Disability Leave
<b>Policy Number:</b>	6.5.7
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employees who become injured while on duty including eligibility for compensation and returning to work following a work-related injury.

## **POLICY**

All Wheatland County employees, as defined in the Employee Categories, are eligible for compensation for loss of pay and medical expenses arising from work-related injury or occupational disease in accordance with the Alberta Workers' Compensation Act.

All employees, as defined in the Employee Categories will have their salary maintained provided they make appropriate application to the Workers' Compensation Board of Alberta.

On the day of the injury, an injured employee requiring time off only during the day of the injury will be paid regular salary for that day.

If an employee is unable to perform his / her regular duties and requires time off longer than the day of injury, the employee will have his / her salary maintained. The employee must submit to his / her supervisor, written medical certification verifying the inability to perform his / her duties because of the injury including the approximate length of time off required.

All Workers' Compensation Board Wage Loss Compensation payments will go directly to Wheatland County. In the event the employee's bi-weekly salary falls below the Wage Loss Compensation payment, the salary maintenance from Wheatland County shall cease and the employee shall receive the Wage Loss Compensation payment directly from the Workers' Compensation Board of Alberta.

If the employee is not able to return to work at the expiration of his / her Work-Related Injury and Disability leave, the employee will no longer receive compensation from Wheatland County. Instead, the employee will receive compensation directly from the Workers' Compensation Board.

An employee returning to work from a Workers' Compensation leave must produce written medical

certification, prior to the proposed return to work date, verifying that they are fit to resume regular duties.

If the employee can only perform “light duties only” as indicated on the written medical certification, the Workers’ Compensation Board of Alberta, the treating medical professional, the applicable County department representative (e.g., General Manager; Manager / Supervisor), Human Resources, and Health and Safety shall mutually agree upon a work arrangement to accommodate the request for “light duties only”.

A written Modified Return to Work agreement will be provided by Health and Safety. The employee must agree to abide by all terms of the agreement. Should the employee decline to sign the agreement, the Workers’ Compensation Board will be informed of the refusal, and the employee may lose all compensation benefits.

When the employee no longer receives regular compensation from Wheatland County and receives compensation directly from Workers’ Compensation Board, Wheatland County will maintain the employee’s benefit premiums.

## **DEFINITIONS**

### **“Employee Categories”**

- Salaried – permanent full time and permanent part time
- Hourly – permanent full time and permanent part time
- Seasonal – summer student or first year / new seasonal employee
- Returning seasonal – a seasonal employee who is returning after a first season and may return in subsequent seasons

## **RESPONSIBILITIES**

The employee is responsible for:

1. Obtaining medical aid as required for the injury.
2. Reporting all injuries to his / her supervisor immediately, or as soon as practical.
3. Providing medical documentation to the supervisor in support of any absences relating to the injury.
4. Ensuring the medical professional attending to the employee is aware that the injury occurred during hours of work.
5. Completing the Workers’ Report form provided by the Alberta Workers’ Compensation Board.

The supervisor is responsible for:

1. Ensuring that the injured employee receives medical attention as required.
2. Completing the Employer’s Report and forwarding it to Health and Safety within 48 hours of the incident.

## **REFERENCES**

### **Policies**

- Long-Term Illness and Injury Leave
- Extended Healthcare and Related Benefits
- Pay / Earnings / Deductions

### **Legislation**

- Alberta Workers' Compensation Act

<b>Policy Name:</b>	Domestic Violence Leave
<b>Policy Number:</b>	6.5.8
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employee time off when an employee is facing a situation of Domestic Violence.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County will be provided unpaid leave of up to ten (10) days per calendar year when the employee is faced with a situation of Domestic Violence.

Domestic Violence occurs when an employee, the employee's dependent child or a Protected Adult who lives with the employee is subjected to any of the acts or omissions, as defined in this policy, by another person who:

- is or has been married to the employee, is or has been an Adult Interdependent Partner of the employee or is residing or has resided together with the employee in an intimate relationship;
- is or has been in a dating relationship with the employee, regardless of whether they have lived together at any time;
- is the biological or adoptive parent of one or more children with the employee, regardless of their marital status or whether they have lived together at any time;
- is related to the employee by blood, marriage or adoption or by virtue of an Adult Interdependent Relationship, regardless of whether they have lived together at any time; or
- resides with the employee and has care and custody over the employee pursuant to an order of a court.

An employee may take domestic violence leave for one or more of the following purposes:

- to seek medical attention for themselves or the employee's dependent child or a Protected Adult due to a physical or psychological injury or disability caused by the Domestic Violence;
- to obtain services from a victim services organization;
- to obtain psychological or other professional counselling for themselves or the employee's dependent child or a Protected Adult;
- to relocate temporarily or permanently; or
- to seek legal or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the Domestic Violence.

## DEFINITIONS

**“Family Member”** means a spouse or common-law partner of the employee, a child of the employee or a child of the employee's spouse or common-law partner, a parent of the employee or a spouse or common-law partner of the parent, and any other person who is a member of a class of persons designated in the Alberta Employment Standards regulations.

**“Protected Adult”** means an assisted adult, represented adult or supported adult as defined in the Adult Guardianship and Trusteeship Act.

**“Adult Interdependent Relationship”** refers to any two (2) persons who are in a relationship outside of marriage in which the two people share one another's lives, are emotionally committed to one another, and function as an economic and domestic unit; or, intend to live together in a relationship of interdependence.

**“Adult Interdependent Partner”** refers to a person who is in a relationship outside of marriage in which two people share one another's lives, are emotionally committed to one another, and function as an economic and domestic unit; or, intend to live together in a relationship of interdependence.

**“Domestic Violence”** refers to the following acts and omissions:

- any intentional or reckless act or omission that causes injury or property damage and that intimidates or harms a person;
- any act or threatened act that intimidates a person by creating a reasonable fear of property damage or injury to a person;
- conduct that reasonably, in all circumstances, constitutes psychological or emotional abuse;
- forced confinement;
- sexual contact of any kind that is coerced by force or threat of force; and / or



- talking.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Extended Health Care and Related Benefits

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.6 – Domestic Violence Leave

## **PROCEDURE**

The employee must give Wheatland County as much notice as is reasonable and practicable in the circumstances.

Benefit coverage may continue during this unpaid leave. The employee is required to fill out the 'Request for Coverage Extension' form through Payroll and Benefits.

<b>Policy Name:</b>	Death or Disappearance of a Child Leave
<b>Policy Number:</b>	6.5.9
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employee time off when an employee's child disappears as a result of a crime, or if a child dies as a result of a crime.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County is entitled to the unpaid leave as follows:

- for a period of up to 52 weeks if the employee is the parent of a child who has disappeared and it is probable, considering the circumstances, that the child disappeared as a result of crime; or
- a period of up to 104 weeks if the employee is the parent of a child who has died and it is probable, considering the circumstances, that the child died as a result of a crime.

The employee must provide reasonable verification of their entitlement to this leave as soon as is reasonable and practicable in the circumstances.

An employee will be provided with job protection during this unpaid leave for up to 52 weeks when, as a parent, their child disappeared likely as a result of a crime, or up to 104 weeks if a child died likely as a result of a crime.

An employee is not entitled to death or disappearance of child leave if he or she is charged with the crime that resulted in the death or disappearance of the child.

Employees may be eligible for income support through the federal Parents of Murdered or Missing Children grant. For more information, contact the Government of Canada.

## DEFINITIONS

“**Child**” means a person who is under 18 years of age.

“**Common-Law Partner**” means a person who at the relevant time cohabits in a conjugal relationship with the employee and has so cohabited with the employee for a continuous period of at least one year.

“**Parent**” means a parent of a child, the spouse or common-law partner of a parent of a child, a person with whom a child has been placed for the purposes of adoption, the guardian or a foster parent of a child, or a person who has the care, custody or control of a child whether or not they are related by blood or adoption.

“**Crime**” means an offence under the Criminal Code of Canada.

## REFERENCES

### Policies

- Pay / Earnings / Deductions
- Bereavement Leave
- Healthcare and Related Benefits

### Legislation

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.3 – Death or Disappearance of Child Leave
- Government of Canada, Employment and Social Development Canada – Federal Income Support for Parents of Murdered or Missing Children grant

## PROCEDURE

An employee who wishes to take death or disappearance of a child leave must give written notice as soon as is reasonable and practicable in the circumstances, and include the estimated date of the employee’s return to work. The employee must also inform the County of any change in the estimated date of returning to work.

Benefit coverage may continue during this unpaid leave. The employee is required to fill out the ‘Request for Coverage Extension’ form through Payroll and Benefits.

The employee must notify Wheatland County in writing of their return to work one (1) week in advance.

<b>Policy Name:</b>	Personal and Family Responsibility Leave
<b>Policy Number:</b>	6.5.10
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County’s practice for employee time off related to the health of the employee or for the employee to meet his or her family responsibilities in relation to a family member.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County will be eligible for this leave.

This leave provides job protection related to the health of the employee or for the employee to meet his or her family responsibilities in relation to a Family Member.

Wheatland County will provide eligible employees up to six (6) paid days per year to meet his or her family responsibilities in relation to a Family Member. Family responsibilities, for purposes of this policy, include provision of short term care of a Family Member, attending to Family Member emergencies, taking the Family Member to a health-care related appointment, and caregiving responsibilities.

Eligible employees must use the six (6) paid days from their accrued sick bank. (Note: A separate paycode will be used for tracking purposes.)

## **DEFINITIONS**

“**Family Member**” refers to the following:

- Partner (spouse, adult interdependent or common-law)
- Parents, foster parents, guardians

- Children, foster children, wards, partner's children
- Siblings (step, half, or blood siblings)
- Grandchildren
- Grandparents
- Any other person living with the employee as a member of their family

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Illness and Health-Care Related Appointments Leave
- Attendance and Punctuality

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.6 –Other Leaves; Personal and Family Responsibility Leave

## **PROCEDURE**

- An employee must give the County notice as soon as is reasonable before taking a leave.
- As referenced in the Attendance and Punctuality policy under the Procedure section, Wheatland County reserves the right to require an employee to submit a physician's certificate in the event of repeated absences for medical reasons or in the event of medical absences exceeding three (3) consecutive work days.

<b>Policy Name:</b>	Illness and Health-Care Related Appointments Leave
<b>Policy Number:</b>	6.5.11
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	April 26, 2024
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employees' entitlement, along with the details, related to sick days and time off for employee medical / health-care related appointments.

## **POLICY**

### **Sick Days**

Sick days can only be accumulated during the time an employee of Wheatland County is actively at work. The use of sick days is strictly limited to personal illness or family responsibility leave.

### **Permanent Full Time Employees**

Referring to the Employee Categories, Permanent Full Time employees are eligible to accumulate twenty (20) days of sick leave in any Reference Year at the rate of 1.67 days per month. Sick days will carry over from one year to another with sick day entitlements capped at ninety (90) days.

### **Permanent Part Time Employees**

Permanent Part Time employees are eligible to accumulate twelve (12) days of sick leave in any Reference Year. Sick days will carry over from one year to another with sick day entitlements capped at sixty (60) days.

### **Seasonal and Returning Seasonal Employees**

Referring to the Employee Categories, seasonal and returning seasonal employees are eligible to accumulate one (1) day per month while actively employed with the County. Sick days can accumulate during the calendar year however they will not carry over from one year to another.

### **Permanent, Seasonal, and Returning Seasonal Employees**

When an employee is away from work during a General Holiday and / or on vacation, and is sick on that specific day(s), the time shall be coded to the General Holiday and / or vacation leave. Therefore, sick days would not be used under these circumstances. (Note: The list of General Holidays observed by Wheatland County is contained within the General Holidays / Pay policy.)

### **Medical / Health-Care Related Appointments**

All permanent and returning seasonal employees, as defined under the Employee Categories, who require medical or health-care related treatment and need to attend appointments, will be allowed a maximum of 1.5 hours per day.

The intent is to minimize time away from work and therefore this time will not be deducted from sick leave time, assuming the employee's immediate supervisor has approved this time away from work. It also assumes that the medical / health-care related appointment is scheduled at a time that is mutually agreed upon and benefits both the employee and the County for the least disruptions to County operations.

If an employee requires greater than the 1.5 hours of time away from work for a medical / health-care related appointment, the employee must communicate with their supervisor in writing requesting to be excused from work. Time in excess of the 1.5 hours per day will be deducted from the employee's sick time bank.

## **DEFINITIONS**

### **“Employee Categories”**

- Full Time – permanent salaried and / or permanent hourly employee
- Part Time – permanent part time employee
- Seasonal – summer student or first year / new seasonal employee
- Returning Seasonal – a seasonal employee who is returning after a first season and may return in subsequent seasons
- Reference Year – January 1 to December 31

## **REFERENCES**

### **Policies:**

- Pay / Earnings / Deductions
- General Holidays / Pay
- Vacations / Pay
- Personal and Family Responsibility Leave
- Long-Term Illness and Injury Leave
- Attendance and Punctuality

## **PROCEDURE**

1. The employee must notify their immediate supervisor (or to an employee designated to receive such information) that they are unable to work due to illness. This information should be communicated ideally before the start of the work day or as soon as reasonably possible after the work day begins. Ideally the employee should telephone their immediate supervisor or designated person and ensure the message has been received. Texting and email may be other alternatives for communicating however it is important that the information / message has been received by the immediate supervisor/designated person. It is also the employee's

obligation to keep the supervisor informed of his / her status (e.g., inability to work) on an ongoing basis.

2. As referenced in the Attendance and Punctuality policy under the Procedure section, Wheatland County reserves the right to require an employee to submit a physician's certificate in the event of repeated absences for medical reasons, or in the event of medical absences exceeding three (3) consecutive work days. Supplementary certificates or medical notes will be required for extended absences that are greater than 10 business days; a medical note to return to back to work after this amount of time will also be required. If limitations or accommodations are required, the doctor's certificate must say so.
3. The supervisor should use discretion in determining the frequency of contact with an absent employee when they are away from work due to illness. The purpose of the contact is to cover off the following key points:
  - a. Convey support – Wheatland County cares and values the employee.
  - b. Get information – Supervisors are not permitted to request information regarding the specific nature of the illness and the employee should be advised of this during the initial contact. However, the supervisor is permitted to ask and receive answers related to conducting business/operational needs (e.g., when the employee anticipates they will be returning to work; whether the employee will be returning to work full time or part time in the foreseeable future; has the employee's physician identified current work abilities and/or limitations.).
  - c. Give information – The supervisor may need to provide specific information regarding employee absence procedures (e.g., an employee may be required to submit a physician's certificate for medical absences exceeding three (3) days.).
4. The supervisor should follow up and communicate with Human Resources regarding the employee's circumstances especially pertaining to the need for accommodation (e.g., modified duties; reduced work hours, etc.). As well, the supervisor must ensure that Human Resources receives physician certificates from employees related to medical absences so that these can be placed in the employee's corporate HR file.
5. The County retains the authority to provide sick leave benefits to employees. Any abuse of sick time is subject to disciplinary action.



<b>Policy Name:</b>	Long-Term Illness and Injury Leave
<b>Policy Number:</b>	6.5.12
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe Wheatland County's practice for employee time off due to the long-term illness, injury or quarantine of the employee.

Note: This policy must, at a minimum, be in compliance with Alberta Employment Standards Code and Regulation. Should there be changes in legislation that have not been included in the policy below, the most current legislation will be referenced.

## **POLICY**

An employee who has been employed in the past 90 consecutive calendar days with Wheatland County will be eligible for this leave.

This unpaid leave provides up to 16 weeks within the calendar year. The employee must provide a medical certificate stating the estimated duration of the leave. The employee must provide written notice as soon as is reasonable and practicable in the circumstances with the estimated date of the employee's return to work.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Extended Healthcare and Related Benefits
- Illness and Health-Care Related Appointments Leave

### **Legislation**

- Alberta Employment Standards Regulation
- Alberta Employment Standards Code; Division 7.5 – Long-term Illness and Injury Leave

## **PROCEDURE**

1. The employee must provide to Human Resources the medical certificate stating the estimated duration of the leave.

2. While the employee is on leave, they must provide at least one week's written notice of the date they intend to return to work.

<b>Policy Name:</b>	Jury / Witness Duty Leave
<b>Policy Number:</b>	6.5.13
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to allow employees who are eligible, the opportunity to take a leave to complete jury duty.

## **POLICY**

Wheatland County recognizes that jury duty is a civic responsibility of employees.

Any employee who is required to perform jury duty on a regular working day will be released to serve and therefore granted job protection.

An employee required by summons or subpoena to appear as a witness, except in their own cause, or to serve as a jury member in a court of law, shall be paid their salary for the time required to be in court.

In order to qualify for this paid leave, an employee must remit to the County proof of remuneration received as a juror or subpoenaed witness. The employee will not be required to reimburse the County for any remuneration received for expenses such as traveling and meals while performing jury / witness duty.

Paid leave is not available to seasonal employees.

Any employee who is required to act as a witness in a non-work related legal proceeding will be required to use vacation leave or leave without pay to attend court.

Employees are expected to communicate with their immediate supervisor and Human Resources immediately to ensure that serving jury duty does not adversely impact customers, co-workers and business operations. In exceptional cases, where an employee or supervisor request an employee be excused from jury duty for business reasons, the CAO must be consulted. The decision is at the discretion of the Court.

## **REFERENCES**

**Policies**

- Pay / Earnings / Deductions

**Legislation**

- Alberta Jury Act

**PROCEDURE**

1. The employee must submit an email including proof of summons to Human Resources for approval prior to taking Jury Duty Leave.
2. If an employee is released from jury duty during his or her regular daily work hours, an employee is expected to return to work to complete the work day.

<b>Policy Name:</b>	Personal Leave With Pay
<b>Policy Number:</b>	6.5.14
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	October 15, 2019 (Effective January 1, 2020)
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe the eligibility and details regarding this type of leave option for employees.

## **POLICY**

Wheatland County appreciates that employees' circumstances within the year may require the need to have flexibility with time off and to take a personal leave. Therefore, this leave allows for paid time off for eligible employees.

Full-time Salaried and Hourly Employees are entitled to three (3) paid days per calendar year for personal leave purposes. Eligibility for this leave with pay commences upon successful completion of the employee's probationary period.

Part-time staff are entitled to one (1) paid day per year.

Seasonal including Returning Seasonal employees are not eligible for personal days.

Personal days must be used in the year they are provided and will not carry forward year to year.

## **DEFINITIONS**

### **"Employee Categories"**

- Salaried – permanent full time and permanent part time
- Hourly – permanent full time and permanent part time
- Seasonal – summer student or first year / new seasonal employee
- Returning Seasonal – a seasonal employee who is returning after a first season and may return in subsequent seasons

## **REFERENCES**

### **Policies**

- Employee Leaves – policies
- Pay / Earnings / Deductions

## **PROCEDURE**

1. The employee's direct supervisor / manager must authorize the personal leave prior to the day being taken. The employee must make their request in writing to the immediate supervisor within a reasonable time period prior to taking the leave.

<b>Policy Name:</b>	Personal Leave Without Pay
<b>Policy Number:</b>	6.5.15
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	October 2, 2018
<b>Effective Date:</b>	October 2, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe the eligibility and details regarding this type of leave option for employees.

## **POLICY**

Wheatland County appreciates that employees' circumstances within the year may require the need to have flexibility with time off and to take a personal leave. Therefore, this leave allows for unpaid time off for employees.

An employee requesting leave without pay must submit a request in writing to their General Manager. The leave may be granted at the discretion of the employee's General Manager if the operational efficiency of the department will not be adversely affected.

With respect to the County's group benefits plan, the employee shall be responsible for paying the full cost of the premiums.

Wheatland County's contribution to the cost of premiums will terminate at the end of the month in which the leave of absence begins, and will commence on the first day of the month that the employee returns.

## **REFERENCES**

### **Policies**

- Employee Leaves – policies
- Pay / Earnings / Deductions

<b>Policy Name:</b>	Performance and Career Development
<b>Policy Number:</b>	6.6.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to outline Wheatland County's philosophy and approach to developing employees, assessing employees' performance, and supporting employees' careers including succession planning at the County.

## **POLICY**

Wheatland County's Performance and Career Development process focuses on creating a work environment that places emphasis on the following:

- performance expectations and priorities will be clearly communicated to employees;
- behavioural expectations, identified through technical and non-technical competencies, behaviours, and proficiency levels will be clearly communicated to employees;
- employees will know how they are being perceived by others (supervisors / managers, peers / colleagues, customers, contractors, vendors, County Council, etc.), and how well they are doing through ongoing feedback and coaching;
- employees will be supported and coached when performance improvement is required; and
- employees will be recognized and supported to learn, grow, and develop.

The County's Performance and Career Development Process will provide employees with the opportunity to have formal performance assessments conducted just prior to the employee's completion of their probationary period, and annually.

Formal performance assessments will capture the supervisor's assessment of the employee's performance along with the employee's self-assessment of their performance.

Wheatland County's Performance and Career Development process includes four phases:

- Phase One: Performance and Career Planning



- Phase Two: Ongoing Performance Development, Coaching and Feedback
- Phase Three: Annual Performance Review
- Phase Four: Pay for Performance

### **Phase One: Performance and Career Planning**

There are three key components to this phase:

1. Discussion of the employee’s work plan / position description, competencies and behaviours.
2. Discussion of the employee’s career plan.
3. Development of the employee’s learning and development plan.

### **Phase Two: Ongoing Performance Development, Coaching and Feedback**

This ongoing phase will include informal performance reviews to discuss work plans and the employee’s duties and responsibilities including “what” the employee is expected to do, as well as addressing and discussing “how” the employee is expected to work.

The intent is to have the supervisor provide support through coaching, constructive feedback, and use of resources, especially in relation to any challenges or barriers that the employee may be having.

It is an opportunity for the supervisor to provide positive or constructive reinforcement to the employee with respect to performance. It is also an opportunity for the employee to provide feedback regarding the supervisor’s management style.

### **Phase Three: Annual Performance Review**

This phase will ensure that the performance review appropriately captures and summarizes the employee’s past year’s performance in relation to the established competencies and behavioural indicators, along with the learning and development plan.

The annual performance review will also provide the opportunity to discuss and plan for the next annual Phase One – Performance and Career Planning.

### **Phase Four: Pay for Performance**

Senior management will meet once Wheatland County Council has approved the budget and pay grid for the upcoming year. Compensation decisions related to performance increases will be determined.

Pay increases (including cost of living pay) as established for final ratings from performance reviews, will be determined and communicated to all employees through one-on-one meetings.

## **RESPONSIBILITIES**

### Managers / Supervisors:

- Provide ongoing feedback and coaching.
- Provide clear performance expectations and goals linked to individual, team, departmental and organizational goals.
- Implement annual performance reviews and career discussions.
- Implement the performance improvement process, as required.
- Provide support and opportunity for implementation of ongoing learning and development.

### Employees:

- Prepare for and participate in career discussions.
- Prepare for and participate in the learning and development process.
- Prepare for and participate in an annual performance review.
- Implement agreed upon learning and development plan.
- Participate in and implement agreed upon performance improvement plans, as required.
- Engage in ongoing feedback and coaching with the manager / supervisor.

### Human Resources:

- Provide coaching and support for managers / supervisors and employees regarding the Performance and Career Development process.
- Provide ongoing review and enhancement of the Performance and Career Development process.

## **REFERENCES**

### **Policies**

- Probationary Period
- Performance Management – Performance Improvement
- Progressive Discipline
- In-House Training and Development
- Off-Site Training and Development
- Professional Development Reimbursement
- Professional Memberships

### **Documents**

- Performance Review Form

## **PROCEDURE**

### **1. Phase One: Performance and Career Planning**

- a. The supervisor will schedule a meeting with the employee and will inform the employee to review their position description, competencies and performance expectations.
- b. The supervisor will review the department work plans along with the employee's position description and competencies.
- c. The supervisor will meet with the employee to conduct the Performance and Career Planning meeting. This will include a discussion of work plans and priorities, the employee's duties and responsibilities, the competencies and performance expectations, and the employee's career goals / career plans.

The supervisor will also provide input or suggestions regarding the employee's learning and development plan. Applicable information regarding work plans and priorities including ideas for the learning and development plan should be placed on the employee's performance review form so that it can be referred to throughout the year and updated if necessary.

### **2. Phase Two: Ongoing Performance Development, Coaching and Feedback**

- a. The Supervisor and employee will meet one-on-one to review progress-to-date regarding work plans and priorities, duties and responsibilities, competencies and performance expectations, employee career plans, and the employee's learning and development plan.
- b. Updates made to the performance review form will be done and the form will be retained in the HR corporate / personnel file.

### **3. Phase Three: Annual Performance Review**

- a. The supervisor will schedule a meeting with the employee for the annual performance review.
- b. In preparation for the annual performance review, the employee will complete a self-assessment referring to their Performance Review Form, and specifically to the competencies and performance expectations. The employee will also provide a status update regarding their learning and development plan. The employee will then forward this self-assessment and their performance review form to their supervisor.
- c. The supervisor will review the employee's self-assessment taking into consideration any informal performance reviews held throughout the year, and will provide ratings along with comments for each of the competencies.

- d. The supervisor will meet one-on-one with the employee in the annual performance review meeting to discuss their assessment compared to the employee's self-assessment. The supervisor will communicate any changes or differences between the two parties' assessments and will note these on the final performance review form along with the final / overall rating.
- e. The supervisor and employee will sign off on the performance review form.
- f. The completed performance review form will be retained in the HR corporate file.

#### **4. Phase Four: Pay for Performance**

Based on budget decisions made by Council with respect to pay structure / pay grid increases, compensation changes will be communicated to employees through one-on-one discussions.

<b>Policy Name:</b>	Performance Management / Performance Improvement
<b>Policy Number:</b>	6.6.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County strives to ensure that employees will be supported and coached when performance standards and expectations are not met, and performance improvement is required. This policy outlines Wheatland County's philosophy and procedure for handling unsatisfactory work performance or behaviour by employees.

## **POLICY**

There will be ongoing communication between the supervisor and employee to monitor performance progress on a continual basis and to identify and resolve performance issues.

Any performance gaps or deficiencies that have been identified or observed prior to, or after a formal performance assessment, should be discussed in a separate meeting. Annual performance assessments will not be the forum for these performance discussions since performance assessment meetings are not intended to be used for punitive or disciplinary purposes.

Supervisors will be provided with a diagnostic tool / methodology for analyzing performance issues, and may consult with Human Resources during this analysis. (Refer to the Procedure section of this policy for details.)

### **Performance Management**

Once performance issues have been analyzed, a determination will be made to address employee performance in one of the following ways:

- coach the employee and obtain employee input and commitment to change; or
- take disciplinary action (culpable behaviour; the employee is able to do the work yet is not willing to do the work or meet the standards).

If the decision is made to coach the employee and obtain employee input and commitment to change, then the supervisor would conduct a performance improvement discussion. This discussion may result in the creation of a performance improvement plan.

If the decision is made to take disciplinary action, refer to policy 6.6.3 – Progressive Discipline.

### **Performance Improvement Discussions**

The Supervisor should plan out this discussion and use the following steps with the employee:

1. Clearly describe observations about the employee's performance gaps; provide specific examples to the employee.
2. Explain why there are concerns with the employee's performance; be empathetic and encouraging.
3. Ask for the employee's perspective about the supervisor's observations.
4. Clearly state the supervisor's expectations about how the employee should improve their performance.
5. State a course of action with timelines.
6. Follow-up with a performance improvement plan, if required.

### **Performance Improvement Plan**

The Performance Improvement Plan is recommended for any employee who is not meeting the requirements of the position. The supervisor will list the specific performance / behaviour that is unacceptable, and will then describe the required expectations (e.g., attendance, conduct, performance) along with specific expected results.

The supervisor will list the steps to be taken by the employee to reach performance expectations along with identifying support required (e.g., coaching, training) for the employee. The supervisor, in consultation with the employee, will also determine dates / deadlines by which the employee will need to show improvement in performance or behaviour. The supervisor will also note the resulting action should the performance not improve to the required level.

## **REFERENCES**

### **Policies**

- Performance and Career Development
- Progressive Discipline

### **Documents**

- Conducting Performance Improvement Discussions
- Performance Improvement Plan

## **PROCEDURE**

### **Analyzing Performance Issues**

Prior to a supervisor providing feedback to an employee regarding a performance issue / gap or a potential issue, the supervisor should use the following diagnostic tool for analyzing performance issues.

The diagnostic tool has been designed to address three key areas. These areas include:

- Supervisory factors
- Work environment factors
- Employee capability and willingness

Supervisors should address supervisory factors first since it is necessary for the supervisor to step back, reflect and focus first on themselves, and how they may have influenced the situation or changes in the employee's performance.

Supervisors should then address work environment factors since some of these may be influenced by the supervisor.

Supervisors should address the employee's capability and willingness.

The supervisor should involve Human Resources during this analysis to obtain a third-party perspective on the situation.

### ***Supervisory Factors***

- Have performance expectations been clearly communicated to the employee?
  - Does the employee understand the duties and responsibilities of their position?
  - Have work procedures and expectations of the job been clearly communicated to the employee?
  - Has the supervisor verified that the employee knows their duties, responsibilities, and expectations of the position?
  - Was the supervisor's work planning goals clearly communicated to the employee?
- Has appropriate feedback, coaching and training been provided to the employee to ensure the employee has the knowledge, skills, and behaviours to perform their job duties and responsibilities?
- Has ongoing feedback and coaching been provided to the employee regarding their performance?
- Has work been assigned equitably, along with assigning challenging and more desirable work equitably?
- Are there issues or perceptions by employees that the supervisor has a "favourite" employee(s)?
- Are there any other extenuating circumstances, within the supervisor's control, surrounding the employee that may have an impact on their performance?
- Have previous performance issues been dealt with in a timely manner?
- Are performance issues in the work area dealt with in a timely manner?

### ***Work Environment Factors***

- Is there an encouraging or punitive culture in the work area? Are employees supported / helped to learn from mistakes?
- Does the work team function cohesively and collaboratively?
- Do employees have the necessary resources (e.g., information, tools, supplies, equipment, people) to do the work?
- Are employees recognized for positive performance? Are employees rewarded appropriately for the effort they give?
- Are there company policies and procedures that may be contributing to ineffective performance on the employee? Or are these policies and procedures supporting the employee in achieving their work goals?

### ***Employee Capability and Willingness***

#### Employee Capability:

- Does the employee have the knowledge and skills to do the work?
  - Is the employee capable of doing the work? Does the employee have the ability to do the work by exhibiting the appropriate knowledge, skills, and behaviours?
  - If the employee is **not** capable of doing the work or does not have the ability, options include training, retraining, increasing feedback, and giving the employee opportunity to develop the appropriate knowledge and skills.
  - If the employee has demonstrated capability in the past and is not doing so now, then the supervisor should determine why the employee is not working at the same knowledge and skill level.

#### Employee Willingness:

- Is the employee willing to do the work?
  - If the employee refuses to do the work required or does not do the work to the standards and expectations communicated, the supervisor should take the necessary steps to determine why.
  - Does the supervisor recognize the employee's contributions?
  - Is there a good fit between the employee and the work?



<b>Policy Name:</b>	Progressive Discipline
<b>Policy Number:</b>	6.6.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to describe the disciplinary process for correcting unacceptable performance or behaviour. The focus is on corrective rather than punitive action with such action being prompt, fair, firm and consistent.

## **POLICY**

Discipline is an action taken by Wheatland County in response to an employee infraction. The purpose of imposing discipline is to seek corrective behaviour and deter any future behaviour of a similar nature.

The objectives of corrective action through Progressive Discipline are generally to:

- Correct employee behaviour
- Deter others from similar actions
- Communicate the standard of behaviour to which employees must adhere

All employees should understand the duties and responsibilities of their job as described in their position description. As well, employees should understand performance and behaviour expectations in the workplace through ongoing, informal reviews and conversations / discussions with their immediate supervisor, and through annual performance assessments.

Progressive Discipline is characterized by stronger consequences for repeated offences. The primary focus of progressive discipline is to allow time for senior management / supervisors and the employee to resolve the issues giving rise to the unacceptable behaviour.

Employee discipline should not be taken lightly and must follow a process in order to be effective. Common problems associated with discipline include the following:

- Untimely disciplinary response

- Lack of consistency
- Insufficient investigation into events
- Predetermination of the level of discipline

Unacceptable behaviour and examples of misconduct that could justify some form of discipline include the following:

- Insubordination
- Foul and abusive language
- Fighting
- Culpable absenteeism
- Substance use / abuse
- Medical fraud
- Breach of a code of conduct or policy
- Non-compliance with safety rules
- Dishonesty
- Breach of trust
- Chronic tardiness / lateness

## DEFINITIONS

**“Insubordination”** is defined as the failure by an employee to perform a task or comply with an order given by a supervisor. Insubordination is also behaviour that is disrespectful or insolent to the supervisor. It can be broadly characterized as a refusal to recognize the authority of management.

Considerations in determining whether insubordination occurred include the following: Was the employee given a direct order? Was the employee aware that he / she was given a direct order? Was the language clear? Was the order audible? Was the employee given forewarning of the consequence of a refusal to follow the order? Did the employee willfully disobey or disregard the order? Was the supervisor being unreasonable? Was the order reasonable and necessary to the safe, orderly, and efficient operation of the workplace? Was the order deemed to be “unsafe” work as defined by occupational health and safety legislation?

**“Progressive Discipline”** refers to the progressively more severe nature of actions in response to employee misconduct. The idea is to forewarn an employee of the consequences of repeated misconduct and ensure that the employee has ample opportunity to take corrective steps, especially in those circumstances where employment could be terminated for cause. Typically, progressive discipline is imposed for misconduct rather than as a means of correcting poor performance or

attendance-related issues.

## **RESPONSIBILITIES**

An employee's immediate supervisor has the authority to impose discipline. However, no employee's employment may be terminated without the express approval of the employee's General Manager in consultation with Human Resources and the CAO.

## **REFERENCES**

### **Policies**

- Employer-Initiated Termination
- Code of Conduct
- Attendance and Punctuality
- Company Assets and Resources
- Conflict of Interest
- Workplace Violence
- Respectful Workplace and Harassment Protection
- Confidential Information
- Drugs and Alcohol in the Workplace
- Business Gifts and Favours

### **Documentation to Support Disciplinary Decisions**

- Performance Improvement Plan (Part I and Part II)
- Checklist: To ensure consistency and an appropriately implemented disciplinary process, proper documentation and record keeping is very important. The following checklist will assist supervisors regarding disciplinary actions, so that they can provide Human Resources with proper disciplinary documentation for the employee's corporate HR file:
  - Written disciplinary warnings and suspensions with specific details and action plans;
  - Report of investigation including specifics (e.g., date, time, location of incident, witnesses);
  - Specific rules, policies, regulations, etc. that relate to the incident;
  - Witness statement(s);
  - Supervisor's statement;
  - Employee response to reports documented;
  - Minutes of any investigative meetings;
  - Copies of correspondence among the parties; and
  - List of mitigating circumstances (e.g., mitigating circumstances often involve personal factors such as substance use, family problems, or disabilities, including temporary illness) – Wheatland County will require some evidence of the existence of mitigating facts and a commitment to address any underlying issues.

## **PROCEDURE**

The disciplinary steps are outlined below and can bypass a step based on the severity of the action. The steps that Wheatland County follows include:

### **Verbal Warning**

This action would apply where the nature of the inappropriate behaviour may be considered as “not serious.” It should be done in a private setting with the supervisor and employee, and notes made by the supervisor regarding the occurrence.

The supervisor and the employee should agree on a corrective action plan (refer to Part I-Performance Improvement Plan), so that inadequate performance can be corrected. Follow-up on the action plan (Performance Improvement Plan) should be specified.

The verbal warning / action plan will not be retained in the corporate employee file.

### **Written Warning**

This is a letter that usually contains a warning that further misconduct will lead to more severe disciplinary action. It describes the performance or behaviour that is expected of the employee. The letter would be prepared by Human Resources and would contain the following information: confirmation of meeting(s) held, specifics of the misconduct being addressed, the discipline being taken, and specific support / action the employee agrees to undertake.

The supervisor and employee should agree on a corrective action plan (refer to Part II-Performance Improvement Plan), to correct inadequate performance or ensure the misconduct is not repeated. Follow-up on the action plan should be specified.

The supervisor should review any written warning with Human Resources before giving it to the employee. The written warning / action plan, including the verbal warning / action plan, will be retained in the corporate employee file.

### **Suspension**

The penalty of suspension is normally imposed without pay (however, an employee may be suspended with pay pending the outcome of an investigation).

The letter will state the number of days the employee is to be suspended without pay. It will contain a warning that further misconduct will lead to more severe disciplinary action.

The supervisor and the employee should agree on an action plan (refer to Part II-Performance Improvement Plan), to ensure performance issues or problem behaviours are corrected. The supervisor should arrange to meet with the employee to follow up on the action plan.

Any proposed suspension action should be discussed with Human Resources before being imposed on the employee.

Any verbal or written warnings that were issued leading up to the suspension may go into the employee’s corporate file, pending the results of an investigation.

### **Termination of Employment**

Termination should only be considered when all other disciplinary measures have failed or are considered inadequate.

A supervisor cannot dismiss an employee and only has the authority to recommend termination to the General Manager in consultation with Human Resources and the CAO. A complete report must be submitted along with the recommendation.

The seriousness of the misconduct is taken into consideration to determine whether a step should be skipped and a harsher penalty applied in its place; for example, if the employee infraction or unacceptable behaviour is considered to be very serious, with major impact to the operations / business of Wheatland County, termination of employment may be the only step taken.

<b>Policy Name:</b>	In-House Training and Development
<b>Policy Number:</b>	6.7.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County encourages all employees to participate in training and development opportunities that will increase their knowledge and skills.

Training and development can increase productivity and quality of work, reduce employee turnover and absenteeism, improve customer satisfaction, and improve employee motivation. Therefore, providing training and development is an investment in employees' careers and Wheatland County's future.

## **POLICY**

This policy pertains to internally sponsored training and development programs which are offered as part of Wheatland County's in-house Training and Development program.

## **DEFINITIONS**

**"In-House Training and Development Program"** refers to informal and formal learning methods including the following: coaching, e-learning, workshop / course, new employee on-boarding / orientation, tailgate / team meetings, job shadowing, mentoring, special project work or assignment, relief position, and on-the-job experiences.

## **REFERENCES**

### **Policies**

- Performance and Career Development
- Off-Site Training and Development
- Professional Memberships

## **RESPONSIBILITIES AND PROCEDURE**

### **Senior Management**

- Create a learning environment that encourages individual growth and the development of organizational competencies, in support of the County's vision, mission, values, and strategic plan.
- As part of succession planning and career development, identify key employees and top performers for suitable training and development including decision-making opportunities.
- Monitor and assess performance and training / development goals of management group; hold this group accountable for achievement of both performance and training / development goals.

### **Supervisors**

- As an element of the Performance and Career Development process, coach and encourage employees by identifying training and development needs; create and review training and development goals; provide suggestions for training and development opportunities.
- Analyze business needs, research training, and development initiatives to determine applicable in-house training and development programs (e.g., supervisory workshop, OH&S course, WHMIS training, coaching, etc.).
- Work with Human Resources to coordinate in-house training and development programs for applicable employees.
- Monitor achievement of job expectations and training / development goals; hold employees accountable for meeting these goals.
- Follow up with employees during and after training / development programs to evaluate learning; provide support, guidance, coaching, and the opportunity to implement new knowledge and skills in the workplace.

### **Employees**

- Identify and pursue appropriate learning, development and growth opportunities for current and future roles within the County.
- Participate in learning and development opportunities; apply knowledge and skills back in the workplace.
- Monitor and maintain professional and technical designations as required for the role / position.
- Follow through on agreed upon learning and development plans as established with the supervisor / manager during the Performance and Career Development process.
- When required, provide proof of successful completion or certification received from the training and development provider; provide appropriate documentation to the supervisor / manager and Human Resources for filing in the employee corporate Human Resources file.

- Notify the supervisor / manager and when applicable, Human Resources regarding the withdrawal from training and development courses / programs, especially when withdrawal fees are involved.

### **Human Resources**

- Provide reasonable opportunity within available resources for County employees to enhance, develop, and maintain their knowledge, skills and abilities.
- Work with managers / supervisors to plan and coordinate applicable in-house training and development programs.
- Ensure that budget requests to Council include organizational-wide / Department-specific training and development needs identified for County employees.
- Provide general career counselling to employees or refer employees to the Employee and Family Assistance Program for general career counselling services.
- Consult with management regarding training and development requests.



<b>Policy Name:</b>	Off-Site Training and Development
<b>Policy Number:</b>	6.7.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County encourages all employees to participate in training and development opportunities that will increase their knowledge and skills.

Training and development can increase productivity and quality of work, reduce employee turnover and absenteeism, improve customer satisfaction, and improve employee motivation. Therefore, providing training and development / time off to participate in off-site training and development is an investment in employees' careers and Wheatland County's future.

## **POLICY**

This policy pertains to externally sponsored Training and Development Programs which are offered by other organizations and are not offered as part of Wheatland County's in-house Training and Development Program.

This policy also pertains to externally offered Training and Development Programs when Wheatland County will provide an unpaid leave of absence with job protection. For example, this would pertain to those employees attending a two (2) month Apprenticeship Program at a post-secondary educational institution.

Employees who are required to acquire or maintain their certification / professional status through an examination or formal examinations related to pre-approved Training and Development, will be allowed to take the necessary time to write the examination(s) with pay.

Should an employee be unsuccessful in passing a required examination and re-take the examination on a second or subsequent attempt, the employee will be responsible for taking the time off (i.e. vacation time) and pay for the course on their own.

The decision to have an employee participate in an external / off-site Training and Development Program may be based on a development need or knowledge / skill deficiency which has been identified and documented in the Performance and Career Development process (e.g., noted in the Learning and Development Plan of an employee's Performance Review form).

The employee's training and development needs may also be identified through other forums including legislative changes, external factors, or identification of the opportunity through the CAO, General Manager or the employee's direct supervisor to enhance Wheatland County's effectiveness.

When a supervisor requests or recommends that an employee attend a course, training event, or conference, prior approval from the General Manager is required. The County will be responsible for paying expenses including the following:

- Course registration, tuition and textbooks.
- Mileage payable at the current County rate (based on the Canada Revenue Agency rate); employees are encouraged to use County vehicles when possible.
- Accommodation, meals and airfare (when applicable) for travel to a course / conference events; any courses or conferences involving overnight accommodation require approval of the GM or CAO prior to attendance.

## **DEFINITIONS**

**“Training and Development Programs”** refer to workshops, seminars, conferences, and educational courses toward a certificate, diploma, degree, certification or trade ticket (e.g., two (2) month apprenticeship program at SAIT).

## **REFERENCES**

### **Policies**

- In-House Training and Development
- Professional Memberships
- Business / Expense Report / Reimbursement
- Professional Development Reimbursement

### **Document**

- Training and Development Repayment Contract

## **RESPONSIBILITIES AND PROCEDURE**

Refer to procedure section in 6.7.1 – In-House Training and Development

- If an employee is participating in optional business dinner functions or other related business events outside of regular work hours, and while attending a conference or course, an employee will not be paid for this time.

<b>Policy Name:</b>	Professional Development Reimbursement
<b>Policy Number:</b>	6.7.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

It is the objective of Wheatland County to provide professional development to employees with respect to courses leading to a formal professional accreditation, certificate or degree.

The intent is to attract and retain the best employees at the County while providing optimal potential for career development and possible advancement.

However, the County recognizes it is unfair and inequitable to pay the educational expenses of employees who do not remain with the County for a significant length of time.

## **POLICY**

Upon recommendation by the employee's General Manager and / or immediate supervisor, a permanent employee (salaried and hourly) working a minimum of 20 hours per week, and having successfully completed their initial probationary period, may apply for Professional Development Program funding.

All approvals are subject to the availability of funds. In the event that funding is not adequate to accommodate all employee requests, funding consideration shall be granted first to those employees who have previously been approved to participate in Professional Development Program initiatives such as a certificate, diploma or degree program the employee is currently working towards.

Costs comprised of registration fees, tuition, and course textbooks will be reimbursed by the County. Time off to attend courses will be the responsibility of the employee.

A Course must enhance employee's skills in their position.

The Professional Development Reimbursement Agreement will be in effect if the following criteria are met:

- Course must exceed 2 weeks in length (working towards a designation, degree, certificate, etc.); and

- All cumulative course fees must be greater than \$2,000.00 in cost.

Depending on the course and the recognized educational institution offering the course, successful completion of the course will be defined by the educational institution (e.g., a grade of “pass”, a letter, or a grade percentage). The employee must submit documentary proof of successful completion of each course prior to receiving approval to take another course.

A copy of all Professional Development Program courses completed by the employee with results of successful completion of the course will be placed in the employee’s corporate Human Resources file.

When Wheatland County pays upfront for course registration fees, tuition, and course books, the employee will enter into a Professional Development Program Reimbursement Agreement with the County.

The Agreement will include a provision whereby the employee will be required to pay back a certain percentage (%) of the total costs absorbed by Wheatland County in the event the employee initiates a termination of employment. Refer to Addendum at the end of this policy entitled, Professional Development Program Reimbursement Agreement.

## **DEFINITIONS**

“**Professional Development Program**” refer to courses leading to a formal professional accreditation, certificate, or degree from a recognized educational institution (an accredited college, university, business school, trade school, or a technical / professional institute). The courses and eventual accreditation, certificate, or degree must relate to the employee’s specific job duties.

## **REFERENCES**

### **Policies**

- Performance and Career Development Process
- Off-Site Training and Development
- Termination – Employee-Initiated

**ADDENDUM TO 6.7.3 PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

**PROFESSIONAL DEVELOPMENT PROGRAM REIMBURSEMENT AGREEMENT**

It is the objective of Wheatland County to provide a Professional Development Program to encourage employees to take courses leading to a formal professional accreditation, certificate or degree relating to their specific job duties. It is also the objective of Wheatland County to attract and retain the best individuals along with providing optimal potential for advancement within the County.

This agreement between WHEATLAND COUNTY and \_\_\_\_\_  
("Employee"):

Wheatland County agrees to pre-pay the professional development cost for Employee \_\_\_\_\_ to participate in the \_\_\_\_\_ program / course of study at \_\_\_\_\_ from \_\_\_\_\_ through to \_\_\_\_\_

The Employee agrees to reimburse the County under the following circumstances:

- a. 100% if the employee voluntarily terminates his / her employment with the County prior to completion of the course or during the 1st year following completion.
- b. 75% if the Employee voluntarily terminates his / her employment with the County during the 2<sup>nd</sup> year following completion of the course.
- c. 50% if the Employee voluntarily terminates his / her employment with the County during the 3rd year following completion of the course.
- d. 25% if the Employee voluntarily terminates his / her employment with the County during the 4<sup>th</sup> year following completion of the course.
- e. 0% if the Employee voluntarily terminates his / her employment with the County during the 5<sup>th</sup> year following completion of the course.

The Employee must submit documentary proof of successful completion of each course prior to receiving approval to take another course.

The Employee agrees that any reimbursement due from him / her to the County under this Agreement may be withheld from any monies due to the Employee. In the event that the Employee is not entitled to monies sufficient to reimburse the County, the Employee agrees to pay the County within 60 days of his/her termination of all amounts owed to fully satisfy the obligation.

By signing below, the Employee acknowledges receipt of a copy of this Agreement and agrees to the terms listed herein:

_____ Employee Name	_____ Signature	_____ Date
_____ Manager Approval – Name	_____ Signature	_____ Date
_____ CAO Approval – Name	_____ Signature	_____ Date

<b>Policy Name:</b>	Professional Memberships
<b>Policy Number:</b>	6.7.4
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County encourages employees to enhance their knowledge and skills, and to network with other professionals by joining / renewing memberships in professional associations, thereby contributing to the County's business success.

## **POLICY**

Wheatland County will reimburse employees for the actual fees related to membership dues for any professional designation or Association considered beneficial or necessary to the performance of the employee's position.

Initiation and student membership fees will also be paid when the employee is actively pursuing full-fledged membership.

Wheatland County reserves the right to determine the eligibility of any request for reimbursement of Association memberships.

Reimbursement for initiation and membership fees will be paid in accordance with the Business Travel / Expense Report / Reimbursement Policy.

## **REFERENCES**

### **Policies**

- Performance and Career Development Process
- Off-Site Training and Development
- Business Travel / Expense Report / Reimbursement

<b>Policy Name:</b>	Employer-Initiated Termination
<b>Policy Number:</b>	6.8.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe the process for the handling of terminations initiated by Wheatland County.

## **POLICY**

Wheatland County wants to ensure that employer-initiated terminations are handled in a professional manner, follow applicable legislation, and managed with minimal disruption to ongoing operations / business functions.

Wheatland County will follow the provisions as laid out in the Alberta Employment Standards Code when a decision is made to terminate an employee's employment.

Wheatland County may terminate an employee's employment at any time for cause without notice or compensation in lieu thereof.

## **REFERENCES**

### **Policies**

- Performance Management – Performance Improvement
- Progressive Discipline
- Code of Conduct
- Conflict of Interest
- Probationary Period
- Attendance and Punctuality
- Company Assets and Resources
- Confidential Information
- Drugs and Alcohol in the Workplace
- Respectful Workplace and Harassment Protection
- Workplace Violence
- Employee Complaints
- Pay / Earnings / Deductions

- Overtime / Pay
- General Holidays / Pay
- Vacations / Pay

### **Legislation**

- Alberta Employment Standards Code; Section 56, Section 57(1)

### **PROCEDURE**

1. Before any action is taken to conduct an employer-initiated termination, consultation must be held with the applicable General Manager, Human Resources, and the CAO.
2. If the employer-initiated termination is approved, the employee's supervisor / manager and Human Resources will notify the employee.
3. Human Resources will coordinate the employee's termination and the out-processing including the return of all Wheatland County's property (e.g., keys, access card, laptop, mobile device, etc.), review the employee's post-termination benefits status, and final pay owing to the employee, including the Record of Employment.



<b>Policy Name:</b>	Employee-Initiated Termination
<b>Policy Number:</b>	6.8.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

This policy describes the process regarding an employee-initiated termination.

## **POLICY**

It is the intent of Wheatland County to ensure that employee terminations, including voluntary terminations and terminations due to the death of an employee, are handled in a professional manner, and with minimal disruption to ongoing operations / business functions.

An employee may terminate his / her employment at any time by providing to the County:

- one (1) week's advance written notice to that effect if an employee has been employed for more than 3 months but less than 2 years; or
- two (2) weeks' advance written notice to that effect if an employee has been employed for 2 years or more.

These notice requirements are consistent with the minimum notice requirements for an employee pursuant to Section 58 of the Alberta Employment Standards Code.

However, the County may decide, in its sole discretion, to waive the employee's required notice of termination. In that case, termination of employment would become effective immediately and the County would pay the base salary the terminating employee would have earned up until the end of their termination notice period, pursuant to Section 58 of the *Employment Standards Code*.

In the case of a retiring employee, it is requested that the employee provide at least two months written notice to the immediate supervisor.

A termination due to the death of an employee will be made effective as of the date of death.

Employees are encouraged to meet with their supervisor / manager to discuss their impending termination of employment and to obtain clarification on work activities / tasks which must be undertaken prior to termination.

An employee who is resigning or retiring from Wheatland County will have an exit interview with Human Resources. The employee will be advised (in writing) what County property is to be returned at the time of an exit interview.

## **REFERENCES**

### **Policies**

- Pay / Earnings / Deductions
- Overtime / Pay
- General Holidays / Pay
- Vacations / Pay

### **Documents**

- Exit Interview Form

### **Legislation**

- Alberta Employment Standards Code; Section 58(1), Section 59(1)

## **PROCEDURE**

1. Upon receipt of an employee's resignation or retirement notice, the supervisor / manager will notify Human Resources by sending a copy of the resignation or retirement letter and any other pertinent information (e.g., employee's reason for leaving, last day of work).
2. Human Resources will conduct an exit interview with the departing employee.
3. Human Resources will coordinate the employee's out-processing including the return of all Wheatland County property (e.g., keys, access card, laptop, mobile device, etc.), review of the employee's post-termination benefits status, and final pay due to the employee including the Record of Employment.
4. In the event of an employee death, and upon receiving notification of the death of an employee, Human Resources should be immediately notified.

<b>Policy Name:</b>	Healthy Environment
<b>Policy Number:</b>	6.9.1
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

Wheatland County is committed to providing a healthy, comfortable and productive work environment for employees, contractors, customers, suppliers, and the public.

A smoke-free workplace is intended to protect employees, contractors, customers, suppliers, and the public from the harmful effects of smoking and exposure to environmental tobacco smoke. Note: This policy extends to the use of vaporizers, e-cigarettes, and chewing tobacco.

## **POLICY**

Wheatland County buildings, facilities and County vehicles including heavy duty equipment are non-smoking environments. Therefore, all employees are prohibited from smoking, using chewing tobacco or using smoking devices inside any County building, facility, or work vehicle.

Smoking is only permitted in designated areas during scheduled breaks and when outside Wheatland County buildings, at least five (5) metres away from any doors, windows, or air intake.

Employees working at other locations must follow the municipal and provincial legislation regarding smoking regulations for that location.

## **RESPONSIBILITIES**

Visitors / public, customers, contractors, suppliers, and employees are asked to comply with Wheatland County's Healthy Environment policy.

## **REFERENCES**

### **Policies**

- Drugs and Alcohol in the Workplace
- Respectful Workplace and Harassment Protection
- Performance Management – Performance Improvement
- Progressive Discipline

## **Legislation**

- Alberta Tobacco and Smoking Reduction Act
- Alberta Occupational Health and Safety Code
- Alberta Human Rights Act

## **PROCEDURE**

Employees who smoke (e.g., in designated smoking areas or personal vehicle) need to be aware that smoke can linger on them and their clothing. If entering the workplace (e.g., another employee's office / work space), they need to appreciate that others may suffer from environmental sensitivities, allergies or asthma.

<b>Policy Name:</b>	Standard Dress Code
<b>Policy Number:</b>	6.9.2
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## PURPOSE

This policy addresses the County's standards and expectations of all employees related to dress, grooming, and personal cleanliness in the workplace.

Note: This dress code policy does not prevent an employee from wearing items (e.g., personal protective equipment), as required for a particular job and not compromising employee safety and security.

## POLICY

Dress, grooming and personal cleanliness standards contribute to the professional image and morale of all employees, and affect the reputation and business image Wheatland County presents to customers, contractors, vendors, and the community / public.

During business / operational hours, employees are expected to present an appropriate appearance and dress according to the requirements / appropriateness of their positions. For example, when attending a public meeting, including meetings and presentations to Council, employees are expected to be properly groomed and wear Professional Dress.

Employees working in the Administration building are required to wear Business Casual Dress and name badges at all times during working hours. This is necessary for County customers / ratepayers to identify the employee by their name including their position title.

Employees holding positions such as Peace Officers and Emergency / Fire Services will wear the appropriate uniform. Peace Officers will follow the Peace Officer Ministerial Regulation, and Fire / Emergency Services employees will follow the most up to date Ceremonies, Dress and Department Protocol Guidelines.

The following types of clothing are **not** acceptable at any time:

- Ripped or torn clothing
- Offensive words or images on clothing

- Tank (thin strapped), tube or halter tops
- Sleeveless undershirts
- Jogging pants or work-out / fitness gear
- Tight-fitting or revealing clothing
- Worn, dirty or tattered clothing
- Beach flip-flop footwear

### ***Uniformed Employees***

The County recognizes that proper appearance by all uniformed employees projects a sense of pride and professionalism to County customers and the public.

Without prior approval of the uniformed employee's manager, uniformed employees are not permitted to wear excessive visible jewelry including necklaces, earrings, piercings, bracelets, and rings while on duty. Medical alert devices may be worn as long as the device does not interfere with safety gear, apparatus or equipment.

Personal Issue is the property of the County and shall be returned upon request or upon termination of employment.

Each employee is responsible for maintaining their own Personal Issue.

Each employee shall use only their own Personal Issue and shall not borrow or use the Personal Issue of another employee.

Any damage to, or loss of Personal Issue must be reported immediately to management.

Uniformed employees shall not wear any Personal Issue while off duty unless prior permission is obtained from the manager or designate.

Employees shall wear the uniform provided and shall not alter or change the appearance of that uniform.

Uniformed employees are responsible for maintaining dress and appearance policies within the work environment including fire stations, and may take any steps that are, in their reasonable opinion, necessary to enforce department dress and appearance policies.

Uniformed employees in possession of any unserviceable uniforms shall remove all buttons, badges, shoulder flashes or other identifying marks before disposing of the uniform.

### **RESPONSIBILITIES**

Supervisors / managers are responsible for enforcing this policy, and clearly communicating expectations regarding standard dress code including grooming and personal cleanliness to employees. This includes clearly communicating these expectations during the new employee orientation / onboarding.

### **DEFINITIONS**

**“Personal Issue”** means any property issued by Wheatland County to an employee for use in

connection with the performance of their duties.

**“Uniformed Employees”** means employees required to wear a uniform while conducting their duties for Wheatland County.

**“Business Casual Dress”** means clothing / attire that is designed and intended for a business environment but is less formal. This includes dress pants, jeans, pant suits, dress shirts, shirts with collars, golf shirts, dress (not short) shorts, corduroy pants, or dresses / skirts / skirts that are of an acceptable length (e.g., no shorter than four inches above the knee).

**“Professional Dress”** means clothing / attire that is more formal than Business Casual Dress. This includes the following: dress pants, suit jacket, dress shirt, tie, pant suits, dress, skirt, dress blouse and dress shoes.

## **REFERENCES**

### **Policies**

- Performance Management – Performance Improvement
- Progressive Discipline

### **Documents**

- Peace Officer Ministerial Regulation
- Public Security Peace Officer Program

## **PROCEDURE**

If questionable attire is worn, the employee’s immediate supervisor will hold a private discussion with the employee to advise him / her of the inappropriateness of the attire. The discussion should also focus on suitable attire given the nature and role of the employee in the workplace.

<b>Policy Name:</b>	County Vehicles / Equipment
<b>Policy Number:</b>	6.9.3
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to provide the details regarding the use of a Wheatland County vehicle when the employee is conducting County-related business.

## **POLICY**

Wheatland County recognizes that some of the vital services (e.g., roadwork, emergencies, protective services) provided to the ratepayers / public will be greatly enhanced when employees have immediate access to a County vehicle / equipment.

Wheatland County will provide a vehicle / equipment owned or leased by the County to applicable employees. This includes employees who are 'on call' and may need to access a County vehicle for immediate use 24 hours per day, 7 days per week.

County vehicles / equipment shall be equipped with adequate signage and accessories to ensure they comply with all traffic and safety regulations.

Applicable employees operating County vehicles / equipment must adhere to all traffic regulations, OH&S legislation, and County policies pertaining to the operation of such vehicles / equipment. This includes a pre-trip inspection prior to operating the vehicle / equipment as per OH&S policies, to ensure it is in a safe operating condition.

Applicable employees may be authorized by their respective General Manager to use a County vehicle for travel from their residence to their place of work. This may happen only when it is advantageous to the County that an employee leave directly from their residence to perform work-related duties.

When specific designated employees have the use of a County vehicle to travel to work from their place of residence and back, this travel is considered to be a taxable benefit and will be calculated according to CRA regulations. These employees are required to keep a daily log of mileage indicating the mileage allocated for personal and business use.

In all other circumstances, the County vehicle must be parked at the County Shop or Administration



building.

Employees operating County vehicles / equipment to fulfill specific duties and responsibilities must adhere to the following:

- Employees must have a valid driver's license. (Note: It is the employee's responsibility to advise their supervisor immediately if their driver's license is revoked or suspended. Failure to do so may result in immediate dismissal.)
- Driver's abstracts will be required for review upon request of the County.
- Employees must adhere to all traffic regulations including OH&S legislation, and County policies pertaining to the operation of vehicles.
- Employees are expected to exercise good judgment in determining the amount of driving that is necessary for performance of their respective duties.

## **REFERENCES**

### **Policies**

- County Assets and Resources
- Code of Conduct
- Drugs and Alcohol in the Workplace
- Performance Management – Performance Improvement
- Progressive Discipline

### **Documents**

- Commercial Driver Abstract Consent Form
- Regular Driver Abstract Consent Form

### **Legislation**

- Alberta Distracted Driving legislation
- Income Tax Act
- Traffic Safety Act
- Alberta Occupational Health and Safety Act, Regulations and Code

<b>Policy Name:</b>	Personal Vehicle Use While on County Business
<b>Policy Number:</b>	6.9.4
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to provide the details regarding the use of an employee's personal vehicle when the employee is conducting County-related business.

## **POLICY**

Wheatland County recognizes that there may be specific occasions when an employee will be required to use their own personal vehicle when conducting County-related business to perform specific duties and responsibilities; e.g., attending a business meeting in Calgary.

Employees operating personal vehicles for County-related business to fulfill specific duties and responsibilities must adhere to the following:

- Employees must have a valid driver's license. (Note: It is the employee's responsibility to advise their supervisor immediately if their driver's license is revoked or suspended. Failure to do so may result in immediate dismissal.)
- The employee's vehicle must be legally registered.
- The employee's vehicle must be deemed safe to operate and maintained as such.
- The employee must hold current minimum applicable automobile insurance.
- Driver's abstracts will be required for review for all employees driving personal vehicles for business purposes, upon request of the County.
- Only the employee who is the driver of the personal vehicle, will be reimbursed for applicable mileage. The Direct Supervisor, in coordination with the General Manager (of the employee's department), is authorized to approve expense reimbursement under this policy.
- Mileage shall be paid to the employee / driver, from the employee's place of residence or the County administration office, depending on where the trip originated and the appropriate authorization by the respective Manager. Mileage rates used will be the ones established by the Canada Revenue Agency (CRA).

- Employees will be required to account for mileage allocated for the Expense Report.
- Employees must adhere to all traffic regulations / legislation. Employees will be responsible for traffic violations, parking tickets, vehicle wear and tear, accidents, etc.
- If the distance from an employee's residence to a business meeting / business event is shorter than the travel distance to work, the employee cannot claim mileage.

## **REFERENCES**

### **Policies**

- Code of Conduct
- Drugs and Alcohol in the Workplace
- Business Travel / Expense Report / Reimbursement

### **Documents**

- Commercial Driver Abstract Consent Form
- Regular Driver Abstract Consent Form

### **Legislation**

- Alberta Distracted Driving legislation
- Alberta Occupational Health and Safety Act, Regulations and Code
- Traffic Safety Act

<b>Policy Name:</b>	Business Travel / Expense Report / Reimbursement
<b>Policy Number:</b>	6.9.5
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to communicate Wheatland County’s position regarding eligible business expenses, including the reporting and reimbursement of expenses incurred, while conducting company business.

## **POLICY**

Wheatland County expects employees to act responsibly and professionally when incurring and submitting expenses related to County business. Employees are expected to limit expenses to reasonable amounts.

Applicable business-related expenses such as business Travel Expenses, Conference / Convention / Seminar-Related Expenses, Entertainment Expenses, and Office-Related Expenses will be reimbursed to employees provided these expenses have been pre-approved by their General Manager, and original receipts are attached to the Expense Report.

Applicable employees who are provided with County-issued credit cards must use discretion when making purchases / using the card for business expense purposes.

When employees use their personal vehicles for business travel, mileage will be reimbursed as per policy 5.1.1 – Elected Officials Remuneration. Parking fees will also be reimbursed. Wheatland County will not be responsible for fuel, vehicle maintenance, and / or traffic violations / parking tickets.

Reimbursement for meals will also follow policy 5.1.1 – Elected Official Remuneration.

## **DEFINITIONS**

“**Travel Expenses**” refer to those expenses incurred for business purposes including air, bus, train, taxi or other transportation fares, vehicle rental, mileage reimbursement when using a personal vehicle, accommodations, taxi fares, parking fees, meals (including tips), and business-related telephone and fax charges.

Non-reimbursable travel expenses would include expenses incurred by spouses / partners or other non-employees who accompany a Wheatland County employee on business travel, un-authorized service upgrade (e.g., business class airfare or hotel rooms), personal services (e.g., massages, beauty treatments, rentals of movies / shows / videos, personal bar tabs, dry cleaning / laundry services), personal purchases (e.g., gifts, clothing), traffic violations / parking tickets, lost personal property (e.g., luggage), or alcohol.

**“Conference / Convention / Seminar-Related Expenses”** refers to those expenses incurred for business purposes related to program registrations when an employee attends either as an observer, participant or official representative of Wheatland County.

**“Entertainment Expenses”** refer to those expenses incurred during a meal or when hosting an event that is business related yet social or celebratory in nature. Entertainment expenses include food and non-alcoholic beverages, catering services, banquet facilities, decorations and musical groups / DJ music.

**“Office-Related Expenses”** refers to those expenses incurred for business purposes and may include office supplies including stationary, kitchen supplies, washroom supplies, etc.

## REFERENCES

### Policies

- Off-Site Training and Development
- Professional Development Reimbursement
- Professional Memberships
- Personal Vehicle Use While on County Business
- Business Gifts and Favours
- Health and Wellness Account
- Elected Officials Remuneration

## PROCEDURE

1. Prior approval must be obtained from the employee’s Manager / Supervisor regarding any expenses (e.g., travel expenses, entertainment expenses, office-related expenses, conference-related expenses).
2. Employees should consult with their immediate supervisor if there are any questions regarding applicable reimbursable expenses prior to incurring expenses related to business travel, entertainment, conferences, etc.
3. Employees must complete an Expense Report itemizing all eligible expenses incurred and attaching original receipts. The Expense Report must be submitted to the employee’s direct supervisor for review, confirmation, and approval.
4. The Manager / Supervisor must forward the approved Expense Report to Accounts Payable for payment.
5. Reimbursement from Wheatland County will be made and processed in conjunction with regularly scheduled cheque run payments.

<b>Policy Name:</b>	Social Media
<b>Policy Number:</b>	6.9.6
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## PURPOSE

This policy is intended to describe the benefits and use of Social Media by Wheatland County for communicating with the County's customers and the public.

## POLICY

Wheatland County recognizes Social Media as a possible tool to support the County's operations / business needs.

This policy applies to the following:

***Wheatland County employees, when they participate in Social Media as a function of their job duties and responsibilities (e.g., Communications).***

Employees who use Social Media as an authorized content provider for the County, are to communicate only official County information and not their own personal views. As well, authorized content providers must monitor Wheatland County's Social Media sites and take appropriate action (e.g., immediately informing the CAO) with respect to abusive, defamatory, anonymous and other inappropriate comments or content, including information that jeopardizes the privacy of others.

***Wheatland County employees who participate in Social Media at any time of day, when participation is not a function of their job duties and responsibilities.*** For example, the employee may give the appearance of speaking on behalf of Wheatland County, identifies themselves as a County employee, or discusses the County, yet participation in Social Media is not a function of their job duties.

Employees who use Social Media as a private citizen must not represent Wheatland County on the County's Social Media site(s) or on other Social Media. Employees must not disclose any Wheatland County information or content that they are not specifically authorized to disclose. Employees should be aware of their responsibilities under County policies and procedures when engaging in Social Media activities, and must use a private email address rather than the County's email address. Personal use of Social Media must never interfere with work duties and must only be

used during break times.

Employees must remember that as County employees, they are still perceived by members of the public as a representative of the County, even if the employee includes a statement that their opinion is their own. Consistent with the County's Code of Conduct policy, if it is reasonable that the employee could be identified as a County employee. They are not to voice personal opinions in public forums about Council decisions, fellow employees, their workplace, or County projects and programs, if such opinions could cause harm to the image or reputation of the County, or damage the County's relationship with its citizens or other stakeholders in the community.

Employees must uphold anti-discrimination and anti-harassment principles as set out in Wheatland County's Respectful Workplace and Harassment Protection policy, and as outlined in the Alberta Human Rights Act. As well, employees' comments, expressions, and other postings on Social Media must be honest and respectful of others; respect confidential, personal and proprietary information; and, comply with applicable local, provincial, federal laws and Wheatland County bylaws and policies.

There can be serious consequences (e.g., public image of Wheatland County) and impacts of a long duration when an employee posts or publishes public information that is inappropriate.

Violation of this policy will be subject to progressive discipline, up to and including termination.

## **DEFINITIONS**

**"Social Media"** refers to online, electronic, or Internet media, tools, communities, and spaces for social interaction; sharing user generated content, or public or semi-public communication. It can take many different forms including Internet forums, blogs and microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music-sharing, and chat.

Examples of Social Media include but are not limited to the following: LinkedIn, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest, and blogs.

## **REFERENCES**

### **Policies**

- Code of Conduct
- Conflict of Interest
- Confidential Information
- Respectful Workplace and Harassment Protection
- County-Issued Mobile Phone Use
- Personal Mobile Phone Use
- Progressive Discipline
- Employer-Initiated Termination

### **Legislation**

- Freedom of Information and Protection of Privacy Act
- Alberta Human Rights Act

<b>Policy Name:</b>	Attendance and Punctuality
<b>Policy Number:</b>	6.9.7
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to describe the expectations required of all Wheatland County employees with respect to attendance and punctuality in the workplace.

## **POLICY**

Timely and regular attendance is an expectation of performance for all Wheatland County employees. To maintain a productive work environment that is respectful of all employees, Wheatland County expects employees to be reliable and punctual in reporting for scheduled work.

To ensure adequate staffing, positive employee morale, and to meet expected service delivery throughout the County, employees will be held accountable for adhering to their workplace schedule. All employees are expected to report for work, be fully prepared, able and fit to begin work at the designated start time.

Occasionally circumstances may arise where attendance and punctuality may be affected (e.g., adverse weather conditions; sickness; unforeseen emergency).

## **RESPONSIBILITIES**

Supervisors / Managers are responsible for enforcing this policy and clearly communicating expectations for attendance and punctuality. This includes clearly communicating these expectations during the new employee orientation.

## **REFERENCES**

### **Policies**

- Hours of Work / Rest
- Personal and Family Responsibility Leave
- Illness and Health-Care Related Appointments Leave
- Personal Leave with Pay
- Personal Leave without Pay



- Adverse Weather Conditions
- Emergencies and Special Events
- Performance Management – Performance Improvement
- Progressive Discipline
- Termination – Employer-Initiated

## **PROCEDURE**

Wheatland County has established reasonable and necessary controls to ensure adequate attendance and to meet business needs.

1. Working schedules and starting times are established by the supervisor / manager based on business and operations' needs. The supervisor is responsible for communicating work schedules to employees.
2. Employees are expected to be at their work site in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the designated stopping times for the end of work.
3. If an employee is going to be absent due to illness or some other unplanned reason, notice must be given to the employee's immediate supervisor as soon as possible. Notice may be in the form of a phone call, texting, or leaving a message on Wheatland County's main reception line. If a message is left on the phone, the date and time of day must be included in the telephone message. In the event the employee cannot reach the supervisor, the absence should be reported to an appropriate person within the County. When applicable, e.g., field operations employees, this will allow for alternative arrangements to be made to cover the work.
4. Wheatland County reserves the right to require an employee to submit a physician's certificate in the event of repeated absences for medical reasons or in the event of medical absences exceeding three (3) consecutive work days.
5. Wheatland County recognizes that an occasional absence may occur, as defined by company policies for holidays, vacations, bereavement / compassionate leave, personal leave, etc.
6. An employee's absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed to be satisfactory to the supervisor or manager. Timely notification means calling in on the day of absence or providing advance notice for absences which can be anticipated.
7. An employee's absence will be deemed unexcused when:
  - An employee fails to call in.
  - An employee fails to provide notice at least 1 hour prior to the designated start time.

- Fails to give advance notice for an absence which could be anticipated.
8. In the event an employee is absent due to an unforeseen emergency (e.g., accident / incident), and has not had the opportunity to call in to work to report the absence, the supervisor may contact the employee in the morning of the first day of the absence. This step may be necessary to confirm the health and safety of the employee.
  9. An employee's request to leave work early may be considered by the supervisor or manager. Approval of such absences should be based upon the urgency of the reason for absence and Wheatland County's staffing needs.

<b>Policy Name:</b>	Adverse Weather Conditions
<b>Policy Number:</b>	6.9.8
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

This policy applies to all Wheatland County employees, except those specifically designated as performing duties that are essential to the safety, security, and well-being of Wheatland County employees, ratepayers, citizens, and the public during adverse weather conditions.

## **POLICY**

When the office of Wheatland County remains open during periods of inclement weather, employees should make every effort to report to work and attend during their normal working hours. Recognizing that some employees may find it difficult to report for work during periods of inclement weather due to family responsibilities, transportation problems or road conditions, Wheatland County will make every effort to accommodate employees' requests for leave, subject to the operational requirements of the workplace, and taking into consideration the personal safety of the employee.

The fact that other employees who live in the same area, can report for work in no way shall hinder the specific arrangements of differing employees. The direct supervisor needs to consider the particular situation of each employee to determine the circumstances in which employees who cannot report for work are the same as, or similar to, those of the employees who can make it into work.

Wheatland County recognizes that some employees have greater distances to travel than others and may live well outside Wheatland County. Wheatland County also recognizes that adverse weather conditions can vary considerably from one region to another, and as such, employees can be impacted differently depending on where they live.

The standard used to measure effort is affected by the severity of the adverse weather conditions and is one of reasonableness. Employees are not required to make reckless efforts to get to work and should exercise personal judgement which must be assessed according to a standard of reasonableness.

When rare circumstances occur where weather conditions deteriorate while an employee is at work, the employee will be authorized to make their own travel decision based on personal safety.

Wheatland County recognizes that not all employees will be able to leave as their work is considered essential in occurrences that threaten the safety, security, and wellbeing of citizens and employees. Wheatland County will make every effort to support employees who stay during Adverse Weather Conditions, including Shelter in Place (e.g., provision of shelter and food), as necessary.

## **DEFINITIONS**

**“Adverse Weather Conditions”** means inclement weather conditions such as a heavy snowfall, sleet, tornado, flooding, excessive temperatures, or any unforeseen act of nature.

**“Shelter in Place”** means finding a safe location indoors and staying until an authorization is given to either stay or evacuate. Employees may be asked to shelter in place because of a tornado, blizzard, etc. for a temporary amount of time.

## **RESPONSIBILITIES**

It is the responsibility of the employee, in the event of adverse weather conditions, to take reasonable steps to report his or her inability to attend work to their supervisor / manager as soon as is practicably possible.

Direct supervisors are responsible to support the request of the employee and will follow up to ensure that any pre-arranged agreement options have been met. Refer to the Procedures section for more details.

## **REFERENCES**

### **Policies**

- OH&S policies
- Emergencies and Special Events
- Vacations / Pay
- Personal Leave without Pay

## **PROCEDURE**

1. Where a decision is made to close the Wheatland County office before the start of standard business hours due to Adverse Weather Conditions, employees are not required to attend work that day unless their position has been pre-determined by their department to be an essential service.
2. Approved options for employees unable to make it into work include:
  - a. working from home (if applicable);
  - b. making up time of absence at a mutually acceptable future date;
  - c. taking unpaid leave equivalent to the period of absence;
  - d. taking accrued lieu time equivalent to the period of absence;
  - e. using vacation;

- f. shelter in place until the Adverse Weather Conditions clear; or
- g. applying a combination of the above options.

<b>Policy Name:</b>	Emergencies and Special Events
<b>Policy Number:</b>	6.9.9
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The intent of this policy is to provide clarity regarding the role, responsibility, and compensation / remuneration for employees providing essential services in the case of a State of Local Emergency (SOLE), or in anticipation of an Extraordinary or Emergency Event, and / or Special Event.

## **POLICY**

Employees of Wheatland County may be designated as essential services providers and may be required to remain at work, or report for work in the case of a SOLE, Extraordinary Event, Emergency Event, or Special Event either anticipated or occurring.

Designated employees can expect to perform their normal duties in one or more of the following locations:

- in an Emergency Coordination Centre;
- at the site of the Emergency Event;
- at a staging area near the Emergency Event;
- at any location to support an Emergency Event;
- in an Emergency Reception Centre; or
- any other workplace designated by the Director of Emergency Management, Chief Administrative Officer, or General Managers.

When designated employees perform their normal duties at one or more of the locations above, Wheatland County will provide compensation / remuneration in accordance with current Wheatland County HR Policies.

## **DEFINITIONS**

**“Adverse Weather Conditions”** means inclement weather conditions such as a heavy snowfall, sleet, tornado, flooding, excessive temperatures, or any unforeseen act of nature.

**“Emergency Event”** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people, or limit damage to property.

**“Emergency Coordination Centre”** means the place where coordination of an emergency event is taking place, staffed by Wheatland County employees trained to a minimum of Incident Command System (ICS) 200.

**“Emergency Reception Centre”** means a temporary safe place to shelter people asked to evacuate or seeking shelter from the emergency event, staffed by community volunteers or employees of Wheatland County.

**“Extraordinary Event”** means an event that requires coordination efforts that are not part of the County’s day to day business operations, given the effect the event has on people and property in Wheatland County; e.g., flash flooding in a County village.

**“Shelter in Place”** means finding a safe location indoors and staying until an authorization is given to either stay or evacuate. Employees may be asked to shelter in place because of an active shooter, tornado, blizzard, etc. for a temporary amount of time.

**“SOLE”** means State of Local Emergency which is an abnormal emergent situation that requires prompt and often prolonged action from County employees that is beyond normal procedures to minimize damage to people, property, the economy, and the environment to the municipality, visitors, and rate payers in these extraordinary circumstances.

**“Special Event”** means any event that a Special Event Permit is issued for an event occurring in Wheatland County.

## **RESPONSIBILITIES**

It is the responsibility of the designated employee to carry out their normal work duties in potentially adverse conditions (e.g., SOLE, Adverse Weather Conditions, Emergency Event, or Extraordinary Event) either during normal work hours or if called to work. If designated employees are unable to attend work because of adverse conditions Wheatland County may organize transportation to and from their place of work.

Direct supervisors, managers and General Managers will support designated employees by providing or organizing the provision of basic necessities, if possible, for the designated employee in the above situations including: the provision of training for specific roles and tasks, provision of food over extended periods of work, and shelter, if possible.

## **REFERENCES**

### **Policies**

- OH&S policies
- Adverse Weather Conditions

- Orientation / Onboarding

## **Documents**

- Staff Skills Inventory Chart

## **Legislation**

- Municipal Emergency Management Bylaw 2013-13
- Emergency Management Act RSA 2000
- Special Events Bylaw

## **PROCEDURE**

1. During a new employee's orientation / onboarding process, a Staff Skills Inventory Chart document may be completed. (Please refer to the Addendum immediately following this policy for the Staff Skills Inventory Chart.) The new employee is under no obligation to complete this document.
2. The Inventory Chart is used to assist the County, as part of the preparation of a Business Continuity for Pandemic Plan, for identifying staff and temporarily redeploying them, according to skills that they possess, during a SOLE, Extraordinary Event, Emergency Event, or Special Event. Refer to the Addendum immediately following this policy for the Staff Skills Inventory Chart.
3. Upon notification of a SOLE, Extraordinary Event, Emergency Event, or Special Event, designated employees are expected to arrive prepared to work, and if necessary, support themselves for an extended period of time including the bringing of basic preparedness items such as medications, food and water.
4. SOLE and Emergency Events may require designated employees to leave their job during the day to engage in specific Emergency Coordination Centre activities, or for other designated employees to be engaged at the site of the Emergency.
5. If necessary, designated employees can expect to be called into work if a State of Emergency is declared. These events can have long duration times often exceeding 12 hour operational periods.
6. Extraordinary Events may require designated employees to be engaged for a shorter time (less than 12 hours) than a declared Emergency, however these events may require designated employees to be involved either at the Emergency Site or supporting site operations in some capacity including the operation of the Emergency Coordination Centre.
7. Special Events, (e.g., the Big Hitch) may require designated employees to attend the event on behalf of the municipality and provide public safety. Some events may require the activation of the Emergency Coordination Centre to manage the event.
8. Designated employees may be asked to participate in support activities of Special Events happening in Wheatland County, both during and after work hours.



## Addendum to Policy 6.9.9 – Staff Skills Inventory Chart

Employee First and Last Name: \_\_\_\_\_

Position at Wheatland County: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_  
 (Work) \_\_\_\_\_  
 (Cell) \_\_\_\_\_

You are not obligated in any way to provide this information. The information gathered will be kept in a confidential location by the Director of Disaster Service and will only be used in preparation for or during a civic emergency.

This skills inventory is a component of the preparation of a Business Continuity for **Pandemic Plan**. This chart is not only intended to reflect skills and abilities you currently use in your job but should also include skills accumulated in school, through former jobs, your hobbies, volunteer work or general areas of interest.

The following areas represent municipal services which maybe indicated as **critical** or **vital** during and emergency. In those circumstances it may be necessary to *ask staff to temporarily assist in the provision of other services*. This inventory is to assist with the process of temporarily redeploying staff according to skills which staff already possesses.

List any licenses, certificates, diplomas and training you have attained and maintained; including levels of First Aid, Health and Safety, CPR or other health, emergency or safety related training:

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Do you have any academic, work, volunteer or hobby experience in the following areas:

### Communications

• Previous experience working with the media	Yes	No
• Ability to communicate and address mass media effectively under pressure	Yes	No
• Website construction and maintenance	Yes	No
• Short wave radio operator/experience	Yes	No
• Telephone experience handling numerous calls	Yes	No
• Experience working switchboard/intake and reception	Yes	No

### Food Services

• A Red Seal Certificate (cook)	Yes	No
• A certificate in food handling/food service	Yes	No
• Dietary institution experience	Yes	No
• Housekeeping/caretaking in facilities management	Yes	No

## Operations/Public Works

• Operating a wastewater treatment facility	Yes	No
• Operating a wastewater collection system/lift stations	Yes	No
• Operating a water treatment facility	Yes	No
• Operating a water treatment reservoirs/pumping stations	Yes	No
• Operating a water distribution system	Yes	No
• Operating heavy machinery	Yes	No
• List other mechanical/driving skills		

• Do you have a driver's license, Class _____	Yes	No
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## Technology/Computer Skills

• Personal computer (hardware and software)	Yes	No
• Microsoft products	Yes	No
• Payroll software	Yes	No
• Accounting software	Yes	No
• Telephone systems	Yes	No
• Do you currently have a computer at home with high speed internet access	Yes	No
• List other computer or technology skills		

**Languages** Other than English, list languages you are able to speak, read or write in

	Speak	Read	Write
	Speak	Read	Write
	Speak	Read	Write

• Do you know Sign Language	Yes	No
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## Financial Skills

• Payroll	Yes	No
• Accounts Payable	Yes	No
• Accounts Receivable	Yes	No

Do you have other skills which you think may be useful in an emergency?

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**Thank you for your assistance. The information gathered will be kept in a confidential location by the Director of Emergency Management and will only be used in preparation for or during a civic emergency.**

<b>Policy Name:</b>	Social Events and Long Service Recognition
<b>Policy Number:</b>	6.9.10
<b>Policy Owner:</b>	Human Resources
<b>Adopted Date:</b>	August 5, 2008
<b>Effective Date:</b>	August 5, 2008
<b>Date Last Amended:</b>	August 18, 2020
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

The purpose of this policy is to provide social opportunities for all Wheatland County employees in an inclusive, safe, and welcoming manner; to promote, encourage, and strengthen interdepartmental relationships through team building and collaboration; and to recognize and reward long service contributions made by employees to the County.

## **POLICY**

The County aspires to create coherence between work and time off, as well as to give employees in various departments a chance to better acquaint, promote team spirit, and improve collaboration across departments. In order to do this, a Social Committee will be formed that represents a cross-section of departments within the County.

The Social Committee is comprised of at least 5 employees and will be appointed on an annual basis at the beginning of the year, in consultation with the Social Committee and staff interest. The committee will consist of at least 2 employees from Public Works and 3 employees from Administration / ASB. Only appointed members will have authorization to conduct event activities during working hours. Social Committee members will serve a term of at least 1 year, with the option to stay on the committee if they choose to do so. On an annual basis, the Social Committee will recruit new members to fill a potential vacancy on the committee and to ensure equal opportunity to be on the committee.

The Social Committee will operate within an annual budget approved by Council. Responsibilities of the Social Committee will include hosting an annual holiday party at the end of the year for all employees and Council. Other events / supplies that the committee may incorporate throughout the year include, but are not limited to, a golf tournament, employee luncheons, food trucks, birthday cakes, etc.

At events where alcohol is served, only moderate consumption is acceptable. The Social Committee will assist employees with finding a safe ride home after an event where alcohol is served. Violent behaviour, use of illegal drugs or cannabis, harassment, and inappropriate language is unacceptable (even if the event is hosted during non-working hours) and subject to discipline

under the Wheatland County Code of Conduct and Ethics and Progressive Discipline policies. It is understood that all participation is purely voluntary on part of the employees taking part in any social event.

The committee will work closely with Human Resources to ensure adherence to internal policies and budget. All events must adhere to all laws, municipal bylaws, and policies.

## **LONG SERVICE RECOGNITION**

Another responsibility of the Social Committee is to acknowledge employees for their long service and dedication to Wheatland County. Employees who have worked a given number of years will be rewarded with a gift from the County in the following increment amounts:

<b>Number of Years Worked</b>	<b>Amount</b>
5	\$50.00
10	\$100.00
15	\$150.00
20	\$200.00
25	\$250.00
30	\$300.00
35	\$350.00
40	\$400.00

Employees will be able to choose a gift of their liking (using the amounts stated above) from a designated catalogue page that will be provided by the Social Committee. All long service gifts will be coordinated at the end of a given year, prior to the holiday party.

Additionally, upon retirement, employees will receive a gift from Wheatland County that will also be coordinated by the Social Committee.

## **REFERENCES**

### **Policies**

- Code of Conduct and Ethics
- Progressive Discipline
- Safety Policy