



## **EMPLOYEE POLICY 4162**



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## 1. DEFINITIONS

**CAO** is the Chief Administrative Officer (CAO) of Lamont County.

**Employment Agreement** is the written employment agreement between an employee and Lamont County outlining the terms and conditions of employment.

**Full-Time Employee** is an individual filling a position on the organization chart identified as a full-time position. Full-time employment is working regularly scheduled hours of thirty (35) hours per week or greater.

**Immediate Family Member** includes an employee's spouse, adult interdependent partner, child, parent, parent-in-law, grandparent, grandparent-in-law, son-in-law, daughter-in-law, brother, sister, grandchild, brother-in-law, sister-in-law and other member of the employee's household.

**Manager** refers to the individuals filling the named management position of CAO, Director, Foreman, or Supervisor on the organization chart responsible for the supervision of named positions or the individual or individuals filling the named position or positions. The Manager responsible for the individual filling of the named position will be named in the Employment Agreement.

**Members of the Public** are taxpayers, members of the community, participants in programs offered by Lamont County and general Members of the Public.

**Part-Time Employee** is an individual filling a position on the organization chart identified as a part-time position. Part-time employment is working regularly scheduled hours of less than thirty (35) hours per week.

**Road Maintenance Employee** is an individual filling a position that performs road maintenance, road construction, snow removal or any related activities.

**Seasonal Employee** is an individual filling a position on the organization chart identified as a seasonal position. Seasonal employment is for a period of six (6) to eight (8) months.

**Contract/Term Employee** is an individual filling a position on a temporary basis as outlined in the employee agreement.

## 2. **APPLICATION AND ENFORCEMENT**

### **Application**

The Lamont County Employment Policy, Policy 4162 applies to all employees of Lamont County, except where:

- a. Sections of this policy state that it applies only to a certain classification of employee; or
- b. This policy is inconsistent with a term of the Employment Agreement between an employee and Lamont County in which case the terms of the Employment Agreement shall apply to the extent of the inconsistency.

This policy may be amended by Lamont County from time to time. Any revisions to this policy take effect when approved by Council of the County (or such other time as indicated in such revision) and apply to each employee from that time.

While the purpose of this policy is to establish terms and conditions of employment, Lamont County reserves the right to vary from the terms of this policy in particular situations, as determined in its sole discretion.

### **Enforcement**

Employees must comply with the terms of this policy, as amended from time to time, and the spirit and intention of this policy.

Managers are responsible for ensuring that the employees reporting directly to them comply with this policy.

The CAO is responsible for ensuring that the Managers enforce the terms of this policy.

A violation of this policy may result in discipline, up to and including dismissal for just cause, having regard to the circumstances.

### 3. **EMPLOYEE CODE OF CONDUCT**

#### **General Conduct**

Lamont County expects all employees to conduct themselves at all times in such a way as to promote the interests of Lamont County and to protect the safety of all employees and Members of the Public.

All employees are expected to further the objectives of Lamont County and to abide by the policies, rules and regulations established and approved by Lamont County.

All employees are expected to consider safety and risk management at all times in the delivery of service.

All employees are expected to conduct themselves in a professional fashion and fulfill their duties with courtesy, honesty, respect, integrity and diligence. This includes the requirement that employees apply themselves fully to the discharge of their duties and responsibilities during work hours.

#### **Respectful Workplace**

No employee shall behave in a manner which brings discredit to Lamont County whether conducting County business or otherwise.

Employees shall at all times maintain a professional and respectful workplace, including when interacting with co-workers and Members of the Public both on County property and also when conducting County business in the community, and shall in all interactions refrain from discrimination contrary to the Alberta Human Rights Act.

Employees shall not use inappropriate language during working hours, or after working hours while representing Lamont County.

In any instance where an employee is unsure as to the extent to which a situation may place that employee in violation of this Section, the employee must discuss the matter with the employee's immediate Manager or the CAO, preferably before but no later than immediately after the event.

#### **County-Sponsored Events**

While attending County-sponsored events employees act as ambassadors for the County and should conduct themselves in accordance with the regulations set forth in the code of conduct policy. As such, employees are prohibited from engaging in any behaviour that is not conducive to the goals and ideals of Lamont County.

If Lamont County provides alcoholic beverages at a County-sponsored event, employees who choose to consume alcohol are expected to use reasonable judgement and moderate their alcohol consumption.

**Other Promotional Events**

An Employee may be assigned or given approval to attend, as a guest, or perform a networking role while on duty on behalf of the County at a promotional event where alcohol is being served. An Employee who chooses to consume alcohol is expected to use reasonable judgement and moderate their alcohol consumption in a professional manner.

When employees leave a County-sponsored or promotional event, their actions after their departure become their own responsibility. Lamont County will take reasonable steps to ensure that employees leaving events do so in a safe manner. Under no circumstance should any employee operate a motor vehicle while intoxicated or under the influence of a substance like recreational cannabis or alcohol. We ask that employees plan ahead and have a designated driver, be a designated driver, or use a taxi to get home safely.

Employees attending County-sponsored or promotional event remain subject to all policies regarding conduct, ethical behavior, violence, and harassment, and remain subject to the disciplinary or corrective actions set out within those policies in case of any misconduct or breach of policy.

#### 4. **CONFLICT OF INTEREST**

A conflict of interest is defined as a conflict between an employee's personal or business interests and the employee's responsibility as an employee of Lamont County. A conflict of interest may exist whether or not a monetary or other type of benefit or advantage has been received by the employee. Without limiting the scope of the foregoing, a conflict of interest may arise in many situations, some of which include:

- a. Using privileged information for personal advantage or gain;
- b. Accepting fees, gifts or other benefits that are connected directly or indirectly with the performance of their public service duties, from any individual, organization or corporation;
- c. Accepting or engaging in outside employment which either interferes with the employee's duties or is in direct competition with Lamont County business;
- d. Divulging confidential information to competitors or potential competitors.

Employees are responsible for ensuring that their personal or business interests, including outside employment, do not conflict with their duties or responsibilities as an employee of Lamont County. An employee is responsible for identifying and reporting to his or her Manager and the CAO any actual, possible or perceived conflict of interest.

Employees may not engage in any business or activity (whether for financial gain or otherwise) that creates an actual, possible or perceived conflict of interest, including a situation where the employee's judgment would be affected due to a personal interest.

Employees shall inform his or her Manager and the CAO if they intend to run as a candidate in an election. Employees who decide to run as a candidate in an election must do so with due regard for the possibility of a conflict of interest with their responsibilities at Lamont County.

If, in the view of Lamont County, a potential conflict of interest may occur due to the political activities of an employee, Lamont County reserves the right to remove the employee from dealing with specific matters where this conflict may occur.

Employees may engage in fundraising or solicitation in the workplace provided that they have the prior approval of the CAO.

For County-sponsored events, employees are to ensure that all donated or solicited gifts from external businesses are disclosed and do not result in personal gain for either the employee or Lamont County.

Without limiting the generality of the provisions of this policy, employees may not propose, negotiate nor award a contract on behalf of Lamont County where the employee or his or her Immediate Family Member stands to benefit from the awarding of such contract.

Employees are prohibited from using Lamont County property for carrying out their personal affairs or businesses, and must not engage in any activities in furtherance of their personal affairs of business during the time when the Employee is performing his or her employment duties for Lamont County.

Employees are prohibited from soliciting or accepting gifts, perquisites, services, tickets, or goods from customers, suppliers or other individuals as a result of the employee's employment with Lamont County. The CAO may grant exemptions for employees in appropriate circumstances, which include, but are not limited to the following:

- a. The normal exchange of gifts between friends;
- b. The normal exchange of hospitality between persons doing business together;
- c. Tokens exchanged as part of protocol;
- d. The normal presentation of gifts to persons participating in public functions.

Employees are prohibited from making public statements on behalf of Lamont County, or from holding themselves out as being an agent or representative of Lamont County, unless authorized to do so as part of his or her normal job-related duties, or as authorized by the CAO in advance.

5. **CONFIDENTIALITY**

Employees in the normal course of their work may have access to information regarding Lamont County's operations, Council members, employees, customers, contractors and other information which may be considered confidential such as business plans, diagrams, computer programs, data, non-disclosure agreements and contracts.

An employee is required to keep confidential all information learned by him or her as a result of his or her employment with Lamont County, and to refrain from disclosing such information to any person, except when compelled to do so by law or by order of a Court.

Upon termination of employment for any reason (including without limitation resignation, termination by Lamont County with or without just cause, abandonment or frustration) employees must return all Lamont County information in their possession to Lamont County, regardless of form, along with a statement that the employee has complied with the terms of this article.

This requirement of confidentiality applies during the course of employment and survives the termination of any employee.

## 6. **DISCRIMINATION AND HUMAN RIGHTS**

### **Discrimination**

Lamont County is committed to an equal opportunity and inclusive workplace based on principles of respect. Lamont County is dedicated to developing a diverse organization that is reflective of and responsive to the diversity of Canada and the world, in which all people, regardless of their differences, are respected and valued. Lamont County believes that all of its employees have the right to work in an environment that is free from discrimination and that fosters fair, respectful and responsible behaviors by its employees.

Lamont County will comply with the provisions of the Alberta Human Rights Act regarding employment practices. At no time will Lamont County discriminate against any employee, refuse to employ, or refuse to continue to employ, any employee because of race, religious beliefs, colour, gender, sexual preference, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, or family status of that person.

Lamont County's position against discrimination does not apply with respect to a refusal, limitation, specification or preference relative to an individual's employment, or potential employment, based on a bona fide occupational requirement.

Employees are prohibited from discriminating against any individual when carrying out their employment duties contrary to the Alberta Human Rights Act. Lamont County promotes and expects fair, respectful and responsible behaviours of its employees when interacting with each other and with Members of the Public.

### **Reasonable Accommodation**

Lamont County shall provide reasonable accommodation to employees who require accommodation for any reason required by the Alberta Human Rights Act. Lamont County is not required to provide perfect accommodation, and may select accommodation that takes into consideration the needs of Lamont County and of other employees.

An employee who requires accommodation must notify Lamont County of such need, and must provide sufficient details to Lamont County to permit it to create and maintain an accommodation plan. An employee is required to advise Lamont County where accommodation is no longer required.

An employee may be required to undergo an examination by a professional in order for Lamont County to create and maintain an accommodation plan.

An employee seeking accommodation has a positive obligation to participate in such accommodation.

**7. NEPOTISM**

Lamont County seeks to foster an environment in which people are treated fairly. Lamont County recognizes that the employment of people who are Immediate Family Members can be problematic due to the potential to create a conflict of interest, an appearance of favoritism, and an increased potential for poor staff morale. As a result, Lamont County is sensitive to circumstances in which individuals may be hired, transferred, or promoted to positions where a related individual may be in a position to have influence over any term and condition of employment of an Immediate Family Member.

No employee, or prospective employee, will be discriminated against, nor afforded an advantage, as a result of their family or marital relationship, including common-law relationship, with any other employee of Lamont County. To ensure this end, no employee will be supervised by an Immediate Family Member, nor will an Immediate Family Member be in a position to make any decisions regarding that individual's terms and conditions of employment, including salary, promotion, performance appraisal, vacation requests or discipline. Alternative supervisory and reporting relationships will be put in place to facilitate this requirement.

Where a member of a Councillor's family as defined in the Municipal Government Act as amended from time to time, is employed by Lamont County, the affected Councillor will excuse himself or herself from any decisions directly related to that individual or directly affecting that individual's terms and conditions of employment.

Employees are required to disclose any relationship, which may bring them within the application of this policy. The failure to do so may result in discipline, up to and including dismissal.

## 8. **HIRING**

### **Hiring Procedure**

Lamont County shall hire and promote employees based on merit, and without discrimination as set out in the Alberta Human Rights Act.

When a new position is created, a vacancy in a permanent position occurs, or temporary staffing requirements arise, Lamont County will determine whether the vacancy should be filled. Lamont County may fill the position by doing any of the following:

- a. direct sourcing or contracting of a head hunter firm;
- b. posting the position internally; and/or
- c. posting the position externally.

Lamont County will post the position internally where applicable as a best practice.

Interviews will not necessarily be granted to all applicants for any given position. Applicants may be asked to provide references. Consent must be obtained from the applicant prior to contacting references provided. Further, applicants may be required to provide information allowing Lamont County to verify the credentials and qualifications of an applicant.

Lamont County will hire the best applicant for the position having regard for the nature of the position, the qualifications, knowledge, experience, education, and skills of the applicants. Lamont County may, in its sole discretion, leave a position vacant where no appropriate applicant comes forward. The personal information provided to Lamont County by all unsuccessful applicants will be destroyed after a period of six (6) months.

The successful applicant will be provided with an Employment Agreement describing the terms and conditions of the position and any preconditions to employment that must be met. No employee will be permitted to commence employment prior to accepting and executing the Employment Agreement.

### **Hiring Protocol**

Lamont County Council shall be responsible for hiring the CAO. The approval and hiring of all other employees shall be the responsibility of the CAO, who may delegate the duty to the respective Manager of the department.

### **Conditions of Hire**

Offers of employment may be made conditional upon such conditions as the CAO or the respective Manager deems appropriate, including reference checks, driver abstract checks,

criminal record and vulnerable sector checks, child welfare checks, medical fitness checks, and credit history checks.

Where an employee is permitted to commence providing services to Lamont County prior to satisfying the conditions of hire, such employee may be terminated immediately and without notice in the event that:

- a. The condition of hire is not satisfied within a reasonable period of time after the employee has commenced providing services; or
- b. The results of the conditions of hire being fulfilled indicate that the employee is not appropriate for the position for which the employee has been hired.

Lamont County may require that an existing employee satisfy a condition of hire in the event that the employee applies for a transfer, promotion or appointment.

## 9. **PROBATION**

The probationary period is intended to give a newly hired employee an opportunity to become familiar with the position and prove their suitability for the position.

A newly hired employee shall serve a probationary period of three (3) months from the date the employee's Employment Agreement commenced, unless otherwise negotiated in the Employment Agreement.

The CAO may waive the probationary period where the employee has performed the duties or similar duties of the position and the employee has worked for Lamont County in a seasonal or temporary position for a period exceeding three (3) months.

Lamont County may extend the initial probationary period for an additional three (3) months where the extension is confirmed in writing with the employee prior to the date the initial probationary period expires.

During the probationary period, an employee will not be eligible for participation in health benefits or pension plans unless otherwise negotiated in the Employment Agreement, and will not be entitled to use sick leave credits or vacation time; although sick leave credits and vacation time will accrue.

Lamont County may discharge a probationary employee at any time during the initial three (3) months of a probationary period without just cause and without notice or pay in lieu of notice. Lamont County may discharge a probationary employee serving an extended probationary period of an additional (3) months at any time without just cause, provided that Lamont County give the employee one (1) weeks' notice or pay in lieu of such notice.

Prior to the expiry of the probationary period an employee will be advised in writing of whether his or her status will become permanent. No employee will be required to serve a subsequent probationary period once his or her permanent status has been confirmed.

Employees moving into or promoted to a different position may be required to serve a trial period, which is separate and distinct from probation. The permanent status of an employee is unaffected during a trial period. Any further conditions of the trial period will be specified in the employee's Employment Agreement.

**10. DRESS CODE**

Lamont County requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are in relation with our organizational practices of appropriate code of conduct and professionalism.

**Dress Code**

Office employees shall strive to create a professional, business-casual appearance during hours of operation.

Non-office employees shall wear clothing and footwear that is appropriate and compliant with the health and safety program of Lamont County and relevant safety legislation.

All clothing which is worn on duty shall be clean, in good condition, and fit appropriately.

Employees are responsible for exercising sound judgment and common sense for their attire at all times. If an employee is deemed to be wearing inappropriate attire, their Manager is responsible for coaching the employee accordingly.

**Personal Hygiene**

Employees are expected to maintain their hygiene and grooming in a professional manner in order to ensure a clean workplace for all. This includes minimizing body odour and washing hands after using the restroom.

**Council Meetings**

Employees attending or presenting at Council Meetings are required to dress in their regular work attire in a presentable manner.

**11. HOURS OF WORK AND OPERATION**

This Section provides the basis for establishing the regular work schedules of employees and the calculation and payment of overtime, but shall not be read or construed as a guarantee of hours or days of work.

The Lamont County Administration Building hours of operation shall be as follows:

January 1 - December 31, 8:30 a.m. - 4:00 p.m., Monday to Friday

The Lamont County Public Works Building hours of operation shall be as follows:

January 1- December 31, 7:30 a.m. - 4:00 p.m., Monday to Friday

**Administration Hours**

The Lamont County Administration and Public Works Building shall remain open on a continuous basis during the hours of operation and shall be closed on statutory and civic holidays outlined in Section 15 of this policy, including any staff meetings or events scheduled from time to time.

The regular hours of work for Full-Time Employees working in the Lamont County Administration Building and Full-Time Employees engaged in clerical positions in the Lamont County Public Works Building and the Agricultural Service Board shall be:

- a. Monday through Friday, 8:30 a.m. to 4:00 p.m.;
- b. Seven (7) hours per day and thirty five (35) hours per week.

**Road Maintenance Hours**

The hours of work for Employees engaged in Road Maintenance may be adjusted by the Manager in response to weather conditions and related considerations. The hours of operation of work for such employees shall be:

- a. Monday through Friday, 6:00 a.m. to 2:30 p.m.;

The regular hours of work for Road Maintenance employees shall be based on:

- b. Eight (8) hours per day, and forty (40) hours per week.;

The over time rule for Road Maintenance employees shall be over:

- c. Ten (10) hours per day, and forty-four (44) hours per week.

**All Other Operational Hours**

The regular hours of work for Employees engaged in work other than that described above shall be:

- a. Monday through Friday, 7:30 a.m. to 4:00 p.m.;
- b. Eight (8) hours per day and forty (40) hours per week.

Employees shall normally receive one half-hour unpaid lunch break per day of work, except as otherwise required by Lamont County or the Employment Standards Code. The time of the lunch break shall be determined by the Manager. Where an employee is entitled to an additional rest period in accordance with the Employment Standards Code, the time of the rest period shall be determined by the Manager.

The regular work schedule for employees is as set out in the Employment Agreement of each employee. Hours of work may be altered by Lamont County upon reasonable notice or at any time with the consent of the employee.

An employee's work must be confined within a period of 12 consecutive hours per day as per the Employment Standards Code.

Lamont County will comply with the requirements of the Employment Standards Code regarding hours of work and overtime.

**12. OVERTIME**

Employees may be required to work overtime. Employees are entitled to be compensated for overtime where an employee works in excess of their regular hours of work, as set out in the Employment Agreement of each employee and this policy, or where the employee works overtime hours in accordance with the Employment Standards Code, whichever is greater. All other employees are entitled to overtime in accordance with the Employment Standards Code.

Overtime must be authorized in advance by the Manager. Where an employee works overtime without authorization, he or she will not be entitled to compensation for that time and he or she may be disciplined, up to and including termination.

Overtime shall be compensated as follows:

- a. Overtime pay in the amount of one and one half (1.5) times the employee's regular rate of pay for such overtime hours; or
- b. For employees on a permanent basis, instead of overtime pay, overtime will be banked in accordance with the Employment Standards Code which shall be provided, taken and paid at the employee's regular rate of pay, to be taken at a time mutually agreed between the Manager and the employee.

Overtime pay shall be paid in the pay period in which it was worked.

No employee shall be forced to take time off instead of overtime pay, unless an overtime agreement is signed. Time off in place of overtime pay may be accumulated to a maximum of two (2) weeks worth of an employee's regular hours. Upon reaching the maximum accumulated hours, an employee will not be allowed to accumulate any further time off until the employee's accumulated hours of time off are reduced by taking time off.

In accordance with the Employment Standards Code, banked time must be used within the six (6) months it is earned. Lamont County, in order to meet these requirements, will pay out banked overtime as follows:

- a. At the last pay period in June (January to June) and;
- b. At the last pay period in December (July to December).

If an employee wants to extend their banked overtime past the pay out dates, they must complete a Personal Action form (Appendix A), receive approval from their Manager, and submit the request to payroll.

**13. ON-CALL AND CALL-BACK****On-Call**

Employees may be assigned on-call duty for a weekend or statutory holiday. An employee assigned on-call duty is required to be readily available to respond and return to work in fit condition to execute their duties. On-call duty shall, to the greatest extent possible, be shared equally amongst employees qualified to do the work required.

Where an employee engaged in Public Works is assigned on-call duty and is not called out to work, he or she shall be paid sixty-five dollars (\$65.00) per day.

Where an employee engaged in Public Works is assigned on-call duty and is called out to work, he or she shall be paid an amount that is equal to the actual hours of service at the employee's regular rate of pay, three (3) hours of the minimum wage established by the Employment Standards Code, or sixty-five dollars (\$65.00) per day, whichever is greater.

**Call-Back**

Employees may be called back or called into work where:

- i. An employee is called back, he or she shall be paid an amount that that is equal to the actual hours of service at the employee's regular rate of pay. Where applicable, employees may be entitled to overtime in accordance with the provision of the Employment Standards Code.
- ii. An employee is called in on non-scheduled workday, he or she shall be paid wages that are at least equal to three (3) hours at the minimum wage rate, or the actual hours worked at the employee's regular rate of pay, which ever is greater.

**14. SALARY AND WAGES**

Employees shall be paid in accordance with the placement of their position on the Lamont County pay grid.

Employees shall be paid on a bi-weekly basis, effective January 2020, or in accordance with the payroll practice of Lamont County as amended from time to time.

Employees must provide necessary banking information to Lamont County in order to be paid. Lamont County will deposit all monies directly into employees' bank accounts and employees will receive a Statement of Earnings on the day the deposit is made.

The payment of salary and wages is subject to statutory deductions.

Where an employee believes an error has been made in his or her pay, the employee must, at the first possible opportunity and not later than the next pay period, bring the concern to the payroll office. The payroll office will review the matter and will make the corrections in the next pay period or will provide an explanation for the matter.

Increases in salary and wages shall be in accordance with the pay grid. Employees will be informed and can request a copy of the change form showing the increase to their salary or wage.

**15. STATUTORY HOLIDAYS**

Lamont County shall recognize the following days as statutory holidays:

- New Year's Day
- Alberta Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Heritage Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Including an additional day at the discretion of Council, any other day designated by the Government of Canada or Government of Alberta. Lamont County will comply with the requirements of the Employment Standards Code regarding statutory holiday pay and eligibility.

**Full Time Employees**

All Full-Time Employees working on a permanent basis will have their regular hours paid for on the statutory holiday, on the day in lieu of, or part of their salary in the period in which it is earned.

**All Other Employees**

Employees are entitled to statutory pay if they are regularly scheduled to work on a statutory holiday or are called into work that day. They shall receive their average daily wage, calculated over the previous 4 weeks ending on the last day of the pay period that occurred just before the statutory holiday. The average daily wage shall be calculated as 5.2% of the employee's total wages, excluding vacation pay or statutory holiday pay previously paid in those 4 weeks.

When an employee is required to work on a statutory holiday, the employee shall be paid an amount that is one and one-half (1.5) times the employee's regular rate of pay for all hours worked that day.

**Road Maintenance**

Where an employee works emergency road service on Christmas Day, as authorized in the sole discretion of the Public Works Director, the employee shall be paid for all hours worked at two (2.0) times the employee's regular rate of pay.

16. **VACATION**

**Full-Time Employees**

All Full-Time Employees on a permanent basis shall receive an annual vacation with pay in accordance with the completion of each year of continuous service with Lamont County:

Three (3) weeks or 15 days per year	0-4 years of service
Four (4) weeks or 20 days per year	5-15 years of service
Five (5) weeks or 25 days per year	16-24 years of service
Six (6) weeks or 30 days per year	25 plus years of service

Or as contained in the Employment Agreement.

**Part-Time Employees**

Part-Time Employees on a permanent basis who work at least 21 hours per week shall receive vacation with pay. The vacation amount will be prorated based on the hours of work and years of service:

Two (2) weeks per scheduled hours of work	0-4 years of service
Three (3) weeks per scheduled hours of work	5 plus years of service

**Banked Vacation**

The entitled vacation allotment will be given to eligible employees at the beginning of each calendar year.

At the end of each calendar year, employees can request carry forward one (1) week of vacation with the approval of the Manager. All vacation that is in excess of the one (1) week carry over will be paid out at the end of each year.

Probationary employees are not able to use vacation until such time as they have successfully completed the probationary period.

The County will deduct any over payment of vacation made to the employee upon termination if the employee has taken vacation before earning it.

**Seasonal Road Maintenance**

Road Maintenance Employees working on a seasonal basis shall receive vacation pay in an amount that is six percent (6%) of the employees' regular wages. Vacation pay will be payable at the end of each pay period.

### **All Other Seasonal Employees**

All other seasonal employees shall receive vacation pay at the percentage of their regular wages in accordance with each year of employment with Lamont County as follows:

Four percent (4%) for the first five (5) years of service;

Six percent (6%) after the completion of five (5) years of service and each year of service after that

All vacation pay will be payable at the end of each pay period.

Years of service for seasonal employees will be based on regular hours worked, one year of service is equivalent to one year as a Full-Time Employee (FTE).

### **Vacation Schedules**

Vacation schedules shall be approved by the Managers in a manner which ensures a minimum of disruption to the operations of Lamont County's business. Vacation must be taken at a time mutually agreed between the employee and the Manager. Where no mutual agreement can be reached, the Manager reserves the right to schedule vacation for the employee provided the employee is given two (2) weeks written notice of the date upon which their vacation is to commence.

Employees must provide their tentative vacation schedule to their Manager by April of each calendar year.

Cancellation of scheduled vacation requires notice of one (1) week to the Manager. If a cancellation is requested due to an emergency, it shall be at the discretion of the immediate Manager to waive the requirement of one (1) weeks' notice.

**17. PERSONAL LEAVE****Full-Time Employees**

Full-Time Employees working on a permanent basis are entitled to earn personal leave for the purpose of maintaining the regular earnings of an employee when they are absent from work due to illness, quarantine, medical, legal or financial appointments, compassionate leave, or accidents for which compensation is not payable under the Workers' Compensation Act.

The accrual and use of sick leave credits shall be administered in accordance with the following:

- a. Full-Time Employees shall be allotted 15 days at the beginning of each calendar year.

Personal Leave will reset at the beginning of each calendar year.

**Part-Time Employees**

Part-Time Employees working on a permanent basis are entitled to earn personal leave for the purpose of maintaining the regular earnings of an employee when they are absent from work due to illness, compassionate leave, quarantine, medical appointments, or accident for which compensation is not payable under the Workers' Compensation Act.

The accrual and use of sick leave credits shall be administered in accordance with the following:

- b. Part-time Employees who work at least 21 hours per week will receive 9 paid days at the beginning of each calendar year.
- c. Part-time Employees who work at least 28 hours per week will receive 12 paid days at the beginning of each calendar year.

Personal Leave will reset at the beginning of each calendar year.

Probationary employees are not entitled to use personal days until such time as they have successfully completed the probationary period. At which time, the Employee will be granted the allotted days according to their completed probationary period date.

**Reporting an Absence**

Employees reporting an absence such as an illness shall inform the Manager as soon as possible, and in no case less than one (1) hour prior to the start of their shift. When an employee is aware, due to the nature of the illness, injury, or personal matter that they will be absent from work for more than three (3) days, they shall advise the Manager when reporting.

If an Employee cannot get in contact with the Manager when reporting an absence, they shall contact the office they report to and leave a message with the appropriate front desk:

- a. Administration Building – 780-895-2233
- b. Public Works Building – 780-895-2547

Employees are required to submit medical proof of illness for any claim of personal leave in excess of three (3) days. However, Lamont County has the discretion to require an employee to submit medical proof of illness for any claim of personal leave, regardless of the duration, and such employee will be informed of this requirement in writing.

An employee granted personal leave shall suffer no loss of regular earnings for all regularly scheduled work days from which they are absent due to illness or injury where they have sufficient personal leave credits available. Personal leave shall be deducted from an employee's accumulated personal credits for every day, or part thereof, claimed as personal leave, up to the total accumulated credits available at the time the personal leave commenced.

An employee shall not be granted personal leave in respect of illnesses or injuries which are incurred during the period of scheduled vacation once vacation leave has commenced, except where the employee provides proof of hospitalization as a result of such illness or injury. In the event that the illness or injury prevents the employee from resuming their duties at the conclusion of the vacation period, the employee may be granted personal leave at that time.

When an employee has exhausted their available personal leave credits during the course of an illness, and the illness continues, the employee shall be deemed to be on a leave of absence without pay for the duration of the illness.

Upon termination or resignation, all personal leave credits will be cancelled and no payment for such credits shall be made to the employee.

An employee who is on personal leave is not permitted to be gainfully employed during the period of absence due to illness or injury, or use the approved time off for personal gain of any kind. If an employee is found to be abusing personal leave in any way, or using it for personal gain, the employee may be terminated immediately for just cause.

**18. WORKERS' COMPENSATION**

An employee, who is incapacitated and unable to work as a result of an accident sustained while on duty in the service of Lamont County within the meaning of the Workers' Compensation Act, shall receive compensation directly from the Workers' Compensation Board ("WCB") for the period of disability extended past the date that the accident occurred. If an employee is incapacitated and unable to work as a result of an accident sustained while on duty in the service of Lamont County, and is not disabled for longer than the day of the accident, the employee shall receive their regular earnings for the remainder of the work day directly from Lamont County.

An employee receiving WCB benefits shall remain in the continuous service of Lamont County, but will not be paid, will cease to earn personal leave and vacation entitlement and will not be entitled to statutory holiday pay for any statutory holiday within the period that the employee is receiving Workers' Compensation benefits.

Employees will be eligible to use their accumulated personal leave credit while waiting to have their WCB claim approved. When the WCB claim is approved, the employee is required to repay Lamont County the monies received from WCB for the days of personal leave used. When the employee repays the amount owing, Lamont County will reinstate the sick leave credits to the appropriate level. Where the employee fails to repay the amount owing, WCB will be notified of the monies received by the employee from Lamont County and the sick leave credits will not be reinstated.

Where an employee is receiving WCB benefits for a period greater than one year, the employee shall be deemed to be on a leave of absence without pay for the duration of the WCB benefit period.

**19. HEALTH BENEFITS****Permanent Full-Time Employees**

Full-Time Employees working on a permanent basis who have successfully completed their probationary period shall be entitled to health benefits. All eligible employees must participate in the benefit program unless they provide proof of similar or superior coverage elsewhere.

Lamont County shall provide all eligible full-time employees this benefit plan; which includes the following benefits as more particularly described in the detailed benefit booklet from the benefit carrier:

- Group Life Insurance
- Dependent Life
- Extended Health Care
- Dental
- Accidental Death & Dismemberment
- Best Doctors
- Short and Long Term Disability
- Employee Assistance Program
- Health Spending Account

Lamont County shall pay one hundred percent (100%) of the total premium cost for the benefit program, (which includes taxable and non-taxable benefits), and the Employee shall pay one hundred percent (100%) of the Short and Long Term Disability premium.

**Short Term and Long Term Disability**

Where an employee is on short-term disability, the Employer will ensure that health benefits remain active and paid for.

Where an employee has exhausted their short-term disability and has proceeded to long-term disability, the County will ensure that health benefits remain active and paid for up to a maximum of 3 months. At which time, the Employee will be offered to convert their health benefits into an individual plan.

**Seasonal**

Seasonal employees working on a full-time basis of at least 35 hours per week will receive the following benefits after completing 6 months of continuous service and have returned for a second consecutive season of four months or greater with the County.

The benefits are compulsory unless covered by a comparable benefit plan. The County shall pay eighty percent (80%) and the remaining twenty percent (20%) of the total premium cost shall be deducted directly from the employee's pay.

**Part-Time Employees**

Part-time employees working on a permanent basis of 20 to 34 hours per week will receive the following benefits after completing the probationary period and an additional 3 months (6 month waiting period).

The benefits are compulsory unless covered by a comparable benefit plan. The County shall pay eighty percent (80%) and the remaining twenty percent (20%) of the total premium cost shall be deducted directly from the employee's pay.

Lamont County shall provide all eligible seasonal and part-time employees this benefit plan; which includes the following benefits as more particularly described in the detailed benefit booklet from the benefit carrier:

- Group Life Insurance
- Dependent Life
- Extended Health Care
- Dental
- Accidental Death & Dismemberment
- Employee Assistance Program

Lamont County retains the right to review and change benefit carriers and coverage from time to time in its sole discretion. Employees will be advised in writing of any such changes.

The benefit carrier makes all decisions regarding the benefit program at their sole discretion according to the policy terms. Lamont County bears no responsibility or liability for such decisions. Questions or concerns regarding such decisions should be directed to the benefit carrier.

Upon termination or resignation, employees will be advised of the period within which benefits will expire as well as the period to convert benefits to the employee's private coverage.

**20. PENSION****LAPP**

Full-Time Employees working 30+ hours per week on a permanent basis who have successfully completed the probationary period are required to participate in the Local Authorities Pension Plan ("LAPP").

Probationary periods are generally three months with a possibility of extension to one year. Lamont County shall pay the employer contribution for LAPP and the employee contribution shall be deducted directly from the employee's pay.

The rules and regulations regarding the operation of LAPP are dictated by the plan, the details of which are contained in the LAPP information.

Employees will be subject to a mandatory buyback after completing the probationary period if:

- i. The Employee has participated in LAPP with Lamont County from previous employment; or
- ii. The Employee has no break in service from their previous employer to Lamont County, and was participating in LAPP.

Full-Time Employees working on a permanent basis will not qualify to participate in LAPP if an Employee:

- iii. Has maxed out their LAPP contribution amount. The Employee's serviceable time and pensionable salary will continue to be submitted to LAPP.
- iv. Is currently receiving LAPP pension. The Employee must supply their LAPP retirement date to Lamont County.

Pension is based on regular pensionable Employee amounts. The base unit used to calculate pensionable service is the following:

- v. Full-Time Salary Employees are based on their salary and the hours associated with that salary for 1 full year of service:
  - a. 1820 hours = salaries based on a 35-hour week.
  - b. 2080 hours = salaries based on a 40-hour week.
- i. Full-Time Hourly Employees are based on the hours associated with their regular hours of work for 1 full year of service:
  - a. 1820 hours = schedules based on a 35-hour week.

- b. 2080 hours = schedules based on a 40-hour week.

When enrolled in LAPP and an Employee undergoes a leave of absence, depending on the type of leave, that Employee may be required to continue contributions to LAPP, or be given an option to buy-back as per LAPP rules and legislation.

### **RRSP**

Lamont County shall provide a matching Registered Retirement Savings Plan ("RRSP") contribution of up to five percent (5%) on regular earnings for Employees who meet the following conditions:

- a. Where the employee is a Seasonal Employee or Part-Time employee, and the employee has worked and been paid for 1146 regular hours;
- b. Where the employee is a Seasonal Employee, the employee returned to employment with Lamont County for the second consecutive season;
- c. Where a Seasonal Employee does not work for a season, the employee shall be required to work a further 1146 hours before regaining their eligibility;

The employee's regular earnings shall be calculated from the date following the last day the required conditions are met to the end of the month in which the required conditions were met.

Lamont County will match up to a maximum of five percent (5%) calculated on regular earnings and the Employee will contribute an amount of up to eighteen percent (18%), however, employees should note they cannot exceed their contribution room as determined by the Canada Revenue Agency.

For Full-Time Employees working on a permanent basis who are not eligible for LAPP, Lamont County will match an amount of up to ten percent (10%) calculated on regular earnings once successfully completing their probationary period.

All Employees are eligible to partake in RRSPS without the matching contribution of Lamont County.

Lamont County shall determine an appropriate RRSP financial institution and shall establish a RRSP account for each eligible employee at that institution. Deductions from earnings and deposits to the RRSP account shall be made through payroll.

Lamont County will comply with the Canada Revenue Agency rules and regulations regarding RRSPS. Employees who are deemed no longer eligible will be removed from the program.

## 21. **STATUTORY LEAVES AND SPECIAL LEAVES**

Lamont County shall comply with the requirements of the Employment Standards Code regarding compassionate care, reservist, maternity, adoptive parental, death or disappearance of a child, critical illness of a child, long-term illness or injury, domestic violence, personal and family responsibility, bereavement, and citizenship ceremony leave and all other leaves that may be included in the Employment Standards Code as amended from time to time.

Lamont County will grant a leave of absence without loss of regular earnings to an employee who is called to jury duty provided that the employee reimburses Lamont County for any amounts provided to them by the Court relative to such duty.

Lamont County will grant a leave of absence without loss of regular earnings to an employee who is required to testify at a Court proceeding involving Lamont County.

Lamont County will grant a leave of absence for a maximum of two (2) days per year to an employee for necessary medical attention of an employee's Immediate Family Member. The employee is required to provide prior notification to their Manager and the Manager may require the employee to provide an acceptable medical certificate in order to establish eligibility for this leave. The days used under this leave will be either unpaid or subtracted from the total personal leave days to which an employee is annually entitled.

### **Bereavement Leave**

All employees can take up to three (3) days of bereavement leave in each calendar year as per the Employment Standards Code. Bereavement leave is paid for upon the following conditions:

Lamont County will grant Full-Time employees three (3) days without loss of regular earnings. If the Employee is named the executor, they will be granted two (2) additional paid days. A maximum of two (2) additional paid days will be provided if travel is in excess of five hundred (500) kilometers from the employee's residence.

Lamont County will grant Part-Time employees two (2) days without loss of regular earnings.

An employee may make a request to their Manager to use available vacation or personal leave in addition to any bereavement leave or in respect of the death of an individual other than an Immediate Family Member. Such requests will not be unreasonably denied.

### **Unpaid Leave of Absence**

If a Full-Time employees' personal leave or vacation days have been exhausted, employees may wish to take additional time off without pay.

Lamont County may grant additional unpaid days a year if the loss of the employee for this time does not negatively affect the organization due to reasons such as an excess amount of work, or lack of qualified employees to relieve the position.

Employees requesting an unpaid leave must provide a written request at least three (3) weeks in advance to their Manager specifying the start and end date of the leave.

Each leave will be evaluated on a case by case basis and Lamont County reserves the right to refuse unpaid leaves which are not legislatively required.

The Employee will be given options to extend their benefit coverage if approved by the benefit carrier and the County prior to their leave. If the Employee chooses to not extend their benefit coverage or fails to supply the information needed from the benefit carrier, coverage will be cancelled upon the leave of absence.

If you are unsure if the reason for your leave is protected by legislation, please contact Human Resources.

**22. MATERNITY AND PARENTAL LEAVE**

Maternity and parental leave shall be granted to employees in accordance with the provisions of the Employment Standards Code as may be amended from time to time.

A pregnant employee who has been employed with Lamont County for at least ninety (90) consecutive days is entitled to maternity leave without pay. Such employee is entitled to a period of sixteen (16) weeks' maternity leave starting at any time during the thirteen (13) weeks immediately preceding the estimated date of delivery.

An employee who takes maternity leave must take at least six (6) weeks' leave immediately following the date of delivery unless she provides medical verification of her fitness to return to work earlier. A pregnant employee must give at least six (6) weeks' written notice of the date upon which she intends to commence maternity leave, unless she provides medical verification of the need to commence maternity leave sooner. Lamont County reserves the right to require an employee to start her maternity leave during the twelve (12) weeks immediately preceding the estimated date of delivery if, in Lamont County's opinion, the pregnancy is interfering with the employee's ability to perform her duties.

In addition to maternity leave described above, Lamont County will grant a parental leave to an employee who has been employed with Lamont County for at least ninety (90) consecutive days as follows:

- a. A period of up to sixty two (62) consecutive weeks immediately following the last day of maternity leave;
- b. A period of up to sixty two (62) consecutive weeks within the seventy eight (78) weeks following the child's birth;
- c. In the case of an adoptive parent, a period of up to sixty two (62) consecutive weeks within the seventy eight (78) weeks after the child is placed;
- d. If Lamont County employs both parents, parental leave may be shared between the parents as long as the combined period of parental leave does not exceed sixty two (62) weeks.

An employee must give Lamont County at least six (6) weeks' written notice of the date upon which the Employee wishes to commence parental leave, except where medical documentation is provided necessitating parental leave commence sooner, or an adopted child's placement is unforeseen.

An employee must give Lamont County at least four (4) weeks' written notice of the date upon which they intend to resume work following maternity or parental leave. The employee is not entitled to resume work prior to the date specified in the written notice and must resume work at that time unless an alternate time has been pre-approved in writing. The failure to return as

required to do so on the specified date will result in the automatic termination of employment, unless the failure to return to work resulted from unforeseeable or unpreventable circumstances.

Upon return from maternity or parental leave, the employee will be reinstated to the position they occupied prior to commencing maternity or parental leave, or provided with alternate work of a comparable nature with no reduction in earnings or benefits from what they had prior to the leave commencing.

An employee on maternity or parental leave will not be terminated while on leave unless the termination is due to the suspension or discontinuation in whole or in part of the business, undertaking, or activity in which the employee was employed.

**23. WORKPLACE HEALTH AND SAFETY**

Lamont County is dedicated to providing a work environment and service where health and safety risks to employees and Members of the Public are minimized to the greatest extent possible, unnecessary hazards are eliminated, and incident prevention is paramount.

All employees are required to follow the safety policies and procedures of Lamont County as amended from time to time. Failure to adhere to the safety policies and procedures will result in discipline, up to and including immediate termination for just cause.

All employees are required to take all reasonable steps to ensure their own safety and the safety of other employees or Members of the Public while performing their job duties.

Where a new safety policy or procedure is to be implemented, employees will be provided with relevant information in writing.

All employees are required to report any unsafe or unhealthy working condition to his or her Manager. All employees are required to report any injury sustained as a result of work being undertaken for Lamont County to ensure that appropriate reporting to the Workers Compensation Board may be undertaken.

Managers are responsible for responding to reports of unsafe or unhealthy working conditions, and for ensuring that reasonable steps are taken to address such risks.

An employee who is asked to perform a task in a manner which would result in a significant risk to that employee's health and safety, or the health and safety of another employee or Member of the Public, has the right to refuse to perform that task, and shall report the matter to his or her Manager.

Lamont County encourages and invites input from employees regarding health and safety issues, as well as suggestions for addressing such issues. No employee will suffer any retaliation or repercussion relative to any term and condition of employment as a result of having raised a reasonable health and safety concern.

## 24. **WORKPLACE HARASSMENT AND VIOLENCE**

### **Purpose**

Lamont County is committed to a healthy, harassment and violence-free work environment for all of its employees. Lamont County has developed a company-wide policy intended to prevent both harassment and violence of any type, including sexual harassment of its employees and to deal quickly and effectively with any incident that might occur.

Every employee must work in compliance with this policy and the supporting procedures. All employees are required to raise any concerns about harassment and violence and to report any incidents to the appropriate person.

Everyone is obligated to uphold this policy and to work together to prevent workplace harassment and violence.

### **Definitions**

**Harassment** means any single incident or repeated incidents or objectionable or unwelcome conduct, comment, bullying or action by a person that the persons knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety, and includes:

- a. Conduct, comments, bullying or actions 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;
- b. A sexual solicitation or advance;
- c. But excludes any reasonable conduct or direction of Lamont County or its Managers related to the normal management of employees.

Examples of harassment that will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to a protected ground. Lamont County will 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.

**Violence** 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.

**Sexual Harassment** means any unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature. Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

All harassment is offensive and in many cases it intimidates others. It will not be tolerated.

### **Harassment and Violence Prevention Plan**

Lamont County is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment and violence.

Lamont County will investigate any incidents and take corrective action to address the incidents.

Lamont County will not disclose the circumstances related to an incident of harassment or violence or the names of the complainant, the person alleged to have committed the harassment or violence, and any witnesses, except:

- a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident;
- b. Where necessary to inform employees of a specific, potential or general threat of harassment or violence; or
- c. As required by law.

Lamont County will disclose only the minimum amount of personal information that is necessary to inform employees of a specific or general threat of harassment or violence or potential harassment or violence.

This policy is not intended to discourage an employee from exercising the employee's rights pursuant to any other law.

### **Workplace Harassment Procedure**

If you are being harassed:

- a. Unless you fear for your personal safety, tell the harasser that their behaviour is unwelcome and ask them to stop.
- b. Some of the things you can say that might stop the behaviour include:  
"I don't want you to do that."

“Please stop doing or saying . . .”

“It makes me uncomfortable when you . . .”

“I don’t find it funny when you . . .”

- c. If the harassment continues after you have confronted the individual, you may want to submit a formal incident report (Appendix B). The complaint should be submitted to your supervising Manager or Human Resources in the form of a written statement. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Make sure you keep a copy of this statement for yourself.

### **Workplace Violence Procedure**

If you have experienced workplace violence, including sexual assault:

- a. Summon immediate assistance when an incident occurs (e.g. call security; seek a Manager, other employee or police – depending on the circumstance).
- b. Report the incident to your supervising Manager or Human Resources in the form of a written statement or submit a formal incident report (Appendix B). Make sure you keep a copy of this statement for yourself.

Keep a record of behaviours and incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint or report, but a record can strengthen your case and help you remember details over time.

You also have the right to contact Occupational Health & Safety and/or the Alberta Human Rights Commission to make a complaint of sexual harassment and you can report any incident of assault or violence that has occurred to the police.

### **Dealing with a Complaint or Report**

Once a complaint or report is received, an investigation will be undertaken by Lamont County and all necessary steps taken to resolve the problem, including:

- a. Identify who is responsible to conduct the investigation;
- b. Set timeframes for investigations;
- c. Detail the investigation process;
- d. Outline how the corrective actions are being implemented;
- e. If appropriate, action may include conciliation.

In cases of harassment, both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. In cases of workplace violence, all individuals who may be able to provide relevant information will be interviewed. All information will be kept in confidence; however, the alleged harasser will be entitled to receive relevant details of the report of harassment in order to permit him or her to respond

With respect to workplace violence, the investigation will also include a conclusion setting out measures for Lamont County to implement in order to eliminate or control the hazard of violence from occurring again.

If the investigation reveals evidence to support the complaint of harassment or that a Lamont County employee committed violence against any person, the harasser or violent employee will be disciplined 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.

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 or violent employee.

While taking all steps to ensure the protection of any personal information involved, the parties involved (including the complainant and the accused harasser or individual alleged to have committed the violence) will be informed of the results of the investigation and any corrective action taken.

### **Responsibility of Management**

It is the responsibility of a Manager, or any person who supervises one or more employees to take immediate and appropriate action to 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.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. Lamont County will, however, discipline or terminate anyone who knowingly brings a false or malicious complaint.

**25. WORKING ALONE**

Lamont County is dedicated to providing a safe work environment and limiting the risk of harm to any employee as a result of working alone. To the greatest extent possible, Lamont County wishes to limit the hazards, which may be associated with working alone. Whenever possible, Lamont County will take reasonable steps to ensure that employees are not required to work alone, however, this may not always be possible due to operational requirements, the need to respond to emergent situations, or other unforeseen circumstances.

**Purpose**

The purpose of this policy is to protect the safety of employees required to work alone. Lamont County is committed to:

- a. Conducting a hazard assessment;
- b. Eliminating or reducing risks;
- c. Establishing an effective means of communication for employees required to work alone; and
- d. Ensuring employees are trained and educated in the operation of this policy and safety generally.

To this end, and as part of the broader safety management system, Lamont County will:

- e. Assess hazards in the workplace relative to working alone. This process will be done with the input of employees and will assess past and current hazards;
- f. Take corrective actions or measures to minimize the hazards associated with working alone and to help prevent incidents from occurring;
- g. Train and educate employees relative to the operation of policies and procedures to minimize hazards;
- h. Investigate reported incidents and follow through with measures that will prevent the incident from occurring again; and
- i. Engage in evaluation and monitoring of the safety measures, which have been put in place on a regular basis to ensure that these measures work.

Any employee who is required to work alone will be trained and have access to an effective communication system so that they can easily contact someone in the case of an emergency. All on-call employees will have access to a means of mobile communication to facilitate contacting whatever supports may be necessary as dictated by the circumstances.

Where possible, Lamont County will try to limit the requirement of employees to perform hazardous work in the field alone. However, such work may become necessary in certain situations.

**26. DRUG AND ALCOHOL USE**

Lamont County is committed to the health and safety of its employees and the Members of the Public. Lamont 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 and alcohol can have serious adverse effects on the safety of the workplace and the public at large.

**Purpose**

The purpose of this policy is to establish Lamont County's expectations for appropriate behavior, the consequences for non-compliance and to provide consistent guidelines for all employees.

**Definitions**

"Under the influence" of drugs (including prescription drugs), alcohol, cannabis or any other controlled or uncontrolled impairing substance for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:

- a. Unable to perform in a fully productive manner;
- b. 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 Lamont County or any member of the public;
- c. Displaying signs or symptoms of substance abuse such as smell of alcohol on breath, slurred speech, and atypical behavior.

**Drugs and Alcohol**

Employees are prohibited from

- d. Using non-prescribed drugs, alcohol or cannabis during regular working hours, including meal periods, scheduled breaks or while assigned on-call;
- e. Using non-prescribed drugs, alcohol or cannabis while in charge of any Lamont County vehicle or equipment;
- f. Reporting to work under the influence of any non-prescribed drug, alcohol or cannabis;
- g. Using, possessing, distributing, selling or manufacturing of any illegal drug, alcohol, cannabis or paraphernalia associated with either;
- h. Failing to adhere to the requirements of any drug or alcohol treatment or counselling program in which the employee is enrolled;

- i. Failing to undergo a drug or alcohol test when required to do so pursuant to this policy;
- j. Failing to report to a Manager the existence or suspected existence of a drug or alcohol dependency;
- k. Failing to report to a Manager the use of any prescribed drug (including cannabis prescribed by a medical professional) which may alter the employee's ability to safely perform his or her duties.

If an employee is called back after regular working hours to perform work related duties and has been using non-prescribed drugs, alcohol or cannabis:

- a. It is the employee's responsibility to inform the caller of the circumstances immediately;
- b. It is the caller's responsibility to obtain assistance from another employee, not under the influence of drugs, alcohol or cannabis to perform the required task.

In all situations where Lamont County believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.

Lamont County will report violations of the laws of Canada or Alberta to law enforcement officials.

### **Drug and Alcohol Testing**

Pre-Employment drug and alcohol testing will be requested after a conditional offer of employment is extended where:

- a. The employee is applying for a safety-sensitive position, this includes any employee whose job requires them to operate a County vehicle or equipment, or Managers who are directly supervising safety-sensitive positions, before employment to ensure compliance with this policy;
- b. In the event of a positive test result, the third-party laboratory will contact the candidate to determine whether there is a legitimate medical reason for the test result;
- c. If deemed positive with no legitimate medical reason, the County may request the candidate to attend an assessment performed by a certified Substance Abuse Professional (SAP) to seek help. The candidate will be informed there will be no discrimination if they apply for employment again in the future, but that position will be filled in the meantime to avoid undue hardship for the County.

Post-Incident drug and alcohol testing will be identified by the Manager or investigator involved in an incident where:

- a. An employee is impaired, or appears to be impaired, by non-prescribed drugs, alcohol or cannabis at work;
- b. A serious work-related incident occurs that results in damage to County property, a fatality, or that results in the need of medical treatment due to an injury;
- c. A near miss that could have had potential for more serious consequences such as those listed above.

Drug and Alcohol testing is not required when the action of the employee was not a contributing factor to the incident (e.g., structural, mechanical failure, or act of God). It is required when the actions of an employee are the contributing factor leading the incident investigation.

Drug and Alcohol testing should occur within two (2) hours of the incident. The Manager is to contact Human Resources or the Health & Safety Officer to coordinate the appointment. The employee shall be driven to the third-party laboratory for testing by a responsible escort.

The employee may be discharged for the remainder of the day if deemed unfit for work, or removed from their safety sensitive duties pending the results of the Drug and Alcohol test.

Employees who test positive for a Drug and Alcohol test post incident may be subject to corrective disciplinary action up to and including termination for just cause.

Employees are permitted to use and possess prescribed drugs (including cannabis prescribed by a medical professional) at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner. Employees are required to disclose to their Manager the use of prescription drugs which may affect their work performance or the safe execution of their duties. Lamont County is committed to accommodating an employee's necessary use of prescription drugs to the extent reasonably possible without suffering undue hardship.

### **Treatment and Accommodation**

An employee who suffers from a drug or alcohol dependency is entitled to accommodation pursuant to the Alberta Human Rights Act.

Where an employee suffers from a drug or alcohol dependency, Lamont County may, having regard to the circumstances:

- a. Offer the employee a leave of absence from work to seek assessment and rehabilitation treatment;

- b. Allow the rehabilitated employee to return to work after treatment;
- c. Address issues such as lateness and absenteeism flexibly; or
- d. Accommodate some relapses prior to, during and following treatment if such accommodation does not create an undue hardship.

Where an employee suffers from an actual or suspected drug or alcohol dependency, the employee must:

- a. Disclose his or her status to his or her Manager immediately;
- b. Disclose his or her status if the employee has had past problems with a drug or alcohol dependency and it impacts on his or her ability to safely complete current job duties;
- c. Provide medical information to Lamont County to establish the existence of a drug or alcohol dependency;
- d. Cooperate with the recommendations of any required professional assessments and abiding by the terms of treatment plans;
- e. Provide Lamont County with sufficient information regarding the employee's need for accommodation to permit Lamont County to create and maintain an accommodation plan;
- f. Meet reasonable expectations such as follow-up drug or alcohol tests once the employee is fit to return to work.

Where an employee fails to cooperate with Lamont County in its attempts to accommodate the employee, he or she may be disciplined up to and including termination of employment for just cause.

**27. PERFORMANCE REVIEWS**

Lamont County believes that providing employees with regular feedback relative to their performance is critical to maintaining positive employee relations and high quality member service. Performance reviews and evaluations are intended to be a constructive tool for recognizing areas of exceptional performance, as well as identifying areas in need of improvement.

When reviewing the performance of an employee, Lamont County shall have regard to, but is not limited by, the following considerations:

- a. The duties and responsibilities of the employee's position as described in the employee's individual Employment Agreement;
- b. Compliance with Lamont County's policies, procedures and regulations;
- c. The employee's conduct in relation to other employees of Lamont County and Members of the Public; and
- d. The employee's overall effectiveness.

**Performance Review Procedure**

The Manager shall:

- a. Review the goals and objectives set out at the beginning of the employee's evaluation period.
- b. Schedule a meeting with the employee on or shortly before their anniversary date.
- c. Follow the instructions outlined in the Performance Evaluation Form (Appendix C) appropriately.
- d. Submit the completed Performance Evaluation Form (Appendix C) and Personal Action Form (Appendix A) to Human Resources in a timely manner.

Grid level increases are merit-based and will be dependent by the Manager on the employee's performance over the evaluation period. The salary of an employee whose performance is evaluated at less than satisfactory will not be increased on his or her anniversary date.

Where a salary increase has been withheld past the effective anniversary date, the salary adjustment may be retro-paid up to three (3) months after the date upon which the increase was withheld, or for a time period otherwise approved by the CAO.

The employee will be provided with a copy of the completed performance evaluation form.

Where areas in need of improvement are identified, the employee will be made aware of the expectations relative to improvement and a strategy will be developed and communicated to the employee.

Nothing in this policy prevents Lamont County from conducting further or additional reviews and evaluations of the performance of any employee more frequently than annually.

**Anniversary Dates**

The anniversary date of an employee who commences service or is promoted or reclassified resulting in a salary increase shall be:

- a. The first day of the month if the transaction occurred prior to the 15<sup>th</sup> day of the month;
- b. The first day of the month following if the transaction occurred on or after the 15<sup>th</sup> day of the month.

The anniversary date of an employee who is appointed to a position or whose position is reclassified not resulting in a salary increase shall be unchanged.

**28. DISCIPLINE**

An employee who violates a term or condition of his or her Employment Agreement, including the policies, procedures, rules and regulations of Lamont County, or who is insubordinate, engages in misconduct or fails to adequately perform the job duties required of such employee, shall be disciplined by Lamont County.

When determining the appropriate course of discipline for an employee, Lamont County shall have regard to, but is not limited by, the following considerations:

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

Lamont County will, as soon as practical, act on an allegation of misconduct. Prior to any disciplinary action being made, the employee in question will be provided with the opportunity to answer the allegation, provide an explanation or apologize for the wrongdoing. Where the circumstances warrant, an employee may be suspended with or without pay pending the outcome of an investigation into the allegations.

Following the outcome of the investigation, a determination will be made as to the appropriate course of action in the particular circumstances and may include, but is not limited to, any of the following:

- a. Verbal warning;
- b. Written warning;
- c. Suspension, or where appropriate, final written warning; and
- d. Termination for just cause without the provision of notice or pay in lieu thereof.

Lamont County will generally follow the system of progressive discipline as set out above. However, Lamont County shall not be required to strictly follow the disciplinary steps set out above, and shall be entitled to impose discipline, including termination, where appropriate having regard for the severity of the disciplinary conduct.

A Manager who imposes discipline on an employee shall make a note of such discipline in the employee's personnel file, regardless of the form of discipline. Employees receiving a written warning will be provided with a copy of the warning and are required to acknowledge receipt of the same. A written warning will not be removed from an employee's file for two (2) years, or as indicated on the warning letter. However, where an employee shows marked improvement,

Lamont County may provide the employee with a letter of commendation acknowledging the improvement, which will also be placed on the employee's personnel file.

A Manager who believes that the imposition of a suspension with or without pay or a termination for just cause is appropriate shall obtain the permission of the CAO or his or her supervising Manager before such discipline is imposed.

Where a Manager requires guidance or assistance regarding a disciplinary matter, he or she shall seek the advice and direction of Human Resources or the CAO, who may seek and obtain legal counsel in the CAO's discretion.

**29. GRIEVANCE PROCEDURE**

The Grievance Procedure is designed to address employee dissatisfaction regarding conditions of employment, or tangible job actions such as:

1. Wages
2. Working conditions
3. The administration of company policies
4. Perceived unfair or inequitable treatment
5. Written or final warning
6. Demotion

Grievances relating to workplace harassment should be reported as outlined in Section 24 Workplace Harassment and Violence.

If an employee wishes to resolve a grievance, the following procedures shall be followed:

- a. The employee shall consult with their immediate Manager in an attempt to resolve the concern.
- b. The problem shall be described in writing and the written statement shall be given to the employee's immediate Manager.
- c. Discussion shall be held with the immediate Manager.
- d. The immediate Manager shall give his or her decision regarding the grievance in writing to the employee.
- e. If the employee wishes to appeal the decision, he or she shall give notice in writing to his or her immediate Manager.
- f. Such appeal shall be presented to the CAO or Human Resources who shall meet with the employee and immediate Manager and review the Manager's decision.
- g. The CAO shall make the final decision in writing to the employee and immediate Manager within ten (10) working days of reviewing the appeal.

**30. TERMINATION**

Lamont County may terminate an employee immediately and without notice or pay in lieu of notice where there is just cause pursuant to the employee's Employment Agreement, this policy or otherwise at law.

Lamont County may terminate an employee without just cause upon providing the employee notice, or pay in lieu of notice, or a combination of both (as determined in the sole discretion of Lamont County) in an amount equivalent to the minimum notice or pay in lieu of notice required by the Employment Standards Code as amended from time to time. The current minimum termination requirements are as follows:

- a. one (1) week, if the employee has been employed by Lamont County three (3) months or more but less than two (2) years;
- b. two (2) weeks, if the employee has been employed by Lamont County for (2) years or more but less than four (4) years;
- c. four (4) weeks, if the employee has been employed by Lamont County for four (4) years or more but less than six (6) years;
- d. five (5) weeks, if the employee has been employed by Lamont County for six (6) years or more but less than eight (8) years;
- e. six (6) weeks, if the employee has been employed by Lamont County for eight (8) years or more but less than ten (10) years; and
- f. eight (8) weeks, if the employee has been employed by Lamont County for ten (10) years or more.

The payment of wages in lieu of notice shall be based on the employee's salary only, and shall not include the value of non-salary benefits.

The notice periods set out above are the total of an employee's entitlement to notice or pay in lieu of notice upon termination of employment, and Lamont County shall not be liable to any further payments arising under common law. Nothing in this policy shall be interpreted as permitting an employee to be terminated based on less notice or pay in lieu of notice than the minimum requirements set out in the Employment Standards Code, and where such situation may be the result of the language set out in this policy, the policy shall be read in a manner which requires that the minimum notice or pay in lieu of notice in the Employment Standards Code shall apply.

All employees who are to be terminated, whether with just cause or without just cause, will be provided with the following:

- a. A reason for their termination;
- b. Payment of any amounts earned or accrued and owing to them at the time of termination, including banked overtime, vacation pay, and salary to the date of termination, less all amounts owing to Lamont County;
- c. A Record of Employment;
- d. Information regarding the conversion of their benefits to private coverage; and
- e. A letter confirming all of the foregoing.

Prior to making any decisions relative to termination, Lamont County may consult with legal counsel.

Regardless of the reason for termination, an employee shall surrender to Lamont County all Lamont County property (regardless of form) and must provide to Lamont County all of the employee's access cards, passwords, and reasonable information regarding the status of the employee's job duties, prior to the final day of work.

Employees are required to provide Lamont County with the legislative required notice period as set out in Employment Standards Code, unless otherwise stated in the employee's Employment Agreement.

Upon receipt of such notice, Lamont County may, in its sole discretion, choose to terminate the employment of the employee immediately by providing pay to the employee for the duration of the required notice period as per Employment Standards Code.

**31. TRAINING AND DEVELOPMENT**

Lamont County is dedicated to maintaining a workforce which is appropriately trained. Lamont County believes in the value of ongoing education, skill development and qualification enhancement.

Lamont County may require employees to attend training or educational courses from time to time which are directed at enhancing the qualifications of the employee. Where an employee is required to attend training or an educational course, the employee will suffer no loss of regular earnings and Lamont County will pay for all reasonable expenses related to such training or education.

While training and development is important for all employees, reimbursement for requested courses is limited to only those hired on a permanent basis. Lamont County may approve a maximum of two (2) requested courses per year, which may increase in its sole discretion if mutually agreed upon. The requested course will be reviewed by the Manager and must be directly related to the current career path.

Where training or education necessitates an employee to be absent from work, the employee will be required to sign a training and development agreement prior to commencing such training which will describe the assistance which will be provided to the employee, as well as the terms and conditions associated with such assistance.

Employees may be required to work a specified length of time with Lamont County following the successful completion of the training in exchange for such assistance.

If the employee resigns from their position, or is terminated for just cause, prior to that specified period of service being fulfilled, the employee will be required to reimburse Lamont County for costs incurred by Lamont County for that training in accordance with the terms of the training and development agreement.

**32. EMPLOYEE PRIVACY POLICY****Personal Employee Information**

All employees must provide to Lamont County personal information required for the purpose of establishing, managing, or terminating an employment relationship, including the employee's current mailing address, telephone number, Social Insurance Number, date of birth, health information needed for benefit and pension plans, banking information for direct deposit, and any other information reasonably requested by Lamont County.

Lamont County may collect personal information of applicants in the job application process, including job applications (letters or forms), resumes, letters of reference, reference checks, formal and informal evaluations, questionnaires and personal interviews. Personal information collected in the application process of non-successful applicants will be destroyed in six (6) months.

Lamont County will obtain the express consent of an applicant before collecting information from listed references. Lamont County will also not disclose information about a current or former employee to a potential employer in the future without the employee's express consent.

Lamont County collects information from employees required for the participation in benefit and pension programs which is passed on and disclosed to the insurers and administrators of the plans. These programs have privacy policies and are bound by the same privacy legislation.

Lamont County collects the personal information of employees and applicants for the purpose of interviewing, assessing and retaining prospective employees, enrolling employees in the payroll and benefits system and complying with legal requirement including statutory and other legal obligations.

Lamont County is not required to obtain the consent of an employee or applicant to collect, use or disclose personal information if the information is collected, used or disclosed solely for the purpose of establishing, managing or terminating an employment relationship, it is reasonable to collect, use or disclose the information for that particular purpose and Lamont County has provided reasonable notification to the employee that the information is being collected, used or disclosed.

**Investigations**

Lamont County may conduct investigations related to a breach of an employment agreement, common law principles of employment, legislation or regulations. Lamont County will not undertake any investigation without first having reasonable grounds to believe that the suspected breach is likely to occur, or has already occurred. The method of investigation itself will be reasonable, having regard to the totality of the circumstances. Lamont County is not required to obtain the consent of an employee to collect, use or disclose information that is reasonable for the purposes of an investigation or legal proceeding.

**Monitoring**

Lamont County may monitor employee use of any electronic device supplied to employees by Lamont County, such as e-mail and internet use. Such monitoring will be for employment related purposes such as measuring productivity and compliance with Section 33 of this policy. Lamont County may use monitoring, as a reasonable requirement, for the purpose of establishing, managing or terminating the employment relationship.

**33. ELECTRONIC DEVICE, E-MAIL AND INTERNET USE POLICY**

The CAO has the authority to determine who is eligible to use an electronic device supplied by Lamont County, such as a computers, laptops, tablets, cell phones, and similar devices.

Electronic devices supplied to employees by Lamont County are provided to assist in the performance of an employee's employment duties. Electronic devices should be used for business purposes only. Limited personal use of electronic devices by employees is permissible, provided it does not interfere with the employee's job performance, and provided that it does not violate this policy.

While at work, employees must exercise restraint in the use of electronic devices for personal use. Employees must:

- a. Restrict personal communications to scheduled breaks/lunch periods;
- b. Leave personal cell phone or electronic devices in silent mode during work hours;
- c. Only use personal electronic devices, or make personal communications for emergency reasons during work hours; and
- d. Refrain from using personal electronic devices for texting or other messaging for personal reasons during work hours.

Lamont County retains the right to monitor electronic devices, and employees shall have no expectation of privacy in the electronic devices supplied to employees by Lamont County.

Lamont County provides access to the internet and e-mail to those employees who comply with this policy. Employees who exercise this privilege must do so responsibly and in compliance with this policy.

Employees must not assume that automatic virus checking will be performed during a download. Any viruses found must be reported immediately to the employee responsible for information technology. No virus checking system shall be disabled by an employee.

Employees must exercise sound judgment regarding internet sites accessed and when using email. As part of the management of Lamont County's electronic systems, a record is kept of what is accessed, by whom and when. These records are reviewed on a periodic and random basis by Lamont County to confirm compliance with this policy.

Employees must refrain from disclosing their access codes and passwords to anyone and will be responsible for any use of their accounts by others to whom access has been given. Employees are to send work related e-mail only from their e-mail addresses which have been assigned by Lamont County.

Many organizations on the internet have their own guidelines about what users may or may not do when they access information on their computer systems. Employees must ensure they understand and apply their guidelines for use when interacting with those organizations.

When making use of an electronic device supplied by Lamont County, an employee is prohibited from:

- a. Using the electronic device in any manner that is illegal, unethical or unprofessional;
- b. Destroying, damaging, sabotaging or defacing the electronic device;
- c. Uploading or downloading information or software in violation of copyright laws;
- d. Playing or installing computer games;
- e. Engaging in any communication that is obscene, defamatory, offensive, threatening or in violation of Lamont County's workplace rules and policies;
- f. Using the electronic device to obtain access to the records or communications of others where there is no legitimate business reason for doing so;
- g. Using Lamont County resources for political campaigning;
- h. Distributing, "chain letters", or doing anything that results in Lamont County e-mail addresses receiving spam messages or solicitations;
- i. Searching for, viewing, uploading, downloading, text messaging and emailing anything which is offensive, pornographic, disrespectful, discriminatory, racist, or obscene;
- j. Distributing a virus or other harmful component;
- k. Disclosing confidential information about Lamont County, or its clients, employees or contractors to others;
- l. Expressing opinions which appear to be on behalf of Lamont County, but which are not;
- m. Using Lamont County's electronic devices or electronic resources in such a manner that brings, or has the potential of bringing, the reputation of Lamont County into disrepute;
- n. Using Lamont County's electronic devices or electronic resources in such a manner which compromises, or has the potential of compromising, the security or operational integrity of the electronic systems of Lamont County.

Employees shall not access any file, including any electronic file, unless such access is required as part of the employee's regular job duties, or such access has been authorized by the Manager or the CAO.

Employees are required to ensure that their email use complies with Canada's Anti-Spam Legislation; if Employees have concerns with respect to compliance, they must speak with their Manager prior to sending emails.

**APPENDIX A: PERSONAL ACTION FORM**

NAME: (LAST)		NAME: (FIRST)		DATE:		
POSITION:			FUNCTIONAL AREA:		GL CODE TO BE CHARGED:	
<b>ACTION – CHECK ONE AND COMPLETE APPROPRIATE SECTION INDICATED BY NUMBER</b>						
<input type="checkbox"/> HIRE (1)		<input type="checkbox"/> PERSONAL INFO CHANGE (2)		<input type="checkbox"/> SALARY CHANGE (3)		
<input type="checkbox"/> REHIRE (1)		<input type="checkbox"/> PERFORMANCE EVALUATION (3)		<input type="checkbox"/> RECLASSIFICATION (3)		
				<input type="checkbox"/> ABSENCE AUTHORIZATION (4)		
				<input type="checkbox"/> TERMINATION (5)		
<input type="checkbox"/> OTHER (6)						
<b>1</b>	FIRST DAY WORKED (MO) (DY) (YR)		SALARY  PER <input type="checkbox"/> HOUR <input type="checkbox"/> ANNUM		SALARY (STEP) (LEVEL)	
					PROBATIONARY PERIOD (MO) (DY) (YR)	
	ADDRESS			CITY		PROVINCE
					POSTAL CODE	
TELEPHONE		DATE OF BIRTH (MO) (DY) (YR)	MARITAL STATUS	SOCIAL INSURANCE NO.		
				IF REHIRE: INFORMATION IS THE SAME <input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>2</b>	SHOW NEW NAME, MARITAL STATUS, ADDRESS, TELEPHONE #, EMAIL, CHANGE OF BANKING INFORMATION, ETC.				EFFECTIVE DATE (MO) (DY) (YR)	
	SALARY		<b>F</b>		SALARY	
			<b>R</b>			
<b>3</b>	POSITION		<b>O</b>		POSITION	
	FUNCTIONAL AREA		<b>M</b>		FUNCTIONAL AREA	
	GRID LEVEL		<b>T</b>		GRID LEVEL	
	STEP		<b>O</b>		STEP	
EFFECTIVE DATE (MO) (DY) (YR)		NEXT SCHEDULED REVIEW (MO) (DY) (YR)		REASON		
				<input type="checkbox"/> BUDGETED INCREASE <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> RECLASSIFICATION <input type="checkbox"/> OTHER (explain in comments)		

<b>4</b>	REASON FOR ABSENCE					
	<input type="checkbox"/> ILLNESS <input type="checkbox"/> MEDICAL <input type="checkbox"/> VACATION <input type="checkbox"/> TOIL <input type="checkbox"/> COMPASSIONATE <input type="checkbox"/> MATERNITY <input type="checkbox"/> LEAVE OF ABSENCE (6) <input type="checkbox"/> WCB <input type="checkbox"/> OTHER (6)					
	DATES ABSENT FROM			TO		
			INCLUSIVE			
			TOTAL DAYS/HRS MISSED			
			<input type="checkbox"/> WITH PAY <input type="checkbox"/> WITHOUT PAY			

<b>5</b>	TERMINATION DATE (MO) (DY) (YR)		PAY TO (MO) (DY) (YR)		REASON FOR LEAVING (ATTACH RESIGNATION LETTER)

<b>6</b>	COMMENTS				

EMPLOYEE		SUPERVISOR		DIRECTOR/GENERAL MANAGER		HUMAN RESOURCES		PAYROLL	
SIGNATURE									
DATE									

The personal information on this form is being collected for the purpose of determining employment & payroll related actions. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the FOIP coordinator at (780) 895-2233, General Delivery, Lamont Alberta T0B 2R0.

**APPENDIX B: HARASSMENT & VIOLENCE INCIDENT FORM**

**Workplace Harassment & Violence Incident Form**

Report submitted by:	Date:
Date of Incident:	Time of Incident:
Address/Location of Incident:	

Individuals involved in the Incident:	
Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Accused	<input type="checkbox"/> Victim or <input type="checkbox"/> Accused
Title:	Title:
Department:	Department:
Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Accused	<input type="checkbox"/> Victim or <input type="checkbox"/> Accused
Title:	Title:
Department:	Department:
Victims relationship to the Accused individual(s):	

Nature of Incident
<input type="checkbox"/> Verbal Harassment <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Violence <input type="checkbox"/> Other (specify):



**APPENDIX C: PERFORMANCE EVALUATION FORM**

**Employee Performance Review Form**

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Employee: \_\_\_\_\_ Date of Review: \_\_\_\_\_  
 Position: \_\_\_\_\_ Anniversary Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Purpose (Check One):  Annual  Probationary  Other

**Part 1: Instructions**

The employee performance review lists the job-specific criteria and behavioral competencies against which you rank yourself and are ranked by your immediate supervisor. These performance factors are critical to the success of personal, departmental, and County goals.

In each section, rate yourself according to the table below by circling the most appropriate rating under Self-evaluation. Be sure to add any comments, thoughts, and observations, as these are important to the evaluation process. Once you have completed your self-evaluation, please submit it your immediate supervisor for review and for their evaluation.

Please only fill in the section requiring employee evaluation. Once your supervisor completes their own evaluation, they will schedule a meeting to discuss the evaluation and determine objectives and goals for the next performance period. Objectives and goals from the previous performance period will also be assessed at this time and will be factored into the performance review meeting.

After the performance review meeting, both the supervisor and employee must sign and date the performance review with a copy to be given to the employee and one to be kept on the employee's file.

Rating	Interpretation
1	<b>Needs immediate improvement:</b> Consistently fails to meet job duties and expectations; immediate and extensive improvement needed to meet job requirements.
2	<b>Needs improvement:</b> Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements.
3	<b>Meets expectations:</b> Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
4	<b>Exceeds expectations:</b> Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
5	<b>Superior:</b> Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

**Part 2: Job Criteria**

Job Knowledge and Skills		
The degree to which the employee exhibits the knowledge and skills required to fulfill their job duties, as well as the techniques and tools used to do so.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>

<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Quality of Work</b>		
Completes their work with the expected degree of quality. They are attentive to detail, actively seeks out and corrects issues. Considers accuracy of work, neatness, and adherence to standards.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Health and Safety</b>		
Shows commitment towards the organizational health and safety goals by actively pursuing safe work practices. Encourages others to adhere to health and safety policies and is safety conscious. Completes pre-trip inspections, conducts proper walk around before operating machinery/vehicle, follows the rules & regulations of the Health & Safety Manual.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Timesheets</b>		
Timesheets are submitted on time, or in advance to their supervisor if employee is away on holidays/sick leave. Accurate hours and job tasks are being entered into the timesheet. If Employee approves other timesheets, they are meeting the payroll deadlines consistently.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>

<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

**Part 3: Behavioral Competencies**

<b>Communication</b>		
Expresses and transmits information with consistency and clarity. Uses active listening techniques in order to effectively understand and provide feedback. Summarizes information according to the audience appropriately and effectively.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Attendance and Punctuality</b>		
Considers the extent to which the employee is on time and prepared on a regular basis, is sick or absent from the workplace, all within the context of organizational policies.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Attitude and Culture</b>		
The employee displays a positive and cooperative attitude about their job role, assigned work, and the organization. They are open-minded and acceptive of constructive feedback by others. Helps foster a respectful and professional workplace.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>

<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Public Relation Skills</b>		
Gives superior service to both rate payers, external vendors, contractors, visitors, and council members. Is respectful, considerate, and issues are addressed and resolved effectively when present.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Teamwork</b>		
Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities. Fosters a team environment. Willingly offers to assist others when needed.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

**Part 4: Potential Criteria (Optional)**

This section is to measure and identify emerging leaders in the County. This will not be used against the overall employee evaluation, but rather to help further develop leadership potential towards future opportunities.

<b>Resource and Budget Management</b>
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Using resources such as human capital, supplies, products, materials, and other usable items effectively and with foresight to available and limited funds.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Strategic Thinking</b>		
Analyzes and interprets the strategic direction of the organization. Has a clear and firm understanding of the vision, mission, values, and objectives of the workplace, and uses that information to develop responsibilities, tasks, goals, and initiatives that align with long-term plans and growth.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

<b>Leadership</b>		
Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement, and direction. Engages others to accomplish organizational and departmental goals and strategies.		
	<b>Self-evaluation</b>	<b>Supervisor evaluation</b>
<b>Unacceptable</b>	<b>1</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>	<b>4</b>
<b>Superior</b>	<b>5</b>	<b>5</b>
Employee comments:		
Supervisor comments:		

**Part 5: Goal Completion**

<b>Previous Goals for Review Period</b>		
List and discuss the goals previously set forth for this employee. Identify areas of responsibility where the employee did or did not meet performance goals or project milestones. Evaluate progress made by the employee on predetermined goals, projects, job duties, and special assignments by selecting the appropriate box below each goal listed.		
<b>Goal 1:</b>		
<b>Satisfactory</b> _____	<b>In Progress</b> _____	<b>Unsatisfactory</b> _____
<b>Goal 2:</b>		
<b>Satisfactory</b> _____	<b>In Progress</b> _____	<b>Unsatisfactory</b> _____
<b>Goal 3:</b>		
<b>Satisfactory</b> _____	<b>In Progress</b> _____	<b>Unsatisfactory</b> _____

<b>Goals for Next Review Period</b>		
List any goals, projects, job duties, and special assignments to be continued or completed in the coming year. Set these goals with the understanding that priorities are subject to change as business situations change. Update this section as necessary throughout the next review period.		
<b>Goal 1:</b>		
<b>Goal 2:</b>		
<b>Goal 3:</b>		

**Part 6: Overall Performance (Supervisor Only)**

<b>Overall Assessment</b>	
Use this space to specify the employee's overall job performance. The overall rating should reflect and account for behavioral competencies, job criteria, and goal completion rankings.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs improvement</b>	<b>2</b>
<b>Meets expectations</b>	<b>3</b>
<b>Exceeds expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	