



**HANDBOOK OF  
POLICIES AND BENEFITS  
FOR  
CLASSIFIED EMPLOYEES**

**Revised January 2008**

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**The Handbook of Policies and Benefits  
for Classified Employees  
is effective January 1, 2008.**

Strathcona County wishes to foster a harmonious relationship with its employees. This handbook sets out methods of pay, hours of work and conditions of employment, ensuring that employees are treated in a fair and equitable manner. The County abides by all legislative requirements as it affects the employer-employee relationship.

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## Section 1

### DEFINITIONS

1.01 In this handbook the following definitions apply:

- a) A word used in the plural also applies in the singular.
- b) Compressed work week is a method of scheduling regular working hours to allow employees to increase their daily working hours in order to provide extended hours of service to the public, resulting in time off in lieu of the increased working hours.
- c) *Department/Lines of Business*, in addition to its customary meaning, includes any establishment or organizational unit designated as a department/line of business by the employer.
- d) *Employees* mean any persons employed by the employer under the Terms and Conditions of this policy handbook.
  - i) *Permanent regular* employees are employed throughout the year in an authorized position(s) working either 35 or 40 hours per week and have successfully completed a probationary period.
  - ii) *Part-time regular* employees are employed throughout the year in an authorized position(s) working less than 35 or 40 hours per week and have successfully completed a probationary period.
  - iii) *Part-time irregular* employees are employed throughout the year in a position working irregular hours on a weekly basis.
  - iv) *Probationary* employees occupy an established position during their initial period of employment.
  - v) *Casual* employees are employed on an as required basis.
  - vi) *Temporary* employees work established full-time or part-time hours on either a seasonal or project basis.
- e) *Employer* means the Strathcona County.
- f) *Executive officer* means the Chief Commissioner or Associate Commissioners.
- g) The Handbook Review process will include Human Resources receiving input from employees and Managers; reviewing the relevance of the terms and conditions of this handbook every two years and make recommendations to the Executive Team and Management Team group.
- h) *Management positions* are those positions listed in Appendix II.
- i) *Manager* means department head.

- j) *Maximum salary* means the salary paid for the highest rate assigned to a classification or the job pay rate where a pay grade has not been assigned a classification.
- k) *Medical practitioner* means a doctor recognized by the Alberta Medical Association; for example, doctor, dentist, optometrist, or chiropractor.
- l) *Minimum salary* means the salary paid for the lowest rate assigned to a classification.
- m) *Month* means a calendar month.
- n) *Multiple grade* means a combination of two or more successive pay grades assigned to a classification.
- o) *Official personal confidential file* (Personnel file) means the personal file of employees maintained by Human Resources containing copies of all documentation pertinent to the employee.
- p) *Pay level* means the salary range assigned to a position on the pay grid.
- q) *Permanent position* means a position authorized by the Chief Commissioner.
- r) *Resignation* means an employment separation initiated by employees.
- s) *Step* means a single salary rate within the pay grade.
- t) *Temporary position* means a position with duties of a limited duration.
- u) *Termination* means an employer initiated separation of employment.
- v) *Vacation leave* means the annual leave with pay granted to employees.
- w) *Vacation pay* means the money paid to employees not eligible for vacation leave, or money paid to employees in lieu of unused vacation entitlement at time of separation.
- x) *Work day* means any day on which employees are normally expected to be at their place of employment.
- y) *Immediate Family* means spouse, son, daughter, mother, father, guardian, brother, sister, parent of spouse, grandchild or a person permanently residing in the employee's household or with whom employees permanently reside.

## **Section 2**

### **PROVISIONS**

- 2.01 These policies and benefits apply to all employees except those who belong to certified bargaining units which negotiate collective agreements.
- 2.02 a) The terms and conditions of this handbook may be modified in consultation with affected employees as required to meet peculiarities of particular occupational categories subject to the final approval of the employer.
- b) The employer reserves the right to modify the terms and conditions of this handbook under exceptional circumstances.

## **Section 3**

### **APPLICATION**

- 3.01 Permanent regular employees will be granted all the terms and conditions as outlined in this handbook.
- 3.02 Part-time regular employees will be granted all the terms and conditions with exceptions as noted in Section 18 (Benefit Plans), Appendix III eligibility requirements, Section 19 (Pension Plan) and Section 21 (Annual Vacation Leave).
- 3.03 a) Temporary employees who have more than 12 months' continuous employment will be eligible for review of their position by the Executive Team to permanent status.
- b) A casual employee who works consistent hours per week throughout the year will be eligible for review of their position by Executive Team to part-time regular or part-time irregular status.
- 3.04 Temporary, part-time irregular or casual employees will be entitled to the following terms and conditions:
- a) In lieu of annual vacation entitlement these employees will be paid a percentage of their gross regular earnings as outlined in subsections 21.04 and 21.05.
- b) The terms and conditions of the following parts will not apply except as per 3.04 c):
- Alberta Health Care - Section 18
  - Dental Plan - Section 18
  - Extended Health Care - Section 18
  - General Illness - Section 17
  - Group Life - Section 18
  - Long-Term Disability - Section 18
  - Pension Plan - Section 19
  - Position Abolishment - Section 12
  - Probationary Appointment - Section 7
  - Special Leave - Section 22
  - Voluntary Accidental Death & Dismemberment - Section 18
  - Workers' Compensation Supplement - Subsection 15.01 (a)

- c) Temporary employees who have more than 12 months continuous employment will, in the second year of employment, be eligible for the following benefits:
  - i) casual illness per Section 16.02 a)
  - ii) general illness per Section 17
  - iii) benefit plans per Section 18 (excluding Long Term Disability)
  - iv) special leave per Section 22.02 a) i) and a) ii) bereavement
  - v) Maternity/Parental Leave per Section 23
- d) Temporary employees, after six months continuous employment are eligible for casual illness as per 16.02 b)
- e) Temporary employees will be entitled to paid holidays from the date of hire.
  - i) paid holidays per Section 20.01
- f) Part-time irregular employees, after 12 months of continuous employment, will be eligible for Maternity/Parental Leave – Section 23 with the exception of 23.01 b) and c) which will not apply.

#### **Section 4**

##### **EMPLOYER RECOGNITION**

- 4.01 The employees recognize that all functions, rights, powers and authority which are not written in this handbook are retained by the employer.
- 4.02 If any federal or Alberta provincial law renders null and void or alters any provision of this handbook, the remaining provisions will remain in effect.

#### **Section 5**

##### **EMPLOYER-EMPLOYEE RELATIONS**

- 5.01 Council approves policies to encourage good employer-employee relations and safety in the workplace. For current policies, see Appendix V of this handbook.
- 5.02 Employees will have access to their own personnel file upon request.
- 5.03 Copies of written commendations or disciplinary actions will be provided to employees, submitted to Human Resources and placed in the employees' personnel files. Employees may apply to Human Resources through their manager to have disciplinary records removed from their files after a minimum two-year waiting period.
- 5.04 Employees are encouraged to become involved in committees, projects, teams and task forces in order to further enhance the quality of work relations and service delivery, subject to supervisory approval and fulfillment of operational requirements.

## **Section 6**

### **TERMS OF EMPLOYMENT**

6.01 The employer may:

- a) change rates of employee compensation;
- b) change any employee entitlement;
- c) revise and change job descriptions as may be required.

6.02 Anniversary date

- a) Employees' start date establishes the anniversary date for payroll, benefits and determining years of service.
- b) The employee's anniversary date shall remain the same in the event of any position reclassification activity.

Upon reclassification of the position to a higher pay level, the employee will be eligible for the normal increase in pay at the time of the reclassification, regardless of their position in the former pay level.

- c) If employees are promoted to a higher position, the date of the promotion will become the anniversary date for performance pay increases.
- d) If employees are granted a leave of absence longer than one month, such as maternity leave or long term disability leave, their anniversary date will be adjusted to correspond to the period of the leave of absence for evaluation purposes only (only time worked is counted towards time required for a performance pay increase).

6.03 Pay periods

- a) Salaried employees will be paid bi-weekly. Salary covers the two-week period up to and including pay day.
- b) Hourly employees will be paid their earned wages calculated within the established pay periods on a bi-weekly basis.

6.04 Every employee is required to notify Human Resources in writing of any changes in personal status:

- a) name, address and/or telephone number
- b) beneficiary (for insurance purposes)
- c) benefit plan status (single or family)
- d) income tax exemptions

Employees should also advise their department of any applicable changes.

- 6.05 Employees requesting confirmation of employment or salary shall contact Human Resources.
- 6.06 Salary deductions are made according to the requirements of the law. When there is a significant change in deductions, an explanation will be circulated to all departments. Employees with questions on deductions shall contact Human Resources.
- 6.07 Authorized travel and subsistence allowances are paid in accordance with the Employee Business Expense Policy HUM-001-026 (Municipal Policy Handbook).
- 6.08 Employees who enroll in approved courses in accordance with the Staff Learning, Development and Growth policy HUM-001-014 (in the Municipal Policy Handbook) will have their enrollment including tuition and books, paid in advance upon receipt of an invoice from the educational institution. Should they not complete the course or fail to achieve a passing grade, the employer will not pay for any further courses in advance until they have successfully completed the course that was failed or not completed.
- 6.09 "Apprentice" - any apprentice indentured by this organization will be treated in accordance with the Apprenticeship Act.
- 6.10 a) General increases for all employees will be reviewed annually by Council.
- b) Effective dates for economic adjustments will be established by Council and employees will receive retroactive pay to the established date.

## **Section 7**

### **PROBATION AND ANNUAL EVALUATIONS**

- 7.01 a) Permanent employees will serve an initial probationary period of at least six months, with the exception of Appendix II employees who will serve a probationary period of 12 months.
- b) When previous employees have been rehired, the employer may have the probationary period waived on the written recommendation of the manager.
- c) In the event of a promotion the employee will serve the normal probationary period as per 7.01 a).
- 7.02 If it is not practical to evaluate employees' suitability for permanent appointment in the initial period, the probation may be extended by Human Resources on the written recommendation of the manager; but in no instance will the length of the extension exceed the initial probation period.
- 7.03 When the initial probation has been extended, employees will be advised in writing of the reason for extension of the probation before the end of the initial period. In addition, employees will be provided with suggestions for improving their suitability for the permanent appointment.

- 7.04 a) The initial period of probation will start on the date employment commences or when an employee changes position and this will become the employee's anniversary date for a performance pay increase.
- b) Permanent regular employees are eligible for a performance pay increase of up to 5% on their anniversary date until they reach the maximum of their salary range.
- c) Temporary and Part-time irregular employees are eligible for a performance pay increase of up to 5% upon completion of the equivalent of one years' full time hours; until they reach the maximum of their salary range.
- 7.05 Employees who change positions within the same department may not be required to complete a probation period. Employees who change positions and move to other departments will normally be required to complete a probation period of at least six months (with the exception of Appendix II employees who will serve a probationary period of 12 months) after which a performance appraisal will be conducted. If they do not successfully complete the probation, the employer will make every attempt to place the employee in a position no less favourable than their previous position and rate of remuneration.
- 7.06 Supervisors will complete an employee performance evaluation form on the employees' anniversary date, that is, at the end of the probation period and then annually on their anniversary dates until they reach maximum on the salary grid. When employees reach maximum salary for the classification, performance appraisals may be completed every year but not longer than every second year.

## **Section 8**

### **DISCIPLINARY ACTION**

- 8.01 Any disciplinary action will be in accordance with the Classified Staff Suspension, Termination, Demotion, Reassignment Policy HUM-001-021 (Municipal Policy Handbook). Employees may appeal disciplinary action in accordance with Section 28 of this handbook.

An employee will have the option of requesting an employee of their choice to attend a meeting to impose discipline as referenced above.

- 8.02 Driver's Licence Suspension

If employees have completed the probation and are unable to perform usual duties because of the loss or suspension of driver's licence or a similar happening, they may be placed in some other suitable position if a position is available and they are able to perform the duties of that position, until they are again able to perform regular duties. The wages paid during the period of such inability to perform will be appropriate to the position in which they are placed.

During the above period, employees may be allowed to take unused vacation at their wage rate prior to suspension of their driver's licence.

**Section 9****ATTENDANCE**

- 9.01 Employees absent from work for reasons beyond their control and without prior authorization must contact the appropriate supervisor a minimum of one hour prior to the stipulated shift start time (unless the employee has a reasonable explanation), and report as may be required by their supervisor if the absence continues.
- 9.02 Employees must give adequate notice agreed to by the Manager, based on operational requirement, of intention to return to work from an authorized leave of absence and/or illness for an indeterminate period, or if they wish to return to work prior to the expiry date of a leave of absence for a fixed period.

**Section 10****ACTING INCUMBENT**

- 10.01 When employees are required to relieve in a position of a higher wage classification, they will be paid at the higher classification at the appropriate rate (minimum 5 percent increase over current pay rate) while assigned the normal and full duties associated with the position at the higher wage classification for at least one complete shift (the regular daily hours of work assigned to the position). When acting in a position, employees will be eligible for performance pay increases based on accumulated time in the position.
- 10.02 The qualification or eligibility of employees to relieve or be assigned to a higher classification will be the responsibility of the manager or designate.
- 10.03 For acting incumbency provisions for Appendix II employees, refer to Appendix I, Acting Incumbent.

**Section 11****POSITION ABANDONMENT**

- 11.01 Employees who have not contacted their supervisor to provide reasons for their absence after five consecutive days will be considered to have abandoned their position and will be deemed to have resigned unless they can subsequently show that special circumstances prevented them from contacting their supervisor and returning to work.

## **Section 12**

### **POSITION ABOLISHMENT**

This section deals with position redundancy, and makes necessary and just provisions for the employees so affected.

- 12.01 The manager will give permanent employees at least one months' prior written notice (or more if required by the Employment Standards Code) that their position is to be abolished.
- 12.02 The employer will make every attempt to place the employee in another position in the County. During the period of notice of position abolishment, the manager will allow the affected employees a reasonable amount of time off with pay in order to be interviewed by prospective employers. The affected employees will be considered for alternate positions within Strathcona County for which they are qualified.

## **Section 13**

### **HOURS OF WORK**

- 13.01 a) The normal hours of work for permanent employees will be one of the following:
- i) 35 hours per week
  - ii) 40 hours per week
  - iii) the equivalent of 35 or 40 hours per week on a bi-weekly or annual basis
  - iv) part-time hours as assigned by the employer
- b) The normal hours of work for golf course operations employees may be 44 hours per week.
- 13.02 The manager will be responsible for scheduling the hours of work for employees. The employer will provide 24 hours' written notice of a change in shift(s), except in an emergency.
- 13.03 Managers may permit their employees to participate in a Compressed Work Week Program in accordance with the guidelines of Appendix IV. All permanent regular and temporary full time employees are eligible to participate in the program.
- 13.04 All employees will normally receive two 15-minute paid rest periods in each work period of six or more hours, one period before the meal break and one after. Employees working a shift of more than three and one half hours but less than six hours will be granted one rest period per shift. Rest periods will not be granted within one hour of the start or end of a work period.
- 13.05 Employees may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and meet extraordinary situations. Such work will be authorized by the manager or designate prior to the hours being worked. The additional time worked will be one of the following categories. Time not previously authorized will not be compensated.

- a) *Extra time*: time worked in excess of the regular assigned hours immediately preceding or following those hours, to a maximum of eight hours per day.
- b) *Overtime*: time worked in excess of eight hours per day; time worked on a regular scheduled day of rest (does not apply to temporary, casual and part-time employees who have not worked 40 hours in a work week) or paid holiday; or time worked in excess of regular assigned hours when employees are required to return to work after leaving.

Time worked for the compressed work week does not count towards one hour extra time before going to overtime.

Employees required to work overtime are required to complete an Overtime - Agreement as provided by Human Resources (form HR 18011) if they wish to take time off in lieu of overtime pay.

13.06 Employees are eligible for either cash payment or time off in lieu of payment for extra time or overtime worked except those who are identified in Appendix II.

13.07 Payment for extra time or overtime will be as follows:

- a) In the case of *extra time* employees will be paid at the regular hourly rate established for the classification.
- b) For *overtime* hours worked on a regularly scheduled work day or day of rest, employees will be paid at time and one-half at the regular hourly rate established for the classification.

13.08 Time off in lieu of extra time or overtime may be accumulated by employees provided:

- a) consent has been granted by the appropriate manager;
  - b) the time accumulated is up to a maximum of five working days or a lesser time as deemed appropriate by the manager;
  - c) the time off is provided for and taken within three months of the pay period in which it was earned. Time not taken within this period must be paid out at the appropriate rate;
  - d) extra time is taken as time off at straight time;
- or,
- e) overtime is taken as time off at time and one-half.

13.09 Employees who are required by the manager to attend a training course or seminar on a regularly scheduled day of rest or after regularly scheduled hours will be granted time off in lieu of overtime pay. If impractical to grant time off, employees will be paid at the regular overtime rate for the hours spent on training.

- 13.10 Extra time, overtime or time off in lieu will be calculated to the nearest quarter hour.
- 13.11 Overtime pay will be calculated from the pay rate in effect at the time overtime is paid and adjusted later if there is a subsequent retroactive change in that rate.
- 13.12 If employees are authorized to work overtime for more than two consecutive hours immediately following their scheduled daily hours on a normal work day, and purchase a meal for consumption during a break in the overtime period or immediately following completion of the overtime, a meal allowance may be claimed in accordance with the Employee Business Expense Policy HUM-001-026 (Municipal Policy Handbook).

## **Section 14**

### **CALL-BACK/STANDBY PAY**

- 14.01 a) Call-back pay is paid when employees are required to work outside regularly scheduled working hours because of an emergent situation. They will be paid for a minimum period of three hours at time and one-half. Employees wishing time off in lieu of overtime payment will be governed by subsection 13.08.
- b) If employees receive a second call back to the same site within the paid three-hour period, they will not receive any additional compensation unless the total time exceeds three hours in which case they will be compensated for the total hours worked at time and one-half.
- c) If employees receive a second call back to another location after returning home within the three-hour paid period, it will be considered as an additional three hours at time and one-half.
- 14.02 a) Standby pay is paid when employees are scheduled to be immediately available to receive a call back to provide emergency service or other similar activities. They will be paid a minimum of one hours pay at the regular rate for each day so scheduled.
- b) When employees are scheduled as in the preceding subsection 14.02 (a) on a day which is not a regular work day, they will be paid a minimum of two hours' pay at the regular rate for each day so scheduled.
- c) Employees in supervisory positions in pay level 5 and above are not eligible for standby pay.

## **Section 15**

### **WORKERS' COMPENSATION SUPPLEMENT**

- 15.01 The following applies to employees who are off work and receive Workers' Compensation benefits:

- a) Permanent Employees
- Employees will receive full pay from their departmental budget.
  - All monies due and payable by the Workers' Compensation Board will be credited to the appropriate departmental budget.
  - Coverage cannot extend beyond six months without the approval of the manager and the appropriate executive officer.
  - If employees have been in receipt of benefits under subsection 15.01 for six months or more and have returned to work and in the six-month period following the day of return suffers a recurrence of the original injury, they will receive benefits directly from the Workers' Compensation Board.
- b) Temporary, Casual, Part-Time Irregular and Probationary employees will receive only the compensation awarded by the Workers' Compensation Board.

15.02 Employees who are injured on the job during working hours and required to leave the job site for treatment, or are sent home as a result of accident or injury will not suffer loss of pay for that day's work, regardless of the time of injury.

## **Section 16**

### **CASUAL ILLNESS**

- 16.01 *Casual illness* means an illness which causes permanent employees to be absent from work for a period of three or less consecutive work days, and includes medical, dental or optical treatment. Employees must provide adequate notice to the appropriate supervisor of all non-emergent appointments prior to taking them. If they are absent for more than two hours due to a medical appointment, only the hours in excess of two hours will be reported as sick leave and deducted from the sick leave allotment.
- 16.02 a) After the date of hire, and in each subsequent calendar year, regular employees are eligible for ten days leave with pay for casual illness.
- b) Temporary employees, after six months of continuous employment, are eligible for five days leave with pay for casual illness prorated in accordance with their regular weekly working hours (e.g., if working 21 hours per week, casual illness would be prorated to 60% of full time hours).
- 16.03 Any illness which keeps employees from work must be reported to the appropriate supervisor within the first two hours of their absence.

#### 16.04 Proof of Illness

If it can be shown that reasonable doubt exists in respect to the purpose of an absence claimed to be the result of illness, employees may be required to provide proof of illness. This proof may take the form of a medical certificate or a sworn statutory declaration. The employer may also require employees to submit proof of attendance at a medical, dental or optical appointment when time off from work is granted to attend such appointments.

### **Section 17**

#### **GENERAL ILLNESS**

- 17.01 a) *General illness* means an illness which causes permanent employees to be absent from duties for more than three consecutive work days. An on-going chronic medical condition that requires an absence from work from time to time will also be considered as general illness leave and deducted from the general illness allotment in consultation with Human Resources.
- b) General illness leave will not exceed employees' allotment as per subsection 17.03. General illness leave will be in addition to any casual illness leave allotment specified in Section 16.
- c) Any illness which keeps employees from work must be reported to the appropriate supervisor within the first two hours of their absence.
- 17.02 a) Employees must provide a medical certificate for any absence under general illness, and the certificate should specify the duration of the absence. For absences of less than 10 working days, a sworn statutory declaration from the employee may be acceptable in lieu of a medical certificate. A medical certificate is required to be updated every 30 days.
- b) Employees on medical leave in excess of 10 days are required to provide a medical certificate confirming they are able to return to work.
- 17.03 At the beginning of each calendar year, regular employees will be eligible for general illness leave as follows:
- a) In the first calendar year of employment, five working days with full pay.
- b) In the second calendar year of employment, 20 working days with full pay and 45 working days with half pay, up to a maximum of 90 consecutive calendar days.
- c) In the third and subsequent calendar years of employment, 65 working days with full pay, up to a maximum of 90 consecutive calendar days.
- d) Part-time regular employees will be eligible as above for 90 consecutive calendar days based on the number of hours they are scheduled to work per week.

- e) After 90 consecutive calendar days of general illness leave, employees participating in the Long Term Disability Insurance Plan may be eligible for long term disability payments if they are medically unable to perform their duties.
  - f) Employees returning to work from Long Term Disability will be eligible for Long Term Disability immediately should they again become disabled from the same illness within a six month period.
- 17.04 Each day or portion of a day of general illness leave used will be deducted from the remaining general illness allotment for that year of service.
- 17.05 Employees are not eligible to receive sick benefits if the absence is due to an injury from employment with any other employer covered by Workers' Compensation.
- 17.06 When a day designated as a paid holiday under Section 20 falls within a period of general illness, it will be considered a paid holiday.
- 17.07 The employer may require employees to be examined by a medical doctor designated by the employer:
- a) in the case of prolonged or frequent absence due to general illness;
  - or
  - b) if employees are considered unable to perform their duties satisfactorily because of disability or illness.
- 17.08 In cases of dispute regarding general illness leave, employees will be entitled to have their personal physician or other physician of choice as their counsel. Expenses incurred will be paid by the employer.

## **Section 18**

### **BENEFIT PLANS**

- 18.01 Eligible regular employees will participate in the County's benefit plans (except Long Term Disability) from the date of hire, as provided by the employer. Eligible regular employees will participate in the Long Term Disability plan after successful completion of the six month probationary period. Upon successful completion of the probationary period employees will automatically participate in the Long Term Disability plan unless the probation period has been extended and Human Resources is notified accordingly by the respective department. A portion of the monthly contribution will be paid by the employer at rates determined periodically by the employer. The details of the County's benefits plans, premium rates, and cost sharing arrangements for each benefit are reported on an annual basis to all employees. Quarterly "Benefits Bulletins" detailing any plan changes are distributed to all eligible employees. The same information can be found on *The Insider*, under Pay and Benefits – Classified employees. Eligible employees will be provided with information at the time of initial employment with the County in the booklet "Your Benefits", describing the plans in detail. (See Appendix III for a brief listing of the Benefit plans)

- 18.02 Employees going on leave of absence without pay must make all necessary arrangements with Human Resources to have their benefits continued while on leave. Employees are responsible for total premiums in such cases. If arrangements to continue are not made, all benefits will be cancelled.
- 18.03 For employees on long term disability or Workers' Compensation, the employer will continue to pay the normal share of the benefit premiums for a maximum of two years, at which time employees may choose to remain on the benefit plan by paying the full premiums.

## **Section 19**

### **PENSION PLAN**

- 19.01 Full-time regular and part-time regular employees working 30 hours or more must participate in the pension plan upon their date of hire. Part-time regular employees working 14 hours or more but less than 30 hours may participate in the pension plan upon their date of hire, however membership is not mandatory.

Contributions to the plan are based on a percentage of basic salary up to the year's maximum pensionable earnings (YMPE) under the Canada Pension Plan, and a higher percentage on the portion of the employees' salary in excess of the YMPE. The Local Authorities Pension Plan sets these rates.

## **Section 20**

### **PAID HOLIDAYS**

- 20.01 Employees are entitled to one days' paid leave for each of the following holidays based on their average regular hours of work or as per Employment Standards Code. To be eligible, they must have worked on the last scheduled working day prior to the paid holiday and the first scheduled working day following the paid holiday or they must have taken an authorized absence.

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater
Civic Holiday ( <i>first Monday in August</i> )	

- 20.02 The Christmas Floater holiday will be observed to give five consecutive days off including the weekend as follows:
- on December 24 when Christmas Day falls on Tuesday, Thursday, Friday or Saturday
  - on December 27 when Christmas Day falls on Monday or Wednesday
  - on December 28 when Christmas Day falls on Sunday

- 20.03 When a day designated as a paid holiday falls on employees' regularly scheduled day of rest and they are not required to work, they will be granted holiday leave on the day observed as the holiday unless employed in a continuous operation as per subsection 20.05.
- 20.04 When eligible employees do not work in a continuous operation and are required to work on the day observed as the paid holiday, they will receive:
- a) pay at the overtime rate for the hours worked and one day off in lieu with pay at the regular rate;
  - or,
  - b) pay at two and one-half times their regular pay rate.
- 20.05 When employees are employed in a continuous operation and their regular day off falls on a paid holiday, they will receive another day off at their regular rate in lieu of the paid holiday, at the direction of the manager.
- 20.06 When employees are employed in a continuous operation which does not shut down for a paid holiday and are required to work on the paid holiday, they will receive:
- a) pay at the overtime rate for the hours worked and one day off in lieu with pay at the regular rate;
  - or,
  - b) pay at two and one-half times the employee's regular pay rate.

## **Section 21**

### **ANNUAL VACATION LEAVE**

- 21.01 Before taking vacation leave, employees must obtain authorization from their appropriate supervisor.
- 21.02 Authorized vacation may be changed by mutual consent of the appropriate supervisor and employee.
- 21.03 Permanent employees will be entitled to vacation pay as follows:
- i) Employees who have completed less than eight years' service will earn vacation leave at the rate of 4.04 hours per bi-weekly continuous service if based on the 35 hour grid (equivalent to three weeks per year), or 4.62 hours per bi-weekly continuous service if based on the 40 hour grid (equivalent to three weeks per year).

- ii) Employees who have completed eight years' service but less than 17 years' service will earn vacation leave at the rate of 5.39 hours per bi-weekly continuous service if based on the 35 hour grid (equivalent to four weeks per year), or 6.16 hours per bi-weekly continuous service if based on the 40 hour grid (equivalent to four weeks per year).
  - iii) Employees who have completed 17 years' service but less than 23 years' service will earn vacation leave at a rate of 6.73 hours per bi-weekly continuous service if based on the 35 hour grid (equivalent to five weeks per year), or 7.7 hours per bi-weekly continuous service if based on the 40 hour grid (equivalent to five weeks per year).
  - iv) Employees who have completed 23 years' service will earn vacation leave at a rate of 8.08 hours per bi-weekly continuous service if based on the 35 hour grid (equivalent to six weeks per year), or 9.23 hours per bi-weekly continuous service if based on the 40 hour grid (equivalent to six weeks per year).
  - v) Employees will earn vacation leave based on a bi-weekly pay period. If an eighth year or seventeenth year anniversary falls within a bi-weekly pay period, the accrual rate will increase for that bi-weekly pay period.
  - vi) Vacation leave may be taken as it is earned. Vacation leave may be granted:
    - in one continuous period;
    - as single days off or some other combination as approved by the manager.
  - vii) If one or more paid holidays fall during the employees' vacation, another day(s) may be taken at the end of the vacation or at another time as approved by the employer.
  - viii) The number of days' vacation leave which may be accumulated by employees are limited to the number of days they can earn in 16 months' continuous service. Employees with excess earned vacation will be expected to inform their department Manager of their intention to reduce any overage so as to comply with the limit of 16 months' continuous service; or failing to do so will result in an automatic payout of any excess vacation on the first pay date each December. (Effective date: January 1, 2008)
  - ix) Calculation of vacation with pay for part time regular employees is prorated on the number of hours worked
- 21.04 Temporary, casual and part-time irregular employees will receive vacation pay at four percent of their gross regular earnings during their first five years' continuous service.
- 21.05 Temporary, casual and part-time irregular employees will receive vacation pay at six percent of their gross regular earnings after five years' continuous service.
- 21.06 Employees will earn vacation leave during sick leave for the first 90 calendar days.

21.07 Employees will not earn vacation leave during the following:

- a) special leave of absence in excess of one month
- b) maternity leave, except for sick days related to the pregnancy
- c) long term disability leave

21.08 If employees are allowed to take any leave of absence other than sick leave in conjunction with a period of vacation leave, the vacation leave will be deemed to precede the additional leave of absence, except in the case of maternity leave which may be authorized before or after vacation leave.

21.09 If employees become ill while on annual vacation leave for more than three consecutive paid vacation days, the applicable days will be deemed general illness and they will have the applicable number of vacation days reinstated upon application and provision of a medical certificate.

21.10 Cash will not be paid in lieu of the first two weeks' vacation earned for employees with up to five years' service or the first three weeks' vacation earned for employees with over five years' service.

Cash may be paid in lieu of vacation for vacation earned in excess of two weeks or three weeks where the employer requires the services of employees in exceptional circumstances only, and at the sole discretion and approval of the Associate Commissioner.

21.11 Temporary, casual and part-time irregular employees who transfer to a permanent position will receive their earned vacation pay prior to assuming their permanent position or may transfer vacation credits prior to assuming the permanent position.

21.12 Employees who separate employment will receive vacation pay in lieu of vacation earned but not taken. Vacation leave cannot be used to extend their service after the last day worked.

## **Section 22**

### **SPECIAL LEAVE**

22.01 Employees may be granted up to ten days in total of special leave per year. However, special leave may be granted more than once for the same circumstance within a calendar year, provided the total special leave granted does not exceed ten working days per year.

22.02 Employees not on leave of absence without pay will be granted special leave at their basic rate of pay upon approval of their manager. Circumstances and length of time under which special leave is granted are as follows:

- a) Bereavement - maximum five days

- i) Leave of absence of up to five days will be granted in the event of the death of spouse or any of the following relations of the employees: parents, guardian, parent-in-law, son, daughter, son-in-law, daughter-in-law, grandchild, brother, sister or a person permanently residing in the employee's household or with whom employees permanently reside.
  - ii) Leave of absence for one day will be granted to attend the funeral of a grandparent, brother-in-law or sister-in-law if the funeral is on a regular work day.
- b) Critical illness within the immediate family - five days
- Leave of absence will be granted for attending the person who is critically ill. Immediate family means: spouse, son, daughter, mother, father, guardian, brother, sister, parent of spouse, grandchild or a person permanently residing in the employee's household or with whom employees permanently reside. Employees will be required to provide a sworn statutory declaration or a medical certificate from the attending physician.
- Critical* means vital signs are unstable or not within normal limits. The patient has major complications and may not be conscious; the outlook for recovery is questionable or death may be imminent.
- c) Leave of absence with pay of up to three days per calendar year can be taken by regular employees to attend to the care of immediate family members as defined above in 22.02 b).
  - d) Birth or adoption proceedings of the employee's child - one day.
  - e) Formal hearing to become a Canadian citizen - one day.

22.03 Additional special leave may be approved by the Associate Commissioner or authorized designate via the department manager.

## **Section 23**

### **MATERNITY/PARENTAL LEAVE**

#### 23.01 Maternity Leave

- a) Maternity Leave will be granted to employees in accordance with the Employment Standards Code. Employees must have been employed with Strathcona County for 52 consecutive weeks. The maternity leave is not more than 15 weeks starting at any time during the 12 weeks immediately before the estimated date of delivery. The employee must give six weeks written notice of the date she intends to begin leave and four weeks notice of the date she intends to return to work.

b) Health Related Portion of the Maternity Leave

During the two-week Employment Insurance waiting period, Strathcona County will top-up salary to 95% of the employee's regular earnings. Verification that employees are in receipt of employment insurance benefits is necessary to provide the top-up benefit. A medical certificate must be provided to Human Resources, confirming the date the child was born and the duration of the leave that the physician indicates is health related. During the health-related portion of the maternity leave Strathcona County will top-up salary to 95% of the employee's regular earnings. The benefit coverage that the employee has at the time of her leave will continue during the health related portion of the absence. At the end of this period, parental leave will commence, and benefit coverage will continue if the employee pays both employer and employee portions of the cost of the premiums.

- c) When a pregnancy interferes with the performance of duties or the employer has a concern for the employee's health, the employer may reassign the employee's duties at no loss of pay, or by notice in writing to the employee, require them to commence sick leave under clause 17.01.

### 23.02 Parental Leave

- a) Employees who have been employed with Strathcona County for 52 consecutive weeks are entitled to parental leave without pay for a maximum of 37 weeks. The employee must give at least six weeks written notice of the date they intend to begin parental leave and four weeks notice of the date they intend to return to work. During that time they may receive benefit coverage, if eligible, by paying the employee and employer portions of the cost of the premiums.
- b) Employees wishing to return to work prior to the agreed return date may do so with two weeks' notice.

### 23.03 Adoption Leave

- a) The employer will grant adoption leave to employees who are adopting a child. The employee must have been employed with Strathcona County for 52 consecutive weeks. Written notice of leave must be provided to the employer at least two weeks before employees can reasonably expect to obtain custody of the child.
- b) Adoption leave consists of not more than 37 consecutive weeks of leave without pay within 52 weeks after the child is placed with the adoptive parents. During that time they may receive benefit coverage by paying the employee and employer portions of the cost of the premiums.
- c) If employees cannot provide at least two weeks' written notice, they must notify the employer immediately after receiving notice of the adoption.

#### 23.04 Shared Leave

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

#### 23.05 Anniversary Date

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

#### 23.06 Additional Leave

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

### **Section 24**

#### **COURT LEAVE**

24.01 When employees are summoned or subpoenaed as a witness or a defendant to appear in court in their official capacity to give evidence or to produce Strathcona County records, they will be allowed leave under the following conditions:

- a) Employees will receive regular pay, but any witness fee received will be paid to the employer less parking fees, meal allowance and mileage.
- b) If part-time regular employees must appear during non-working hours, they will receive their regular hourly wage or time off in lieu of wages.

24.02 Employees subpoenaed for jury duty or as witnesses in their private capacity are allowed leave with pay, but any witness fees must be paid to the employer less parking fees and meal allowance.

24.03 Employees required to appear in court in a capacity other than as a subpoenaed witness will be granted leave without pay.

### **Section 25**

#### **LEAVE ON ELECTION DAYS**

25.01 The employer will ensure that employees eligible to vote in a federal, provincial or municipal election, plebiscite or referendum will have time off as stipulated in the legislation governing that vote.

**Section 26****LEAVE OF ABSENCE WITHOUT PAY**

- 26.01 Leave of absence without pay may be granted at the sole discretion of the employer, upon written application to the department manager, with a copy to Payroll.
- 26.02 Employees granted leave of absence without pay in excess of one month will have their anniversary date adjusted for evaluation and increment purposes only.
- 26.03 Vacation will not be earned during a leave of absence without pay.

**Section 27****SAFETY WEAR**

- 27.01 a) All employees will wear safety footwear where there is a risk of injury during their work activities as determined by the manager and required by Occupational Health and Safety legislation and work practices.
- b) Employees who have completed six months of employment will be reimbursed once per year to a maximum of \$200.00 (including GST), on the presentation of a valid receipt for the purchase of CSA-approved safety boots or shoes required for work activities as determined by Occupational Health and Safety legislation and practices. Employees may use part of the allowance to purchase safety equipment or upgraded safety equipment not supplied by the County. Employees will be permitted to carry over the unused portion to the following year. The maximum carry over in any one year cannot exceed \$200.00. The Department Head may, if he/she feels it necessary, approve for reimbursement a second pair of boots in a calendar year up to the value of the annual boot/safety equipment allowance.
- c) Temporary employees who have completed six working months of employment will be reimbursed once per twelve working months of employment to a maximum of \$200.00 (including GST), on the presentation of a valid receipt for the purchase of CSA approved safety boots or shoes required for work activities as determined by Occupational Health and Safety legislation and practices. Employees may use part of the allowance to purchase safety equipment or upgraded safety equipment not provided by the County. There is no carry over of boot allowance for temporary employees.
- 27.02 Approved safety glasses will be worn where there is a risk of eye injury during work activities as determined by the Occupational Health and Safety legislation and work practices.
- 27.03 An OHS supervisor, through the completion of a hazard assessment, should determine the work activities requiring safety equipment; provide the information to the manager, who would then ensure the employees are complying with Occupational Health and Safety legislation and work practices.

**Section 28****GRIEVANCE PROCEDURE**

29.01 Employees who have a grievance with respect to the interpretation of this handbook will resolve it through the following procedures:

- a) Grievances will be initiated with the immediate supervisor within 30 calendar days from the day the incident came to the attention of the employee concerned.
- b) Employees experiencing employment related problems will contact their immediate supervisor in writing for resolution of the problem, and if the problem cannot be resolved at this level, employees will contact the person at the next supervisory level in the department.
- c) Upon receipt of a written grievance by the appropriate supervisor, that supervisor shall respond in writing within seven working days. If the matter has not been acknowledged within seven working days and the problem has not been subsequently resolved, then the employee shall contact the manager in writing.
- d) Problems not resolved at the department level may be referred to the manager of Human Resources.
- e) If, after the involvement of the immediate supervisor and the various supervisory levels within the department and the manager of Human Resources, the grievance cannot be resolved, the following step shall be taken:
  - i) The grievance will be forwarded to the appropriate executive officer and, if necessary, appealed before the Chief Commissioner. The decision of the Chief Commissioner is final.

**APPENDIX I****MANAGEMENT - TERMS AND CONDITIONS**

The following terms and conditions are exceptions that apply to Appendix II employees only:

**Hours of Work**

The normal work week for Appendix II employees will be 35 hours per week, however, they will work such hours as may be necessary to meet their responsibilities. They are not eligible for additional pay for overtime; it is expected that they will work the hours required to meet job responsibilities. In recognition of the extra hours worked, Appendix II employees earn vacation days as outlined under Annual Vacation Leave - Section 21; also, they may be allowed more flexibility in time off for personal reasons. This will be discussed with the manager or appropriate executive officer to ensure a mutual understanding of the flexibility.

Appendix II employees are not eligible for standby/callback pay, extra time pay or time off in lieu of extra time and are not eligible for overtime pay. However, under exceptional circumstances, with approval from the appropriate executive officer, they can be compensated for overtime by time off in lieu of overtime.

**Probationary Period**

The probationary period is viewed as an important part of the hiring process. It provides Appendix II employees with an opportunity to adjust to the new job and to demonstrate the ability to perform satisfactorily the duties that have been assigned. The probationary period also allows the employer time to ensure a new employee's suitability for the position. The length of the probationary period for Appendix II employees is a minimum 12 months from the time they are appointed.

**Benefits**

Group plan - Appendix II employees are eligible to participate immediately upon commencement of employment in the following benefit plans:

Group Life, Accidental Death and Dismemberment & Long Term Disability  
Dental Plan  
Extended Health Care  
Alberta Health Care  
Local Authorities Pension Plan (Pension Plan - Section 19)

**Casual Illness**

Appendix II employees will be eligible immediately for casual illness in their first calendar year of work (see Section 16 - Casual Illness).

**General Illness**

Appendix II employees will be eligible immediately for general illness in their first calendar year of work (see Section 17 - General Illness).

**Annual Vacation Leave**

Strathcona County acknowledges the importance of vacation leave in providing an opportunity for self-renewal. Appendix II employees earn vacation days as outlined under Section 21.

### **Supplementary Vacation Leave**

To qualify for one week of supplementary vacation leave:

- 1) employees' performance evaluations should be above average;
- 2) a consideration will be an accumulated and consistent pattern of additional time;
- 3) the most recent (less than two years old) performance appraisal is to be used. If the performance appraisal is older than two years, a new appraisal must be completed.

### **Approval Process**

- 1) Supplementary vacation for coordinators requires manager's recommendation and the approval of the respective Associate Commissioners.
- 2) Supplementary vacation for managers requires the recommendation of the respective Associate Commissioners and the approval of the Chief Commissioner.

### **Acting Incumbent**

Appendix II employees may be required to relieve a position in a higher salary classification from time to time. They should consider this as an opportunity to gain experience and further enhance their skills and knowledge of the organization.

When Appendix II employees are required to relieve in a position in a higher classification, they shall be eligible to be paid at the higher classification at the appropriate rate (a minimum of five percent increase over current rate of pay) in accordance with the following criteria:

- 1) The "acting" employee will be assuming the normal, full duties of the position and not merely performing a "housekeeping" function as typical during vacation coverage; and,
- 2) That the "acting" employee is expected to assume the full scope of responsibilities in a higher salary classification for an extended period of time and as approved by the respective Associate Commissioner or by the Chief Commissioner.

When both of the above criteria are met, the employee will receive acting pay for the entire period of the acting assignment.

### **Notice of Resignation**

Appendix II employees will provide the employer with one month's written notice if they wish to resign in good standing.

**APPENDIX II****MANAGEMENT**

<b><u>Department</u></b>	<b><u>Name</u></b>
Assessment & Tax Department	Manager Coordinator, Commercial/Industrial Assessment Coordinator, Residential Assessment
Communications	Manager Coordinator, Communications
Community Services Division	Coordinator, Financial Systems
Corporate Planning & Intergovernmental Affairs	Manager Coordinator, Heartland Service Area and Rural Liaison Project Manager, ACRA Regional GIS
Economic Development & Tourism	Manager Coordinator, Business Development & Marketing Coordinator, Business Development & Investment
Emergency Services	Manager Deputy Fire Chief, Operations Deputy Fire Chief, Planning & Logistics Deputy Fire Chief, Finance, Human Resources
Engineering & Environmental Planning	Manager Coordinator, Utilities & Environmental Engineering Coordinator, Transportation Engineering Coordinator, Environmental & Open Space Planning Coordinator, Development Engineering Coordinator, Technical Services and Special Projects
Facility Services	Manager Coordinator, Facility Asset Management Senior Project Manager – Community Centre

Family and Community Services	Manager Coordinator, Social Development Coordinator, Administration & Finance Coordinator, Home Support Coordinator, Social Supports
Financial Services	Manager Coordinator, Financial Reporting Coordinator, Financial Planning Coordinator, Treasury and Risk Management
Fleet Services	Manager Coordinator, Fleet Maintenance Services
Human Resources	Manager Coordinator, Human Resources (2) Coordinator, Occupational Health & Safety Coordinator, EFAP & Staff Development
Information Technology Services	Manager Coordinator, Business Applications Coordinator, Information Technology Coordinator, G.I.S. Services Coordinator, Customer Support Centre
Infrastructure & Planning Services Division	Coordinator, Financial Systems
Legislative & Legal Services	Manager Coordinator, Legislative Services Coordinator, Records & FOIP Coordinator, Secretariat Services
Office of the Mayor	Assistant to the Mayor
Planning and Development Services	Manager Coordinator, Project Development Services Coordinator, Building Regulation Services Coordinator, Current Planning Services Coordinator, Customer & Technical Services Coordinator, Development Services Coordinator, Land Management Services Coordinator, Long Range & Policy Planning Services

RCMP and Enforcement Services	Coordinator, Municipal Support Services
Recreation, Parks and Culture	Manager Coordinator, Outdoor Recreation Services Coordinator, Indoor Recreation Services Coordinator, Central Services
Transit	Manager Coordinator, Administration and Finance Coordinator, Scheduling Coordinator, Customer Service and Planning Coordinator, Operations and Contract Management
Transportation and Agriculture Services	Manager Coordinator, Public Works (2) Coordinator, Agriculture Services Coordinator, Central Services Coordinator, Traffic Support Services
Utilities	Manager Coordinator, Water & Wastewater Transmission Coordinator, Water Distribution & Wastewater Collection Coordinator, Community Energy and Waste Management Services

### Appendix III

#### Benefit Plans

1. Group Insurance including: Life Insurance, Long Term Disability, and Accidental Death and Dismemberment is compulsory to employees working a minimum of 20 hours per week
2. Alberta Health Care: either single or family coverage is available to regular employees working a minimum of 10 hours per week
3. Extended Health Care: either single or family coverage is available to regular employees working a minimum of 10 hours per week
4. Dental Plan: either single or family coverage is available to regular employees working a minimum of 20 hours per week
5. Group Life Plus (voluntary): employee pays full premium amount
6. Voluntary Group Accident Insurance (voluntary): employee pays full premium amount
7. Group RRSP Program (voluntary): employee contribution only
8. Flexible Spending Fund: comprised of two parts - *Health Care Spending Account* (non-taxable benefit) and *Learning and Wellness Account* (taxable benefit).

Note: Details on each benefit can be found on “The Insider” and in the quarterly “Benefits Bulletin”.

**APPENDIX IV****GUIDELINES FOR THE COMPRESSED WORK WEEK****Eligibility**

1. Managers, in consultation with their staff, will determine if the department employees will be eligible to participate in the program.
2. All permanent and temporary full time regular employees are eligible to participate in the Compressed Work Week Program.

**Criteria**

1. Regular business hours, therefore service to the public, will be extended by the amount of additional time worked, where applicable.
2. Additional hours to facilitate the compressed work week must be earned prior to employees taking a designated day off. This includes any make-up hours necessary because of a statutory holiday or illness.
3. Because of exceptional circumstances, a manager may require employees to reschedule an Earned Day Off.
4. Regular hours will be worked prior to earning banked time towards an Earned Day Off.

- NOTE:**
- a) Time worked under the compressed work week system does not count towards the one hour extra time before going to overtime.
  - b) When a paid holiday falls on a day during a compressed work week, the department may reschedule such a work week to the normal daily hours worked prior to going on a compressed work week, by providing 24 hours notice.

**APPENDIX V****HUMAN RESOURCES POLICIES**

A summary of the Human Resources policies included in the Municipal Policy Handbook.

Code of Ethics and Responsibilities	HUM-001-001
Elected Officials Participation in Employee Benefit Plans	HUM-001-002
Elected Officials Registered Retirement Savings Plan	HUM-001-003
Comprehensive Workplace Health	HUM-001-004
Disability Management & Early Return to Work Program	HUM-001-005
Employee Performance Appraisal Program	HUM-001-009
No Smoking Policy	HUM-001-012
Staff Learning, Development and Growth	HUM-001-014
Occupational Health and Safety	HUM-001-015
Condolences	HUM-001-016
Retirement of Part-time Firefighters	HUM-001-017
Infectious Diseases	HUM-001-018
Employee Recognition and Awards Program	HUM-001-019
Talent Attraction and Hiring	HUM-001-020
Classified Staff Suspension, Termination, Demotion, Reassignment	HUM-001-021
Classified Staff Position Abolishment/Reduction	HUM-001-022
Nepotism	HUM-001-024
Discrimination/Harassment	HUM-001-025
Employee Business Expense (under review by Financial Services)	HUM-001-026
Personnel Records	HUM-001-027
Secondary Employment	HUM-001-028
Military Leave	HUM-001-031
Respectful Workplace	HUM-001-032
Talent Retention	HUM-001-033

Copies of these policies can be found in the Municipal Policy Handbook library.