

Clear Hills County

PERSONNEL POLICY HANDBOOK

Clear Hills County

ISSUED: July, 2007

Council Resolution C503(07/10/07)

Updated: Council Resolution C751(11/25/08)

Updated: Council Resolution C099(02/09/10)

Updated: Council Resolution C318(04/27/10)

Updated: Council Resolution C319(04/27/10)

Updated: Council Resolution C529(07/13/10)

The policies contained in this manual represent policies and conditions of employment for personnel hired to work for Clear Hills County (hereinafter called the “County”). The policies are to serve as guidelines and establish basic requirements. Where policy requires interpretation or clarification the Municipal Government Act, Employment Standards Code and any other relevant legislation will prevail. Policy contained herein supersedes any previous policy. Employment Contracts and letters outlining specific employment conditions remain in force. All new contracts shall be negotiated according to this policy or amendments thereto. In no case shall new contracts exceed the provisions contained herein.

Administration and Council will review the policies contained herein at least every 2 years.

Clear Hills County

Table of Contents

SECTION 1 - INTRODUCTION TO THE COUNTY	4
EMPLOYEE WELCOME MESSAGE	
DESCRIPTION OF THE COUNTY	
ORGANIZATION CHART	
INTRODUCTORY STATEMENT	
EMPLOYEE ACKNOWLEDGMENT	
DEFINITIONS	
SECTION 2 – EMPLOYMENT	12
EMPLOYEE RELATIONS	
EQUAL EMPLOYMENT OPPORTUNITY	
HIRING OF RELATIVES	
CONFLICTS OF INTEREST	
OUTSIDE EMPLOYMENT	
NON-DISCLOSURE/CONFIDENTIALITY	
SECTION 3 - EMPLOYMENT STATUS AND RECORDS	19
EMPLOYMENT REFERENCE CHECKS	
PERSONNEL DATA CHANGES	
PROBATIONARY PERIOD	
PERFORMANCE MANAGEMENT	
SECTION 4 - EMPLOYEE BENEFIT PROGRAMS	25
EMPLOYEE BENEFITS	
VACATION	
PUBLIC - STATUTORY HOLIDAYS	
SICK LEAVE BENEFITS	
RELOCATION	
SECTION 5 – COMPENSATION	32
GRID ADMINISTRATION	
NOTIFICATION OF SALARY - PAY	
TIMEKEEPING	
PAYDAYS	
EMPLOYMENT TERMINATION	
PAY DEDUCTIONS	
PAY ADVANCES	

Clear Hills County

Table of Contents (Continued)

SECTION 6 - WORK CONDITIONS & HOURS	44
SAFETY	
SECURITY	
WORK SCHEDULES	
CALL OUT AND STANDBY REQUIREMENTS	
OVERTIME - DEPARTMENT MANAGERS	
USE OF MUNICIPAL VEHICLES	
TRAVEL EXPENSE	
USE OF PERSONAL VEHICLE	
SECTION 7 - LEAVES OF ABSENCE	52
GENERAL - PERSONAL LEAVES OF ABSENCE	
MATERNITY, ADOPTION AND PARENTAL LEAVE	
SECTION 8 - EMPLOYEE CONDUCT & DISCIPLINARY ACTION	55
UNLAWFUL HARASSMENT	
EMPLOYEE CONDUCT & WORK RULES	
ALCOHOL & DRUG USE	
ATTENDANCE & PUNCTUALITY	
PERSONAL APPEARANCE	
PERSONAL USE OF MUNICIPAL OFFICE SYSTEMS - EQUIPMENT AND ACCOUNTS	
INTERNET & ELECTRONIC MAIL USE	
MEDIA RELATIONS	
POLITICAL ACTIVITIES	
DISCIPLINARY ACTION	
SAMPLE DOCUMENTS:	74
OFFER OF EMPLOYMENT	
LETTER OF WARNING OR REPRIMAND	
PERFORMANCE APPRAISAL	

Clear Hills County

SECTION 1

INTRODUCTION

TO THE

COUNTY

EMPLOYEE WELCOME MESSAGE

Clear Hills County

We believe that each employee contributes directly to the County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions concerning employment with the County.

We hope your experience here will be challenging, enjoyable and rewarding.

Sincerely

ON BEHALF OF CLEAR HILLS COUNTY

Chief Administrative Officer

Clear Hills County

DESCRIPTION OF THE COUNTY

The County employs 16 full-time and 6 part-time staff. The duties and responsibilities vary. The activities are managed through the Chief Administrative Officer (CAO).

MISSION STATEMENT

Clear Hills County will strive to:

- *Ensure that the County has a quality of life that make it a desirable place to live and work ;*
- *Cooperate with ratepayers, other governments and industry on initiatives affecting the County;*
- *Effectively use the County's resources to the benefit of its residents, especially in relation to the delivery of services; and*
- *Work with its municipal neighbors.*

By taking into account the County's many positive attributes, we will be able to further develop the viability of the County in economic and social terms.

HISTORY

Established as Improvement District No. 21 in 1969 and then as the Municipal District of Clear Hills No. 21 in 1995 it changed its name to Clear Hills County in 2005. The County offers plenty of opportunity to enjoy all of the benefits of rural life. Clear Hills County offers every conceivable option for outdoor recreational opportunities. Located on the western boarder of the Province 200 km north of Grande Prairie and 670 km NW of Edmonton. The County offers the amenities of a quiet rural setting. Agriculture, forestry, oil and gas are the principal industries of the County.

COUNCIL

Clear Hills County elects 7 Council members for a 3 year term. A Chief Elected Officer (Reeve) is elected from Council by Council. Council is responsible for policy and setting the course the County will follow. Council gets its direction from the public and in particular the citizens of the County.

ADMINISTRATION

Council appoints a Chief Administrative Officer (CAO) who reports to Council and assists Council in meeting the goals and objectives of Council. The CAO is responsible for the day-to-day operations and management of the County. Departments include, Corporate Services, Public Works and Community Services.

Clear Hills County

Corporate Services administers the following functions and services:

- *Accounting*
- *Policy development*
- *Legal Services*
- *Risk Management*
- *Assessment & Taxation*
- *Communication*
- *FOIP*
- *IT and Computer Services*

Public Works administers the following functions and services:

- *Public Works and Transportation*
- *Utilities*
- *Parks Maintenance*
- *Facility Maintenance*
- *Campground Maintenance*
- *Landfills Services*
- *Technology – GIS*
- *Equipment Pool*

Community Services administers the following functions and services:

- *Agriculture Services*
- *Land Use Planning*
- *Economic Development*
- *Communication Events*
- *Human Resources – Safety*
- *Fire Services, Deputy Director of Emergency Services*
- *Bylaw Enforcement*

Clear Hills County

ORGANIZATION CHART

Clear Hills County

INTRODUCTION

This handbook is designed to acquaint you with the County and provide you with working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The County reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees shall be notified of such changes in the handbook as they occur.

Clear Hills County

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about this organization, and I understand that I should consult the CAO or my immediate supervisor regarding any questions not answered in the handbook.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the CAO has the ability to adopt any revision to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (typed or printed)

Clear Hills County

DEFINITIONS

D-001 Permanent Full-Time Employee means an employee who has successfully completed the Probationary Period and is working 30 hours or more per week.

D-002 Permanent Part-Time Employee means an employee who has successfully completed the Probationary Period and is working less than 30 hours per week.

D-003 Temporary Employees means any employee who has employment with the County and is not a Permanent Full-Time or a Permanent Part-Time Employee.

D-004 Immediate Supervisor or Department Manager means the Employee specifically charged with the responsibility to supervise the activities of the subordinate Employees.

D-005 Chief Administrative Officer (CAO) means the Employee appointed by Council pursuant to the provisions of the Municipal Government Act to oversee the day-to-day activities of the County.

D-006 "Employer" and/or "County" and/or "County" shall mean the Council of Clear Hills County.

D-007 Family Member means father, mother, brother, sister, spouse, common law spouse, mother-in-law, father-in-law, daughter, son.

D-008 Casual – means an employee who has employment with County for a specific period of time and a specific job.

D-009 Manager- means the Department Head to which Employees report directly to.

Any definitions not included in this summary are as per Alberta Labor Standards.

Clear Hills County

SECTION 2
EMPLOYMENT

Clear Hills County

Policy Number: HRP 2:01

Page 1 of 1

Policy Subject/Title:

EMPLOYEE RELATIONS

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1300 – Introduction & Definitions
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County is committed to open communication and promoting an environment sustaining co-operation and communication.

PROCEDURES:

- (i) Issues and concerns should be addressed through Department Managers.
- (ii) Employees are encouraged to communicate any concerns or issues as soon as they arise in order that they can be resolved in a timely and orderly fashion.
- (iii) Prompt action by the Department Manager will ensure that the objective of the policy is met.
- (iv) All employees have a responsibility to maintain an environment consistent with the policy statement.
- (v) The employee acknowledges and recognizes the right of the Employer to hire, fire, promote, demote, transfer, suspend or otherwise discipline an employee, subject to the rights of the employee as contained and outlined in this manual.
- (vi) The employee acknowledges the right of the Employer to operate and manage its business in all respects in accordance with its obligations and to establish and alter from time to time; rules, regulations and practices to be observed by the employee.

Clear Hills County

Policy Number: HRP 2:02

Page 1 of 1

Policy Subject/Title: **EQUAL EMPLOYMENT OPPORTUNITY**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CEO)
(Signature)

Supersedes: January 25, 2005
November 25, 2003
Date of Last Update

1301-Employment General Considerations
1315-Orientation of Staff Members
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County is an equal employment opportunity employer committed to hiring practices that will provide the County with the best combination of training experience and cost.

PROCEDURES:

- (i) All permanent full-time positions will be advertised in at least one (1) newspaper circulating in the area.
- (ii) Council shall advertise and conduct interviews and hire for the position of Chief Administrative Officer (CAO).
- (iii) The CAO will advertise, interview and hire for all management positions.
- (iv) Department Managers will advertise, interview and hire for all other positions.
- (v) Management candidates invited for a personal interview are entitled to compensation at the kilometer rate pursuant to policy established by Council and, in the event the distance from their residence to the County Office is greater than 500 km the County will reimburse one night's accommodation plus meals and flight expenses.
- (vii) Each employee shall be provided with a copy of their position description, the Personnel Handbook and salary range at the time of their hire.

Clear Hills County

Policy Number: HRP 2:03

Page 1 of 1

Policy Subject/Title:

HIRING OF RELATIVES

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1302-Appointment & Hiring Practices
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will allow persons of the same family or relation to be hired.

PROCEDURES:

- (i) No employee shall supervise the work of a family member or relative, as defined in definition D-007.
- (ii) No member of Council shall be an employee of the County.
- (iii) No member of Council or member of a committee, board or agency appointed by Council shall have the direct responsibility to supervise or otherwise manage the activities of an employee of the County.

Clear Hills County

Policy Number: HRP 2:04

Page 1 of 1

Policy Subject/Title:

CONFLICT OF INTEREST

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1311 – Conduct & Ethics
Title & No. of Previous Policy

POLICY STATEMENT:

Employees of the County have an obligation to conduct business within guidelines that prohibit an actual or potential conflict of interest.

PROCEDURES:

- (i) Business dealings with outside firms should not result in unusual gains for those firms.
- (ii) A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee, or for a relative as a result of the County's business dealings.
- (iii) If an employee has any influence in transactions involving purchases or contracts it is required that full disclosure be made to the CAO so safeguards can be established.

Clear Hills County

Policy Number: HRP 2:05

Page 1 of 1

Policy Subject/Title:

OUTSIDE EMPLOYMENT

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1311 – Conduct & Ethics
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County allows employees to engage in outside employment activities. Such activities will not interfere with the normal work activities of the employee as these activities relate to the County.

PROCEDURES:

- (i) Employees are required to notify their immediate supervisor of any involvement that they may have in work outside their County employment
- (ii) Shifts and work schedules shall be arranged so that the County takes priority.
- (iii) All outside employment shall be conducted in a manner consistent with the policies governing CONFLICTS OF INTEREST.
- (iv) The employee's performance does not suffer.
- (v) No other policy of the County is compromised.

Clear Hills County

Policy Number: HRP 2:06

Page 1 of 1

Policy Subject/Title: **NON-DISCLOSURE - CONFIDENTIALITY**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310 – Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

Confidentiality and privacy are to be protected and all inquiries are to be handled under the Freedom to Information and Privacy Act (FOIP).

PROCEDURES:

- (i) Employees are not to discuss matters of policy, operations or personnel except within the rules established under Freedom of Information and Privacy legislation.
- (ii) Any matters of concern are to be referred to the FOIP administrator.
- (iii) All trade secrets, technical advancements developed by the County are the property of the County and shall remain with the County.

SECTION 3
EMPLOYMENT STATUS
&
RECORDS

Clear Hills County

Policy Number: HRP 3:01

Page 1 of 1

Policy Subject/Title:

EMPLOYMENT REFERENCE CHECKS

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1302-Appointments & Hiring Practices
Title & No. of Previous Policy

POLICY STATEMENT:

The Clear Hills County will provide written or verbal reference checks upon request

PROCEDURES:

- (i) Responses to reference checks may be verbal or written and shall be through the Department Manager.
- (ii) Comments are to be confined to work habits and competency.
- (iii) Performance Evaluation reports may be referred to as needed.

Clear Hills County

Policy Number: HRP 3:02

Page 1 of 1

Policy Subject/Title

PERSONNEL DATA CHANGES

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1309-Payroll Administration
Title & No. of Previous Policy

POLICY STATEMENT:

Employee records are to be up to date and accurately record the status of the individual.

PROCEDURES:

- (i) All employees shall complete a Personal Records Form
- (ii) All employees shall complete a TD-1 Form
- (iii) Any change in personal status is to be reported to the Corporate Department immediately.

Clear Hills County

Policy Number: HRP 3:03

Page 1 of 2

Policy Subject/Title:

PROBATIONARY PERIOD

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1302-Appointments & Hiring Practices
Title & No. of Previous Policy

POLICY STATEMENT:

An employee of Clear Hills County whether coming on as a new employee or having been promoted to a new position will be required to complete a probationary period of three (3) months, unless otherwise agreed, prior to assuming regular status.

PROCEDURES:

- (i) The employee will use this period to determine if the position meets his or her expectations.
- (ii) The supervisor will use this period to evaluate the capabilities, attitude and work habits of a new (or reinstated) employee.
- (iii) The probationary period may be extended for a further three (3) months at the discretion of the supervisor. The employee shall be advised in writing.
- (iv) the length of the probationary period may vary from the waiting period for benefits.
- (v) If during or at the conclusion of the employee's probationary period, in the employer's opinion, the employee has performed unsatisfactorily, or is otherwise unsuitable for the position, the employee may be terminated without notice or pay in lieu of notice. Written notice of such shall be given immediately.
- (vi) An employee shall be advised in writing of a satisfactory completion of the probationary period
- (vii) An employee who has been promoted and has not successfully completed the probationary period will be allowed to return to their former position with the County and assume their regular duties.

Clear Hills County

Policy Number: HRP 3:03

(Continued)

Page 2 of 2

Policy Subject/Title:

PROBATIONARY PERIOD

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1302-Appointments & Hiring Practices
Title & No. of Previous Policy

- (viii) An employee who has been promoted and is on probation shall be entitled to benefits according to their previous employment and as prescribed by contracts and agreements, the group insurance provider for the County and the Local Authorities Pension Board.
- (ix) Following satisfactory completion of the probationary period the employee shall be eligible to receive benefits according to policy contained in SECTION 4.

Clear Hills County

Policy Number: HRP 3:04

Page 1 of 1

Policy Subject/Title: **PERFORMANCE MANAGEMENT**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1303-Performance Review
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County recognizes the need for the employee and the County to communicate the progress the employee is making in their position. To this end a Performance Management program is supported.

PROCEDURES:

- (i) All employees shall be subject to a performance evaluation at the end of the Probationary Period and at least annually thereafter.
- (ii) Performance shall be evaluated by Council in the case Chief Administrative Officer; by the CAO for Department Managers and by Department Managers for all other employees.
- (iii) Performance review shall be in the prescribed format and a copy shall be placed in the employee's file.
- (iv) Movement on the Salary Grid may take place with the approval of the Interviewer and in accordance with SECTION 5.

SECTION 4
EMPLOYMENT
BENEFIT
PROGRAMS

Clear Hills County

Policy Number: HRP 4:01

Page 1 of 1

Policy Subject/Title: **EMPLOYEE BENEFITS PROGRAMS**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006

January 25, 2005

January 25, 2005

February 9, 2010

Date of Last Update

1306-Employee Benefits

1307-Cost shared Insured Benefits

1308-Pension & Savings Plan

HRP 4:01

Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County participates in the following programs:

- Group Health Insurance
- Dental Care
- Long Term Disability
- Local Authorities Pension Plan (LAPP)
- Group Life Insurance
- Vision Care
- Short Term Disability

PROCEDURES:

- (i) All permanent full time employees who work a minimum of 20 hours per week shall be eligible to participate in the Benefits Program following satisfactory completion of the Probationary Period.
- (ii) All temporary full time employees who work a minimum of 20 hours per week shall be eligible to participate in the Benefits Program following satisfactory completion of the Probationary Period, with the exception of LAPP, short term and long term disability.
- (iii) All elected officials are eligible to participate in the benefits program with the exception of LAPP, short term and long term disability.
- (iv) The Benefits Program will be administered by the Corporate Department. Questions concerning the Benefits Program should be directed toward the Corporate Department.
- (v) The County will contribute the total premium towards the total Benefits Program except for Local Authorities Pension. Contributions to Local Authorities Pension will be according to Benefits Handbook.

Clear Hills County

Policy Number: HRP 4:02

Page 1 of 2

Policy Subject/Title: **VACATION**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006
July 13, 2010 - C529(07/13/10)
Date of Last Update

1306-Employee Benefits
HRP4:02 – Vacation Policy
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County provides paid Vacation to all Permanent Full Time positions in accordance with the following unless separate provision is made in a separate contract.

PROCEDURES:

- (i) All permanent full time employees shall be eligible for paid Vacation in accordance with the following.
 - Department Managers and Administrators
 - 3 weeks after 1 year
 - 4 weeks after 8 years
 - 5 weeks after 15 years
 - Permanent Full-Time Positions
 - 2 weeks after 1 year
 - 3 weeks after 4 years
 - 4 weeks after 8 years
 - 5 weeks after 15 years
- (ii) Vacation pay will be paid to all part time employees in accordance with the Employment Standards Code.
- (iii) Permanent full time employees who have less than one (1) full year with the County will receive vacation entitlement prorated according their employment classification for each full month worked.
- (iv) All remaining vacation time from the previous year will be taken by March 31 and approved by the Department Manager.
- (v) Any vacation time that is not used by March 31 will be automatically paid out unless other arrangements have been made and approved by the Department Manager and CAO.

Clear Hills County

Policy Number: HRP 4:02

(continued)

Page 2 of 2

Policy Subject/Title:

VACATION

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006

July 13, 2010 - C529(07/13/10)

Date of Last Update

1306-Employee Benefits

HRP4:02 – Vacation Policy

Title & No. of Previous Policy

- (vi) Vacation days are earned in advance to be taken the following year; therefore when vacation days that have been earned are not taken as per section ‘iv’ of this policy or otherwise authorized as per section ‘v’ of this policy they will be paid out at the rate for the year they were accumulated and intended for.
- (vii) When a Public holiday falls within the vacation period the employee shall be entitled to extend his/her vacation by one (1) day or take time at some other mutually agreed upon time.
- (viii) The employee under special circumstances may request that vacation time be scheduled in less than 5 day blocks.
- (ix) All employees that have been employed for more than one (1) year must take a minimum of a 5 day block.
- (x) Leave without pay may be granted when all accumulated vacation time is exhausted, with the prior written approval of the Department Manager.

Clear Hills County

Policy Number: HRP 4:03

Page 1 of 1

Policy Subject/Title:

GENERAL HOLIDAYS

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006
Date of Last Update

1306-Employee Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County recognizes the following General Holidays.

- | | |
|------------------------|-------------------|
| -New Year's Day | -Labor Day |
| -Good Friday | -Thanksgiving Day |
| -Canada (Dominion) Day | -Christmas Day |
| -Victoria Day | -Boxing Day |

In addition to the General Holidays the County participates in the following

- | | |
|---------------------|-----------------------|
| -Alberta Family Day | -August Civic Holiday |
| -Easter Monday | -Remembrance Day |
| -Christmas Floater | |

PROCEDURES:

- (i) All employees shall be subject to the provision of the Employment Standards Code.
- (ii) Requests for the Christmas Floater will be submitted to the Department Manager by December 1st and the employee will be advised as to approval within 5 working days.

Clear Hills County

Policy Number: HRP 4:04

Page 1 of 1

Policy Subject/Title:

SICK LEAVE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 27, 2010
Date of Last Update

1306-Employee Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Sick leave is the period of time a permanent full time employee or a temporary full time employee is absent from work with full pay due to illness or injury. Seasonal Staff and Councillors are exempt from receiving sick leave.

PROCEDURES:

- (i) An employee may be required to provide a certificate from a doctor certifying that the employee was unable to attend to his or her regular duties due to the illness or injury.
- (ii) Any injury on the job shall be reported to Workers Compensation Board by the Department Manager or immediate Supervisor.
- (iii) Sick leave shall be calculated as one and one quarter (1 1/4) days per month to a maximum annual total of 15 days.
- (iv) Unused sick leave may be paid out annually at 1/2 the employee's rate of earned sick leave.
- (v) Sick leave shall not be taken as holiday.
- (vi) Sick leave may accrue to a maximum of 60 days.
- (vii) Should sick leave extend beyond the allotted time, eligible employees will be placed on Short Term Disability. Policies concerning Long Term Disability are contained in the Insurance Handbook and shall prevail.
- (xi) Employees absent for purposes of a doctor, dentist, or eye examination appointment shall obtain approval from the Department Manager or immediate supervisor in advance.
- (x) Leave without pay will be granted when all accumulated sick leave is exhausted.

Clear Hills County

Policy Number: HRP 4:05

Page 1 of 1

Policy Subject/Title:

RELOCATION

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1313-Management Compensation Package
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County may assist an employee in relocation expenses on an adhoc basis.

PROCEDURES:

- (i) The Chief Administrative Officer and Department Managers will be entitled to moving expenses when moving into the municipality, at a rate of \$8.00 per km up to a maximum of \$6,000.00. Other moving expenses may be negotiated with Council.

SECTION 5
COMPENSATION

Clear Hills County

Policy Number: HRP 5.01

Page 1 of 1

Policy Subject/Title:

GRID ADMINISTRATION

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1312-Market Level Compensation
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will be fair and consistent in administering salary and wages to its employees.

PROCEDURES:

- (i) The Salary grid shall be reviewed annually by Council with the preparation of the Operations Budget.
- (ii) Administration will be responsible for administering the Salary Grid within the guidelines of this policy.
- (iii) The Salary Grid shall consist of horizontal levels which will represent normal performance and years of service progression through the position. Horizontal Levels will be separated from each other in 4% increments.
- (iv) Level 1 on the Salary Grid will represent the minimum wage at which an employee will enter in the position he or she is hired.
- (v) Level 5 represents the average standard for a comparable position in similar circumstances in Municipalities of comparable size.
- (vi) Level 8 on the Salary Grid will represent the highest level at which an employee will achieve in the position he or she is hired.
- (vii) Levels 9 through 10 represent wages or salaries beyond industry averages and may be awarded to employees for continued service and exceptional performance. Council approval will be required in order to progress beyond Level 8.
- (viii) The employee's position on the Salary Grid will be reviewed annually at the time a performance review is conducted, normally on the Employee's anniversary date.

Clear Hills County

Policy Number: HRP 5:02

Page 1 of 1

Policy Subject/Title:

NOTIFICATION OF SALARY - PAY

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1302-Appointments & Hiring Practices
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will be competitive in the marketplace and salaries and pay scales will reflect the market.

PROCEDURES:

- (i) Council shall adopt a salary/pay grid.
- (ii) The grid will be reviewed from time to time and adjustments will be made according to Council's desire.
- (iii) All positions will be placed on the grid.
- (iv) Council may make cost of living adjustments to the grid from time to time.
- (v) The grid will be administered by administration and notification shall be to the employee through the immediate supervisor.
- i) Payroll and records shall be notified as soon as there is a change in personnel or employee status.
- (vii) All notification shall be in writing.

Clear Hills County

Policy Number: HRP 5:03

Page 1 of 1

Policy Subject/Title:

TIMEKEEPING

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1309-Payroll Administration
Title & No. of Previous Policy

POLICY STATEMENT:

It will be required that employees on an hourly rate of pay complete and turn in a accurate time sheet accounting for the hours they spend each day performing their duties.

PROCEDURES:

- (i) Time sheets will be turned into the Department Manager weekly.
- (ii) The Department Manager will review the time sheets and account for any discrepancies.
- (iii) All time sheets will be in the prescribed form.
- (iv) The Department Manager will ensure that all time sheets are turned into the Corporate Department not later the 10:00 a.m. Monday of each week, in the event of a Statutory holiday falling on a Monday, time sheets are to be turned in no later than 10:00 a.m. on the next regular business day.

Clear Hills County

Policy Number: HRP 5:04

Page 1 of 1

Policy Subject/Title:

PAY DAYS

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1309-Payroll Administration
Title & No. of Previous Policy

POLICY STATEMENT:

Pay Days will be bi-weekly. Pay Days will fall on a Friday. Employees will participate in an electronic deposit to the bank of his/her choice.

PROCEDURES:

- (i) Pay will be based on time sheets or the wage/pay grid.
- (ii) The employee will provide the Payroll Department with the required banking information.

Clear Hills County

Policy Number: HRP 5:05

Page 1 of 1

Policy Subject/Title

TERMINATION OF EMPLOYMENT - RESIGNATION

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1305-Dismissal or Termination of Employment
Title & No. of Previous Policy

POLICY STATEMENT:

An employee may leave the employ of the Clear Hill County on a voluntary basis.

PROCEDURES:

- (i) An employee is required to give a minimum of one weeks notice in writing if the employment period is less than two years, and more than three months.
- (ii) An employee with more than two years service is required to give a minimum of notice as per Alberta Labor Standards or employment contract in writing.
- (iii) The employee will be advised in writing what municipal property is to be returned at the time of exit interview.
- (iv) An exit interview may be required to ensure:
 - a) that all municipal property is returned
 - b) to have legal obligations explained on a confidential basis
 - c) to have cessation of benefits explained
 - d) that an explanation of final wages and benefit deductions is provided.
 - e) that ROE forms are completed.
 - f) that the employer knows the reason for separation so the County can manage future situations.
- (v) The County may determine to terminate an employee prior to the end of the notice period. In such cases the employee must be paid wages in lieu of notice.
- (vi) Should an employee not be given the required notice, the County is required to pay any earned wages, vacation pay and provide the Record of Employment within seven days.
- (vii) The supervisor shall complete the Termination Checklist

Clear Hills County

Policy Number: HRP 5:06

Page 1 of 1

Policy Subject/Title:

TERMINATION OF EMPLOYMENT - JUST CAUSE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1305-Dismissal or Termination of Employment
Title & No. of Previous Policy

POLICY STATEMENT:

An employee may be terminated for just cause, without notice or pay in lieu of notice.

PROCEDURES:

- (i) A progressive form of discipline from minor to severe is recommended. Each notice or warning shall be clearly indicate the potential consequences should the undesirable behavior continue or recur.
 - (a) **Caution Notice** - counseling with a clear communication of the undesirable behavior.
 - (b) **Verbal Warning** - a direct notice to cease and discontinue the undesirable activity.
 - (c) **Written Warning** - a formal discipline notice placed in the employee's file.

An incident of sufficient seriousness may warrant immediate dismissal.
- (ii) No notice of employee termination is required.
- (iii) No pay in lieu of notice is required.
- (iv) An employee shall be advised in writing of all reasons for dismissal.
- (v) An employee shall receive all monies owing at the time of dismissal.
- (vi) An employee shall receive a completed Record of Employment as per Alberta Labor Standards.
- (vii) A recommendation to terminate employment should be completed by the supervisor and reviewed with the CAO.
- (viii) A Termination Checklist shall be completed.

Clear Hills County

Policy Number: HRP 5:07

Page 1 of 1

Policy Subject/Title:

PAY DEDUCTIONS

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1307-Cost Shared Insured Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Pay Deductions will be made for all statutory deductions, employee portion of Employee Benefits, the Social Fund and other deductions as mutually agreed upon.

PROCEDURES:

- (i) The employee will complete the TD-1 Forms and return it to the Payroll Department prior to receiving their first cheque.
- (ii) The Employee is encouraged to participate in the Social Fund deductions. Participation in the Social Fund will not be restricted but there will be a cost to those who do not participate in the payroll deduction program and wish to attend Social Fund activities. Costs will be determined at the time of the activity
- (iii) Deductions for participation in the Employee Benefits Program will proceed upon fulfilling the requirements of the carrier responsible for the benefit.
- (iv) Upon termination of employment any statutory or adjustments to statutory deductions will be made prior to the release of the final cheque to the employee.
- (v) Upon termination of employment any amounts owing or other adjustments relating to the Employee Benefits Program will be made prior to releasing the final cheque to the employee.

Clear Hills County

Policy Number: HRP 5:08

Page 1 of 1

Policy Subject/Title:

PAY ADVANCES

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1309-Payroll Administration
Title & No. of Previous Policy

POLICY STATEMENT:

Pay Advances are discouraged. Clear Hills County does recognize that emergencies arise and in such cases or for vacation, advances will be permitted.

PROCEDURES:

- (i) Wherever possible requests for pay advances should be submitted 3 full working days in advance of the need.
- (ii) There will be no deductions from pay advances.
- (iii) Adjustments will be made on the next regular pay cheque or on the last pay cheque of the month.

Clear Hills County

Policy Number: HRP 5:09

Page 1 of 2

Policy Subject/Title: **LONG TERM SERVICE RECOGNITION**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update
July 10, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy
HRP 5:09 – Long Term Service Recognition
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County appreciates long-term service by employees. Staff shall be formally acknowledged and commended by the County for key long-term service anniversaries in the presence of their peers.

PROCEDURES:

1. The County shall recognize the long-term service of regular full time or regular part time employees who have completed their 5th, 10th, 15th, 20th, and 25th anniversaries of employment with the County. Recognition shall include a provision of a Long Term Service pin identifying the anniversary achieved and provision of an award, to be formally presented to the employee. In addition, an advertisement shall be placed in the local newspaper congratulating the employee on the achievement after the award ceremony.
2. The CAO will budget for the costs within the Administration Department Budget.
3. The value of the award shall be as per the following schedule:

<u>Service Anniversary</u>	<u>Value</u>
5 Years	\$100 desk clock, \$100 restaurant gift certificate & plaque of recognition for employee & County office
10 Years	\$200 pen set, \$100 restaurant gift certificate & plaque of recognition for employee & County office
15 Years	\$500 chain/bracelet or engraved knife, \$100 restaurant gift certificate & plaque of recognition for employee & County office
20 Years	\$1,000 engraved watch, \$100 restaurant gift certificate & plaque of recognition for employee & County office

Clear Hills County

Policy Number: HRP 5:10

Page 1 of 1

Policy Subject/Title: **RESIGNING EMPLOYEE RECOGNITION**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

Resigning employees shall have recognized their contributions to the County.

Procedures:

1. Clear Hills County shall contribute towards the purchase of a gift to be presented resigning employee as per the following schedule:

<u>Years of Service</u>	<u>Value</u>
5 Years	Engraved plaque
10 Years	Engraved plaque & \$50.00 cheque
15 Years	Engraved plaque & \$100.00 cheque
20 Years	Engraved plaque & \$200.00 cheque
25 Years and over	At Council's discretion.

2. The employee's supervisor shall co-ordinate and purchases the gift.
3. Presentation of the gift to the resigning employee shall be done so in the presence of his/her peers.
4. In instances where a severance package has been issued, no recognition will be given by the County to the employee.

SECTION 6
WORK CONDITIONS
&
HOURS

Clear Hills County

Policy Number: HRP 6:01

Page 1 of 1

Policy Subject/Title:

SAFETY

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: November 25, 2003

November 25, 2003

November 25, 2003

Date of Last Update

1317 – Safety

1318 – Personal Protective Equipment

1319 – Safety Training

Title & No. of Previous Policy

POLICY STATEMENT:

Safety in the Work Place is of serious concern to the County. Employees are to practice Safety at all times.

PROCEDURES:

- (i) Clear Hills County is a Smoke Free workplace, smoking is not permitted in any County owned buildings, vehicles or equipment.
- (ii) WHIMS and Operation Manuals at the County Office, Water Treatment Plants, Chemical Storage Shed and spray trucks are to be on site and consulted.
- (iii) The employee is responsible to become familiar with and aware of accepted safety practices when working in or around these facilities.
- (iv) All equipment is to be operated with the guards and shields supplied.
- (v) Safety practices consistent with Occupational Health and Safety Standards are to be followed.
- (vi) Vehicles and motorized equipment shall be operated by qualified and properly licensed personnel.
- (vii) Any violation of the foregoing shall be reported immediately.
- (viii) Safety equipment and Personal Protective Equipment will be provided according to the Safety Equipment Policy adopted from time to time by Council.
- (ix) Safety equipment and Personal Protective Equipment will be used and worn as circumstances require.

Clear Hills County

Policy Number: HRP 6:02

Page 1 of 1

Policy Subject/Title:

SECURITY

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

Considerable public funds have been spent on facilities and infrastructure. The public expects steps to be taken to secure and protect the investment and the facility. Clear Hills County will do everything in its power to protect public investment.

PROCEDURES:

- (i) All buildings shall be keyed and locked when unoccupied.
- (ii) Keys will only be issued to authorized personnel.
- (iii) No key will be copied except as authorized.
- (iv) Alarms and security devices will be maintained and kept in proper working order at all times.
- (v) Computer equipment shall be secure and protected at all times from unauthorized use.
- (vi) Computer maintenance and service shall be performed by qualified personnel.

Clear Hills County

Policy Number: HRP 6:03

Page 1 of 1

Policy Subject/Title:

WORK SCHEDULES

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

The normal work schedule for permanent full time employees of the County is as follows:

- Outside workers eight (8) hours a day, five (5) days a week
- Inside workers seven (7.5) hours a day, five (5) days a week
- Administrators and Department Managers – As Required

PROCEDURES:

- (i) Schedules may vary depending on the requirements of the County to provide services to its citizens.
- (ii) There is no requirement that the five (5) days be consecutive.
- (iii) The supervisor will advise you of the time you will normally begin and end your work day
- (iv) Overtime work assignments (while kept to a minimum) may be necessary. As much notice as possible will be given. Overtime is not voluntary.
- (v) Calculation of hours of work does not include lunch breaks.
- (vi) Within the normal work schedule each Employee will have two (2) paid fifteen (15) minutes breaks, and an unpaid meal period of not less than one half hour or more than one hour about midway in the work day, where the Employee has worked a minimum of four hours. The lunch break will be scheduled with approval of your Supervisor and will depend on work requirements.
- (vii) The hours of operation of the County office are 8:00 a.m. to 4:30 p.m. or as otherwise set by Council.

Clear Hills County

Policy Number: HRP 6:05

Page 1 of 1

Policy Subject/Title: **OVERTIME – MANAGERS AND FOREMEN**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006
Date of Last Update

1306- Employee Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Council recognizes the time Administrators spend attending meetings and attending to duties after hours without remuneration.

PROCEDURES:

- (i) Time off in lieu of overtime for Administrators shall be considered according to the following:
5 floating days
- (ii) Time may be taken at anytime with the approval of the employee's supervisor.
- (iii) Time may not be banked and may not be taken as pay.

Clear Hills County

Policy Number: HRP 6:06

Page 1 of 1

Policy Subject/Title: **USE OF MUNICIPAL VEHICLES**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 27, 2010
Date of Last Update

1306- Employee Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County provides vehicles to those employees who, by nature of their work, require the use of trucks, pick-ups or other vehicles.

PROCEDURES:

- (i) Vehicles are provided for use on the job only.
- (ii) Vehicles will not be used for personal purposes.
- (iii) Vehicles will be parked at the designated municipal site(s).
- (iv) County vehicles may be taken home or to a designated secured site by authorized personnel as approved by the Chief Administrative Officer or department manager(s) when it is considered to be an economic benefit to the County, efficient for time management and/or when it is deemed the safer option.
- (v) The vehicle must be treated with due care and attention, properly serviced and maintained, as well as kept clean both on the inside and outside. Smoking will not be permitted in any County vehicles.
- (vi) The vehicle must not be operated by the employee while under the influence of alcohol and/or drugs. Violation of this procedure may constitute cause for immediate dismissal.
- (vii) The vehicle must not be operated by the employee while the employee is under a license suspension or does not have the proper license endorsement for the vehicle being operated. Violation of this procedure may constitute cause for dismissal.
- (viii) Non-employees may be allowed to ride as passengers in County vehicles to eliminate the need to pay mileage and as allowed by the county insurance coverage.

Clear Hills County

Policy Number: HRP 6:07

Page 1 of 1

Policy Subject/Title

TRAVEL AND SUBSISTENCE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1309- Payroll Administration
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will reimburse an employee the cost for long distance travel by the most direct economy class available having regard to departure point and destination.

The employee may choose to use his/her personal vehicle and will be reimbursed according to mileage allowance established by resolution of Council.

Employees shall be reimbursed for hotel and meals according to rates established by resolution of Council

PROCEDURES:

- (i) Travel arrangements should be planned in advance - employees should book early to maximize savings.
- (ii) Upgrades to Canadian Business Class or equivalent may be substituted when actual flying time exceeds two hours
- (iii) With prior permission, an employee may elect to waive the most direct route providing that there will be no delays in the conduct of business at no extra cost.
- (iv) Employees may upgrade at their own expense without approval.
- (v) Airfare for employee family members will not be paid unless authorized by Council prior to travel.
- (vi) In instances where out-of-County travel is short enough to warrant ground transport or there is no scheduled air service, the employee will be reimbursed mileage costs at the approved rate. Employees who receive a car allowance will be eligible to claim automobile expenses.

Clear Hills County

Policy Number: HRP 6:08

Page 1 of 1

Policy Subject/Title:

USE OF PERSONAL VEHICLE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006
January 25, 2005
Date of Last Update

1306- Employee Benefits
1309- Payroll Administration
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will reimburse an employee for use of their personal vehicle in carrying out their assigned duty. Reimbursement shall be according to the following.

PROCEDURES:

- (i) All Travel for approved County business will be according to formulas established by Revenue Canada Agency.
- (ii) The following positions are assigned the use of County vehicles
 - Public Works Manager
 - Public Works Foremen
 - Utility Operator
 - Agriculture Feldman

**SECTION 7
LEAVES
OF
ABSENCE**

Clear Hills County

Policy Number: HRP 7:01

Page 1 of 1

Policy Subject/Title:

LEAVES OF ABSENCE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006
Date of Last Update

1306- Employee Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Leave of Absence may be granted to permanent full time employees for professional development, bereavement, jury duty or such other reason as determined by the Department Manager, Chief Administrative Officer or Council.

PROCEDURES:

- (i) All Leaves of Absence shall be approved in writing by the Department Manager, Chief Administrative Officer or Council.
- (ii) Bereavement Leave up to three (3) working days with full pay may be granted to employees for attendance at a funeral for an immediate relative. i.e. parent, spouse, sibling, child, or grandparent. The Department Manager, Chief Administrative Officer, or Council may grant additional time under special circumstances as determined by the Department Manager, Chief Administrative Officer, or Council.
- (iii) When additional time is required vacation time will be considered as the first choice. Only after vacation time is exhausted will consideration be given to additional time off with pay.
- (iv) Time off for Professional Development may be granted if it is demonstrated that there is a benefit to the County. There may be a requirement for the employee and the County to enter into a formal agreement concerning remuneration and/or compensation to both the County and the employee. Such remuneration may involve vacation time and may include reimbursement to the County.
- (v) Employees called to jury duty or subpoenaed as a witness will receive full pay from the County.
- (vi) Any pay received by the employee for attending to the above will be reimbursed to the County.

Clear Hills County

Policy Number: HRP 7:02

Page 1 of 1

Policy Subject/Title: **MATERNITY, ADOPTION AND PARENTAL LEAVE**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 25, 2006
Date of Last Update

1306- Employee Benefits
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will provide unpaid leave to employees with twelve months service who wish to take time off from duties to fulfill family obligations

PROCEDURES:

- (i) An employee is entitled to an unpaid leave according to the Employment Standards Code.
- (ii) An employee must give at least written notice of the day he/she plans to leave and return to work as per Employment Standards Code.
- (iii) The County will follow the requirements of the Employment Standards Code in modifying and following the Provisions regarding parental leave, return to work, failure to return to work etc.
- (iv) The employee will be responsible for all benefits including the employer's share while on leave.
- (v) Earned vacation, holiday benefits and seniority will not continue during maternity, adoption or parental leave.
- (vi) The Employment Standards Code prohibits the termination of an employee who has commenced maternity, adoption or parental leave and has been continuously employed by the employer for 3 months or more.

SECTION 8
EMPLOYEE CONDUCT
&
DISCIPLINARY ACTION

Clear Hills County

Policy Number: HRP 8:01

Page 1 of 4

Policy Subject/Title:

HARASSMENT

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1304-Performance & Grievance Procedures
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County is committed to providing a work environment that is free of discrimination and all forms of unlawful harassment. Actions, words, jokes or comments based on an individuals gender, race, ethnicity, age, religion, or other legally protected characteristic will not be tolerated.

DEFINITION OF HARASSMENT:

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. Alberta human rights laws prohibit harassment in the workplace on these grounds.

Examples of harassment which will not be tolerated in the County are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. The County will not tolerate any display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome initiations or requests, whether indirect or explicit.

DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment is any behavior that is sexual in nature and is unwelcome. The Alberta Human Rights Commission defines sexual harassment as follows:

"Sexual harassment, being discrimination on the grounds of gender, is a violation of the Alberta Human Rights Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favors and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
- b) Submission to, or rejection of, such conduct by an individual affects that individual's employment."

Clear Hills County

Policy Number: HRP 8:01

(Continued)

Page 2 of 4

Policy Subject/Title:

HARASSMENT

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1304-Performance & Grievance Procedures
Title & No. of Previous Policy

Sexual harassment is illegal under the provisions of the Alberta Human Rights Citizenship and Multicultural Act. Sexual harassment can include such things as pinching, patting, rubbing or leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos and requests or demands of a sexual nature. The behavior 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 by the County.

PROCEDURES:

- a) If you are being harassed:
 - (i) Inform the harasser either verbally or in writing that his/her behavior is unwelcome and ask him/her to stop.
 - (ii) Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response, etc.). You do not have to have record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
 - (iii) File a complaint. If, after asking the harasser to stop his/her behavior, the harassment continues, report the problem to the CAO.
- b) If the complaint is against the CAO please refer to Section 15 of the Personnel Policy for formal complaint procedures in this situation.

You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of sexual harassment and if circumstances warrant it, a charge of assault may be filed with the police. A complaint must be filed with the Alberta Human Rights and Citizenship Commission within twelve months of the alleged incident.

- c) Dealing with the complaint:
 - (i) Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken resolve the problem. If appropriate, action taken may include conciliation.

Clear Hills County

Policy Number: HRP 8:01

(Continued)

Page 3 of 4

Policy Subject/Title

HARASSMENT

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1304-Performance & Grievance Procedures
Title & No. of Previous Policy

- (ii) Both the complainant and the alleged harasser will be interviewed as will any individuals who may be able to provide relevant information. The investigation will be performed in as discreet and confidential a fashion as possible. All information will be kept in confidence.
- (iii) 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.
- (iv) Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors.

RESPONSIBILITY:

a) Employees

Employees who believe they have been the subject of harassment have the responsibility to advise the offender that the action is unacceptable behavior and is unwelcome.

- (i) Employees are to report incidents of suspected harassment to their Department Manager or Immediate Supervisor, without fear of reprisal. It is the responsibility of all employees to make management aware of any observed behavior that may be deemed to be offensive. Any supervisor or manager who becomes aware of possible harassment is expected to promptly advise the CAO.

b) Chief Administrative Officer

It is the responsibility of the C.A.O. to:

- (i) take immediate and appropriate action to deal with incidents of harassment of any type whether brought to his/her attention or personally observed
- (ii) report all incidents
- (iii) apply appropriate action

Clear Hills County

Policy Number: HRP 8:01

(Continued)

Page 4 of 4

Policy Subject/Title:

HARASSMENT

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1304-Performance & Grievance Procedures
Title & No. of Previous Policy

Under no circumstances should a legitimate complaint be dismissed or downplayed or the complainant told to deal with it personally. The CAO is accountable to ensure that a thorough investigation is completed, and if necessary, recommend appropriate disciplinary action.

- (i) All harassment complaints will be investigated in a timely and confidential manner. A confidential complaint will be administered by the CAO.
- (ii) Prompt corrective action will be taken. Anyone engaging in sexual or other forms of unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Clear Hills County

Policy Number: HRP 8:02

Page 1 of 1

Policy Subject/Title: **EMPLOYEE CONDUCT & WORK RULES**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1311-Conduct & Ethics
Title & No. of Previous Policy

POLICY STATEMENT:

Image in the community is of great importance, while it is recognized that occasions come up that reflect on our human nature Council wishes to establish policy that will maintain a good corporate image and establish consideration to the employee and to the citizens of County.

PROCEDURES:

- (i) The Employee shall at all times conduct himself/herself in such a manner and act in such a way that there shall be no adverse reflection against the County and no needless obstacle hindering satisfactory performance of duty.
- (ii) Failure to comply with the requirements of this policy may result in disciplinary action as outlined in Policy.

Clear Hills County

Policy Number: HRP 8:03

Page 1 of 1

Policy Subject/Title:

ALCOHOL & DRUG USE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County will be proactive in dealing with the employee's use of alcohol or drugs while on duty.

PROCEDURES:

- (i) An employee shall not operate a vehicle or any mobile or stationary equipment while under the influence of alcohol or drugs.
- (ii) An employee shall not report for duty while under the influence of alcohol or drugs.
- (iii) An employee who is demonstrated to have a problem with the use of alcohol or drugs will be encouraged to seek professional help and may be granted time off according to policy stated in SECTION 4 - Sick Leave Benefits.

Clear Hills County

Policy Number: HRP 8:04

Page 1 of 1

Policy Subject/Title: **ATTENDANCE & PUNCTUALITY**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County expects its employees to respect fellow employees and the citizens of the County. It is therefore expected that all employees will be on time and in their assigned work areas when so required.

PROCEDURES:

- (i) The employee is required to be punctual and in place at the commencement of their work schedule.
- (ii) Failure to comply with the requirements of this policy may result in disciplinary action as outlined in Policy

Clear Hills County

Policy Number: HRP 8:05

Page 1 of 1

Policy Subject/Title: **PERSONAL APPEARANCE**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1311-Conduct & Ethics
Title & No. of Previous Policy

POLICY STATEMENT:

Employees will govern themselves concerning their appearance. The public should be met by appropriately groomed and attired personnel

PROCEDURES:

- (i) Employees are to dress appropriately for their work environment. Attire and appearance should not be offensive to the public.
- (ii) Failure to comply with the requirements of this policy may result in disciplinary action as outlined in Policy

Clear Hills County

Policy Number: HRP 8:06

Page 1 of 1

Policy Subject/Title: **PERSONAL USE OF MUNICIPAL OFFICE SYSTEMS -
EQUIPMENT AND ACCOUNTS**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

Care and protection of office systems, equipment and accounts rests with administration

PROCEDURES:

- (i) Municipal Accounts shall not be used by employees for personal business.
- (ii) Equipment may be used at the employee's expense and risk upon approval of the Department Manager

Clear Hills County

Policy Number: HRP 8:07

Page 1 of 3

Policy Subject/Title: **INTERNET & ELECTRONIC MAIL USE**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 20, 2007
Date of Last Update

1214 – Computer & Internet Use
Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County owns and operates various computer systems which are provided for use by employees in support of their employment tasks and activities. All users are responsible for seeing that this equipment and these systems are used in an effective, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and could result in disciplinary action including termination and as well could attract legal sanctions under federal, provincial or local law.

GENERAL PRINCIPLES

Through the computer network, the County provides Internet/Intranet and email privileges to its employees. Like computer systems and networks, these resources are intended for purposes and activities related to the employee's work.

Use of computers, programs and resources may be subject to monitoring for security and/or network management without notice. Correspondence via email is not guaranteed to be private.

PROCEDURES:

1. Employees using the Internet and email services for work related purposes are expected to use the system in the most efficient and effective manner possible. The viewing of internet sites that while municipally related have little practical application to the employee's work and assignments must be limited during work hours.
2. Users shall not use the Internet or email systems:
 - ◆ For Private business activities
 - ◆ For any illegal or unlawful purpose
 - ◆ To upload, download or otherwise transmit commercial software or any copyrighted materials belonging to other parties other than the County.

Clear Hills County

Policy Number: HRP 8:07 (Continued)

Page 2 of 3

Policy Subject/Title: **INTERNET & ELECTRONIC MAIL USE**

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 20, 2007
Date of Last Update

1214 – Computer & Internet Use
Title & No. of Previous Policy

- ◆ Reveal or publicize confidential or proprietary information which includes, but is not limited to:
 - Financial Information
 - New business and development plans
 - Strategies and plans
 - Databases and file structures of the County's networks
 - Technical product information
 - ◆ Computer/Network access codes and passwords
 - ◆ To visit Internet sites that contain illegal, obscene, pornographic, racial or hateful content which is objectionable and/or defamatory, or to convey such material including content that is intended to annoy, harass or intimidate others.
 - ◆ For rude and obscene amusement or entertainment purposes.
3. Limited, incidental personal use is permitted as long as it does not:
- ◆ Consume more than a trivial amount of resources of the system and networks.
 - ◆ Interfere with staff productivity.
 - ◆ Preempt any activity related to the employee's work or the business of County.
4. Use of the internet or email system for non-profit, social and charitable endeavors and activities may be permitted provided it is conducted primarily after work hours and as long as it does not:
- ◆ Consume more than a trivial amount of resources of the system and networks.
 - ◆ Interfere with staff productivity.

Clear Hills County

Policy Number: HRP 8:07

(Continued)

Page 3 of 3

Policy Subject/Title:

INTERNET & ELECTRONIC MAIL USE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: April 20, 2007

Date of Last Update

1214 – Computer & Internet Use

Title & No. of Previous Policy

- ◆ Preempt any activity related to the employee's work or the business of the County.
 - ◆ Consume more than a minor amount of employee time.
5. Users of the email system shall not:
- ◆ Send company-wide virus alerts. Any alerts shall be sent by the Corporate Services Department.
 - ◆ Open any attachment from an external source that has not first been scanned for viruses.
6. All policies that are covered under the Freedom of Information and Protection of Privacy Act are extended to the email and Internet Use Policy.
7. Breach of this policy will result in disciplinary action and depending on the seriousness and circumstances of the breach and the nature, if any, of other previous breaches of this policy, punishment could extend up to and including termination of employment.
8. Any suspected illegal activities will be referred to the RCMP Services for criminal investigation. Notwithstanding Section 7, employees found using electronic mail or Internet access for illegal or unlawful purposes will have their employment terminated immediately without notice.

Clear Hills County

Policy Number: HRP 8:08

Page 1 of 1

Policy Subject/Title:

MEDIA RELATIONS

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: June 26, 2007
Date of Last Update

1310-Employment Regulations
Title & No. of Previous Policy

POLICY STATEMENT:

The Chief Elected Official (CEO – Reeve) is the Spokesperson for the County All Press Releases and public statements shall go through the Reeve. When instructed the CAO may represent the County on selected issues.

PROCEDURES:

- (i) Administration may communicate with the Media on matters of procedure, technical reports and established policy.
- (ii) New policy and interpretation of policy will be communicated through the CEO's office and Press Releases will go through the CEO's Office.

Clear Hills County

Policy Number: HRP 8:09

Page 1 of 1

Policy Subject/Title:

POLITICAL ACTIVITIES

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
Date of Last Update

1311-Conduct & Ethics
Title & No. of Previous Policy

POLICY STATEMENT:

Employees are encouraged to be involved in the community.

PROCEDURES:

- (i) All employees are bound by the terms and conditions of this policy and all other policy established by By-law or resolution of Council. Disciplinary action may be taken as a result of action by the Employee against Council's adopted policy.

Clear Hills County

Policy Number: HRP 8:10

Page 1 of 4

Policy Subject/Title:

CORRECTIVE DISCIPLINE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005
January 25, 2005

1311-Conduct & Ethics
1316-Safety Infractions

Date of Last Update

Title & No. of Previous Policy

POLICY STATEMENT:

Clear Hills County as an employer will apply a progressive disciplinary approach to encourage employees to take the necessary corrective action to achieve the required level of performance and/or conduct.

Clear Hills County policy of Corrective Discipline attempts to correct unacceptable behavior by employees. This is accomplished in part through the application of progressive disciplinary sanctions. These sanctions are not intended as punishments. Rather, their purpose is to bring about the behavior required for effective job performance and to indicate the seriousness with which the employer views the matter. The employer will point out incidents of misconduct to employees when they occur as well as the corrective action required. The employer believes that the employee must accept responsibility for the required behavioral change; failure to do so will place employee's continued employment at risk. The employer will prompt the employee to adopt the required behavior and will acknowledge progress in this regard.

PROCEDURES:

A. The principle of progressive discipline requires that the employer:

1. Ensure that the employee is aware of the employer's expectations
2. Identify where the employee has fallen short of the employer's expectations.
3. Explain to the employee that the infraction is serious and deserving of discipline.
4. Encourage the employee to change or not repeat his or her behavior.
5. Warn the employee that future behavior of the same or similar kind will lead to progressively more serious discipline.

B. The progression of discipline usually follows the four steps provided below. There may however be a need to modify or even bypass one or more steps depending on the gravity of the violation.

1. Verbal reprimand (counseling or coaching)
2. Written reprimand
3. Suspension
4. Dismissal

C. The level of discipline that is applied should not be more than what is required to bring about the desired corrective action. The employer must also consider any mitigating factors that might be considered in determining the severity of the proposed disciplinary action.

Clear Hills County

Policy Number: HRP 8:10

(Continued)

Page 2 of 4

Policy Subject/Title:

CORRECTIVE DISCIPLINE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005

January 25, 2005

Date of Last Update

1311-Conduct & Ethics

1316-Safety Infractions

Title & No. of Previous Policy

D. Regardless of the level of discipline applied, the Employer must ensure:

1. That the employee performed a culpable act for which he or she is being disciplined (a detailed description of what happened with dates, times and witnesses, and statements or notes must be prepared).
2. That the severity of the infraction is assessed, whether this is the first such incident or a repeat of an earlier similar incident(s).
3. That the cause of the employee's behavior has been thoroughly investigated.
4. That the employer considered any mitigating circumstances.
5. That the discipline being proposed is legal.
6. That the employee is being disciplined for an act related to his or her work, not for personal reasons.
7. That the penalty is appropriate.
8. That other employees have received a similar penalty for similar behavior under similar conditions.

E. Where the level of discipline being applied is at a level below that of dismissal the Employer must ensure:

1. That the expected standards of work performance or behavior are explained to the employee.
2. That the seriousness of the infraction is explained to the employee.
3. That the employee is warned that any further infractions would result in more serious discipline, up to and including termination.
4. That the employee is offered assistance in achieving acceptable performance and/or conduct (eg. training, coaching, counseling, etc.)

F. In cases where it is appropriate to have the employee remain on the premises during an investigation into a suspected case of misconduct or when it may be necessary to immediately remove the employee from the premises due to the employee's behavior, the Employer may suspend the employee until specific corrective action is determined. This indefinite suspension procedure allows the supervisor time to collect and consider the facts, and to review contemplated action. Employees should be informed of the possible outcomes at the time he or she is placed on indefinite suspension.

Clear Hills County

Policy Number: HRP 8:10

(Continued)

Page 3 of 4

Policy Subject/Title:

CORRECTIVE DISCIPLINE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005

January 25, 2005

Date of Last Update

1311-Conduct & Ethics

1316-Safety Infractions

Title & No. of Previous Policy

G. Examples:

Verbal or Written Warning:

To facilitate consistency, this outline of types of misconduct corrective actions will serve as a guide. These are not prescribed actions - - they are suggestions only. Nor is the list of infractions below inclusive. There are to be no automatic measures of discipline. Every case is to be treated on its own merits, taking into account the seriousness of the infraction and the nature of the circumstances, as well as the employee's work record. Certain forms of misconduct may be minor enough initially to warrant efforts of corrective discipline through a verbal or a written warning. Examples of this type of misconduct include:

1. Unreported absence;
2. Excessive unscheduled absences;
3. Tardiness at start of shift or after breaks;
4. Improper care of the County's equipment and/or property;
5. Failure to record or improper recording of time (without apparent intent to defraud);
6. Failure to comply with personal safety rules (hardhat, safety vest, boots, etc.);
7. Leaving work area during work time without authorization;
8. Wasting time, loitering;
9. Failure to properly or completely perform job tasks;
10. Failure to display proper respect for other employees and/or the public.

Depending on the severity of the misconduct and/or the frequency, a different or additional discipline, up to and including termination may be applied.

Written Warning or Suspension:

Other forms of misconduct are usually considered more serious and generally warrant more severe discipline, up to and including termination. Examples of this type of misconduct include:

1. Violation of safety rules (where other employee's or the public's safety is jeopardized);
2. Reporting to work under the influence of alcohol, drugs or otherwise unable to perform the duties of the job satisfactorily;
3. Horseplay (rough boisterous activity which is disruptive to the orderly and efficient operation of the work site);
4. Falling asleep during work time.

Clear Hills County

Policy Number: HRP 8:10

(Continued)

Page 4 of 4

Policy Subject/Title:

CORRECTIVE DISCIPLINE

Chief Elected Officer (CEO)
(Signature)

Chief Administrative Officer (CAO)
(Signature)

Supersedes: January 25, 2005

1311-Conduct & Ethics

January 25, 2005

1316-Safety Infractions

Date of Last Update

Title & No. of Previous Policy

Lengthy Suspension or Dismissal:

Other types of misconduct are so severe that except in unusual circumstances, termination is warranted.

Examples include:

1. Stealing or removing without proper authorization any property of another person or of the employer;
2. Insubordination (willful refusal to perform an assigned duty or to comply with an instruction);
3. Verbal or physical abuse of a fellow employee and/or supervisor
4. Intentionally sleeping on the job (except at designated breaks)
5. Intentionally misusing, damaging, or destroying the employer's property or the property of others;
6. Fighting, provoking, or instigating a fight; willfully injuring or attempting to injure another person;
7. Possession of a weapon on the employer's property;
8. Indecency in dress, language or behavior;
9. Breach of confidentiality;
10. Falsification of any record;
11. Abusive, threatening or harassing remarks or behavior toward a supervisor, another employee or the public;
12. Use of sexual, racial, religious or other discriminatory words or actions;
13. Possession or use of alcohol or illegal drugs during scheduled work hours.

Clear Hills County

(Name and address)

(Date)

Dear Sir/Madam

Re: Employment with the Clear Hills County

We wish to make the following offer of employment to you:

Position

You will be employed as **Position** with the County.

Duties

You agree to diligently, efficiently and faithfully perform all duties prescribed from time to time by the Employer including but not limited to, those set out in the position description attached as Schedule "A" to this letter.

Term

Notwithstanding the date upon which you may execute this offer letter, your employment in this position shall be deemed effective **Date** and will continue until terminated in accordance with the terms as set out below.

Remuneration

Your wage for the position will start at **Salary**, less all required deductions and withholdings. Any increases to compensation shall be at the sole discretion of the Employer and according to current policy. Increases will usually be based on a merit pay increase and budgeted funds, a good performance rating and consideration of cost of living increases.

Hours of Work

Hours of work are:

(To be completed according to position filled and current policy)

Clear Hills County

Recognized General Holidays and other holidays are:

- New Year's Day
- Good Friday
- Victoria Day
- August Civic Holiday
- Thanksgiving Day
- Christmas Day
- Christmas Floater
- Family Day
- Easter Monday
- Canada (Dominion) Day
- Labor Day
- Remembrance Day
- Boxing Day

Overtime Eligibility

If during your employment you are at any time authorized to work overtime, as required by the attached Personnel Policy Handbook, you will be paid at an overtime rate as required by the Employment Standards Code. You also agree by acceptance of this offer of employment that the employer may provide you with time off with pay so long as the time off in lieu is dealt with in accordance with the Employment Standards Code.

Vacation

You will be entitled to vacation or vacation pay for which you are eligible pursuant to the employer's Personnel Policy Handbook which is attached as **Schedule "B"**. Any increases to this entitlement will be at the discretion of the Employer.

Benefits

You will participate in the standard benefit plan, when eligible, as may be offered to employees of the Employer. The cost for such benefits shall be paid on the basis of current policy which provides that Council will pay 100% of all premium costs except for Local Authorities Pension for which contributions are made according to Local Authorities Pension Guidelines. For further information on Local Authorities Pension deductions please see the **Finance Administrator**.

The Clear Hills County participates in the following programs:

- Group Health Insurance
- Group Life Insurance
- Alberta Health
- Dental Care
- Local Authorities Pension
- Vision Care
- Long Term Disability

It is understood that the Employer is authorized to make all necessary payroll deductions to facilitate your participation in the Benefits plans. A summary of the benefits is contained in the attached **Schedule "D"** attached to this letter of offer.

Probation

Notwithstanding anything to the contrary contained herein, the period of probation is (AS PER POLICY) and shall be deemed the **"Probationary Period"**.

Clear Hills County

Termination or Alteration by the Employer

The Employer may terminate your employment at any time, whether during or after the Probationary Period, for cause without notice or compensation thereof. At any time during the Probationary Period, the Employer may terminate your employment for any reason, in its absolute discretion, without notice or salary in lieu thereof.

At any time following the Probationary Period, the Employer may terminate or fundamentally alter your employment for any reason, in its absolute discretion, by providing you with written notice, or salary in lieu of notice, or a combination thereof, equal to the minimum requirements of the Employment Standards Code, S.A. 1996 cE-10.3, as outlined in section 56 of the Employment Standards Code which is attached as **Schedule "C"** to this letter of offer. No notice or salary in lieu of notice in excess of the minimum of the Employment Standards Code shall be provided.

It is understood and agreed that the above notice or payment in lieu of notice, or combination thereof, is reasonable and adequate notice, and will fulfill all requirements for notice, or payment in lieu of notice imposed by law.

Upon termination or alteration of your employment as set out herein, it is understood that you shall have no further claim against, or be entitled to any further remuneration or compensation from, the Employer arising out of the termination or alteration of your employment.

Termination by You

You may terminate your employment at any time by providing the Employer ten working days (10) notice in writing to that effect. The Employer may decide, in its sole discretion, to waive your required notice of termination.

Confidentiality

It is understood and agreed that all information pertaining to the Employer's business to which you become privy through your employment will be maintained strictly confidential and will not, in any circumstances be disclosed or used by you without the express consent of the Employer. This information includes, but is not limited to, customer lists, pricing information, business strategies, trade secrets, financial information or information and technology specific to the Employer. This confidentiality requirement applies during the course of your employment and following your termination as well.

Right to Set Off

In the event that your employment is terminated either by you or the Employer, you agree that the Employer has the right to set off or deduct from your salary or other entitlements (including but not limited to, any vacation pay or general holiday pay you are entitled to at law, or any salary in lieu of notice payable in accordance with this offer letter) any sum of money that is owing to the Employer at the time of termination.

Clear Hills County

Other Terms and Conditions

You agree that the Employer has the right to enact or invoke policies and procedures, governing its employees, and you agree to be bound by all such policies and procedures,

except where they specifically contradict the terms of this offer letter. A copy of the Personnel Policy is attached as **Schedule "B"**. The Employer reserves the right to amend the Personnel Policy from time to time. Please note that if there is a conflict between the terms and conditions outlined in this offer of employment and the policies and procedures attached, the terms and conditions outlined in the policies and procedures will govern.

Invalid or Unenforceable Terms

If any term or condition is determined to be invalid or unenforceable to any extent, the remaining terms and conditions shall not be affected thereby, and each of the remaining Term and condition shall be valid and enforceable to the fullest extent permitted by law.

Entire Agreement

This letter, and all other documents referred to or incorporated herein, constitute the entire agreement between parties, and replaces and supersedes all previous communications, representation, understandings and agreements whether written or verbal between parties.

Independent Legal or Other Professional Advice

You acknowledge that prior to executing this offer letter you have had the opportunity to obtain independent legal or other professional advice.

Please review and consider the content of this letter and attachments carefully. If you would like to accept this position on the terms and conditions as contained herein, please sign this letter in the location indicated below and return it to me. We look forward to working with you.

Thank you

Yours truly,

Enclosures -copy of Position Description (**Schedule "A"**)
 -copy of Personnel Policy (**Schedule "B"**)
 -copy of s. 56 of the Employment Standards Code (**Schedule "C"**)
 -copy of benefits summary (**Schedule "D"**)
 -copy of the Conflict on Interest Conduct and Ethics Policy (**Schedule "E"**)

Clear Hills County

I have read and considered all of the terms and conditions as outlined in the letter of offer and attachments thereto, and accept these provisions, along with all of the attachments, as terms and conditions of my employment with the Employer.

Agreed to and accepted this _____ day of _____, 20__

EMPLOYEE'S SIGNATURE

Clear Hills County

(Name)

(Date)

Dear Sir/Madam

RE: LETTER OF WARNING AND REPRIMAND

As you are aware, on _____, you were involved in the following incident:

We have had an opportunity to investigate and review this incident and have concluded that your actions were inappropriate and

You should further be aware, this is not the first incident of this nature, and concerns regarding your performance were discussed with you on _____ and can be summarized as follows:

As discussed, this performance must improve and certainly must not continue to deteriorate. We wish to make the following suggestions to assist you in meeting the performance standards required.

Please be aware, should further misconduct of a similar or dissimilar nature occur, disciplinary action will be taken. Up to and including dismissal for just cause.

Clear Hills County

I trust this position is clear.

Yours truly,

I, _____ acknowledge that the above Letter of Warning and Reprimand has been reviewed with me. I understand its contents and understand that it will form part of my personnel record.

EMPLOYEE'S SIGNATURE

DATE

PERFORMANCE APPRAISAL

Employee Name: _____ Evaluation Period: _____
Position Title: _____ Date of Evaluation: _____
Evaluation Completed By: _____

I. PERFORMANCE OF DUTIES

- A. Quality of Work
- B. Quantity of Work
- C. Timeliness of Completion of Work
- D. Accuracy of Work
- E. Ability to Follow Direction

II. COMMUNICATION SKILLS AND ATTITUDE

- A. Relations and interaction with Customers
- B. Relations and interaction with Staff
- C. Relations and interaction with Supervisor
- D. General Demeanor and Attitude

III. ATTENDANCE AND PROMPTNESS

- A. Work Absences

Clear Hills County

B. Promptness

IV. PERSONAL PRESENTATION

A. Appropriateness of Dress and General Appearance

V. DISCIPLINE

A. Discipline received during evaluation period

VI. EDUCATION AND TRAINING

A. Education and training undertaken during the evaluation period.

B. Plans for further training and education

C. Goals

I, _____ acknowledge that the above Performance Appraisal has been reviewed with me. I understand its contents and understand that it will for part of my personnel record.

EMPLOYEE'S SIGNATURE

DATE