



Strathcona County

Classified Employee Handbook

Effective: July1 , 2025



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Our Values
Integrity – Respect – Safety – Fairness – Cooperation

This handbook outlines the terms and conditions of employment for classified staff of Strathcona County.

In conjunction with our [policies and guidelines](#), and in accordance with the [Alberta Employment Standards](#), this handbook assists us in ensuring consistency across our departments. Together, the intent of these documents is to encourage and promote good employer-employee relations through fair, equitable and transparent application.

Given the wide variety of occupational groups employed by Strathcona County, the terms and conditions of this handbook may be modified for specific groups to meet the uniqueness of particular occupational categories. These modifications will occur in consultation with the affected employees but are subject to the final approval of the employer.

In addition to the terms and conditions of employment in this handbook:



- Transit Operators must also consult the '[Terms and Conditions of Employment – Strathcona Transit Operators](#)' (Appendix I of this handbook). The double-decker bus icon (shown here) will indicate where operational requirements require additional or different information from this handbook
- All Strathcona County employees must also consult the [Unpaid Leave of Absence Guidebook](#) for additional information regarding job-protected unpaid leaves available to employees.

Strathcona County reserves the right to modify the terms and conditions of this handbook.

Where a situation is not covered by this handbook, Human Resources will coordinate the resolution including appropriate authorization.

The current version dated July 1, 2025 is posted on The Insider.

In this document, text in [green](#) indicates hyperlinks to other relevant supporting documents or definitions. For this reason, employees are **strongly encouraged** to view this document electronically on The Insider.

For employees who do not have a County computer workstation, speak with your supervisor to learn the location of a County computer you may use.

Alternatively, you may [access the Insider](#) from a personal computer at home.

Section 1 – Definitions



In this handbook, the following definitions apply:

- a) A word used in the plural also applies in the singular
- b) A word used in the masculine applies also in the feminine
- c) **Apprentice:** any person indentured by this organization under the terms of the Apprenticeship Act
- d) **Classified employees:** non-unionized employees of Strathcona County
- e) **Continuous service:** unbroken periods of employment - a period of 90 days or longer with no hours worked will result in a new start date upon return to active employment (excluding an authorized absence)
- f) **Date started:** the start date of most recent continuous service
- g) **Day of rest:** a day when an employee is not regularly scheduled to work
- h) **Earned Day Off (EDO) Program:** An agreed upon schedule to increase regular daily work hours allowing employees to bank pre-determined earned time and use as approved by the employee's supervisor
- i) **Emergent:** an event or situation that could not be reasonably foreseen and calls for immediate response
- j) **Employee:** any person employed by the employer under the Terms and Conditions of this policy handbook
- k) **Employer:** Strathcona County
- l) **Hours of work averaging:** standard hours of work are averaged over a specified number of weeks in a shift schedule/cycle.
- m) **Immediate family:** a spouse (includes common-law), son, daughter, parent, sibling, grandparent or grandchild of the employee or their spouse; a person permanently residing in the employee's household, or with whom the employee permanently resides; or a person under the legal guardianship of the employee or their spouse
- n) **Layoff:** an employment separation initiated by the employer due to lack of available work. The last day worked will be the effective date of the layoff unless otherwise formally documented by Human Resources
- o) **Manager/Management:** any individual occupying a position classified within the management job family (includes Managers, Directors, and Associate Commissioners)
- p) **Month:** a calendar month
- q) **Official employee file:** the confidential personnel file of an employee that contains copies of all documentation pertinent to the employee's employment.

- r) **Resignation:** an employment separation initiated by an employee. The last day worked will be the effective date of the resignation unless otherwise agreed in writing.
- s) **Salary review date:** the date used to determine when an employee is eligible for a performance increase
- t) **Supervisor:** an employee whose job responsibilities include supervision of other employees (includes Managers)
- u) **Termination:** an employment separation initiated by the employer. The last day worked will be the effective date of the termination unless otherwise formally documented by Human Resources.
- v) **Vacation leave:** the annual leave granted to employees
- w) **Vacation pay:** the money paid to employees not eligible for paid vacation leave
- x) **Vacation pay out:** the money paid to employees in lieu of unused vacation leave at time of separation of employment; or, paid in lieu of unused vacation leave in excess of 16 months' accrual at year end; or, unused vacation time paid in lieu of [Alberta Employment Standards](#) basic entitlement, upon the employee's written request.
- y) **Work day:** any day on which employees are normally expected to be at their place of employment
- z) **Work week:** defined as Monday through Sunday.

The following definitions are used for the purpose of administering pay, statutory holidays and breaks:

Standard business operations	Operations and/or positions that normally conduct work Monday through Friday.
Continuous business operations	Operations and/or positions that normally conduct work seven (7) days a week.

Section 2 – Employee types

- a) **Permanent employees:** are employed on a continuous basis in either a full-time or part-time authorized position (minimum of 14 hours per week).
- b) **Temporary employees:** are non-permanent employees that are regularly scheduled for a defined duration (nine months or longer) in either a full-time or part-time position (minimum of 14 hours per week).
- c) **Non-permanent hourly employees:** are non-permanent employees employed for a defined duration of less than 9 months or are scheduled as needed with no defined duration.
- d) **Contract employees:** are employees hired under the specific terms and conditions of their employment contracts, which may supersede this handbook (this does not include independent contractors who are paid through Corporate Finance).

Section 3 – Administration

3.01 Employee personal information

- a) Every employee is required to update their information by accessing employee self-service in Oracle including changes to the following:
 - i. name, address or personal telephone number
 - ii. beneficiary (for Life and AD&D insurance purposes)
 - iii. benefit plan status (single or family)
 - iv. income tax exemptions
 - v. bank information for automatic deposit
 - vi. emergency contact information
- b) For any changes regarding an employee's social insurance number contact HR Service Centre.
- c) Employees may access self-service information for confirmation of employment status or salary.
- d) Copies of written commendations will be provided to employees and uploaded to the employees' [official employee file](#).

3.02 Employee expenses

Authorized employee expenses for Strathcona County-related business, including travel and meal allowances, are paid in accordance with the [Employee Business Expense Policy HUM-001-026](#).

Other work-related expenses not covered under the Classified Employee Handbook or the Employee Business Expense Policy HUM-001-026 may be eligible for reimbursement through department budget where an approved departmental guideline is in place.

3.03 [Pay periods](#)

- a) **Employees on the salary and hourly payroll** will be paid bi-weekly. Pay covers the two-week period up to and including the time entry cut-off date.
- b) **[Contract employees](#)** will be paid according to the terms of their contract.

3.04 Salary deductions

Salary deductions are made according to the requirements of the law and benefit requirements. When there is a significant change in deductions, an explanation will be communicated to all employees.

A recovery of overpayment or benefit arrears may be collected as per Alberta Employment Standards.

Section 4 – Probationary period

4.01 Probationary period

- a) Employees will only serve one probationary period (unless there is a break in service; then refer to 4.01 d).
- b) Non-management employees will serve a probationary period of six (6) months worked.
- c) Management employees will serve a probationary period of twelve (12) months worked.
- d) When previous employees have been rehired, Strathcona County may waive the probationary period on the written recommendation of the manager.
- e) Employees shall be considered probationary employees from the date of commencement and serve a probationary period where the employment may be terminated at any time at the employer's discretion during the probation period.

4.02 Probationary period extensions

- a) If an employee's suitability for continued employment cannot be determined during the initial probationary period, the probation may be extended by the manager, in consultation with Human Resources. In no instance will the length of extension exceed the length of the initial probationary period. For example, a six-month probationary period cannot be extended any longer than an additional six (6) months.
- b) Employees will be advised in writing of the reason for the extension before the end of the initial probationary period. In addition, employees will be provided with the requirements for continued employment.

Section 5 – Hours of work

5.01 Normal hours of work

- a) The normal hours of work for permanent and temporary 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) Non-permanent hourly employees must work within a 90 day period in order to remain active on payroll and maintain their continuous service date. If no hours are worked in a span of more than 90 calendar days, the employment will automatically be ended effective the last day worked.



- c) The maximum hours of work allowed in a day is 12 hours, including [breaks](#) (unless it is during an [emergent](#) situation).
- d) An employee's work hours must be confined within a period of 12 consecutive hours in any one work day. For example, an employee working at 8:00 a.m. cannot work past 8:00 p.m.
- e) An employee must have a break of at least eight (8) hours between shifts.

The preceding may not apply if a position is considered exempt under the [Alberta Employment Standards](#).

5.02 Attendance

a) Absences

Employees absent from work for reasons beyond their control and without prior authorization must contact their supervisor a minimum of one (1) hour prior to the stipulated shift start time (unless the employee has a reasonable explanation), and continue to update their supervisor as required if the absence continues.

b) Position abandonment

Employees who have not contacted their supervisor to provide reasons for their absence after three (3) consecutive work 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.

5.03 Breaks

- a) Employees are eligible for daily rest breaks based on the length of the shift and are to be taken as outlined below:



Shift Length	Paid Break	Unpaid Break
3.5 to less than 5 hours	One 15-minute paid rest break	N/A
5 to 6 hours	One 15-minute paid rest break	PLUS One 15-minute unpaid rest break
Greater than 6 hours	Two 15-minute paid rest breaks	PLUS No less than one 30-minute unpaid meal break But no more than one 60-minute unpaid meal break

*Scheduled [shift length](#) includes time worked and breaks, and cannot be greater than 12 hours total in a day.

- b) For Continuous Business Operations ONLY, when operational requirements prevent an employee from leaving the work site/area, as determined by the supervisor, the following will apply:

Shift Length	Paid Break	Unpaid Break
3.5 to less than 5 hours	15-minute paid rest break in total	N/A
5 to less than 10 hours	30-minute paid rest break in total	N/A
10 hours or greater	60-minute rest break in total Contact Human Resources to discuss appropriate application	

*Scheduled [shift length](#) includes time worked and breaks, and cannot be greater than 12 hours total in a day.

- c) Where a break is paid, restrictions may be placed on the break by the supervisor/employer. Paid breaks are included in the “shift length”. If an employee does not take this break, they are not eligible for additional compensation.
- d) Breaks will not be granted within one (1) hour of the start or end of a work shift.
- e) If operationally feasible, breaks can be taken in 10, 15, or 30 minute increments.

5.04 Earned Day Off (EDO) program

Managers may authorize their eligible employees to participate in the Earned Day Off (EDO) program in accordance with the [guideline](#).

5.05 Hours of work averaging

Hours of work averaging arrangements are utilized for employees in positions where standard hours of work are averaged over a specified number of weeks in a shift schedule/cycle, in accordance with the [guideline](#).

5.06 Management flex time

Management employees will receive Management Flex Time as outlined in the program [guideline](#).

5.07 Additional time



Employees may be required to work hours beyond their regularly scheduled hours to overcome unexpected workloads and meet extraordinary situations. For needs which are known in advance, and when operationally feasible, a temporary rescheduling of hours should be utilized (see [5.08](#)). **Any additional time worked must be authorized by the [supervisor](#) prior to the hours being worked.** The additional time worked will be either “extra time” or “overtime” (as defined below). Time not authorized prior to being worked will not be compensated. Management employees are not eligible for extra time or overtime.

The following may not apply if a position is considered exempt under the [Alberta Employment Standards](#).

a) Extra time

Time worked in excess of the regular assigned hours, to a combined maximum of eight (8) hours per day excluding EDO banked time. Employees will be paid at their regular hourly rate.

b) Overtime

Overtime is applicable as outlined below.

	Daily overtime	Weekly overtime
Permanent and temporary full-time and part-time	<p>The following is included in the accumulation towards daily overtime:</p> <ul style="list-style-type: none"> Hours worked in excess of 8 hours per day <ul style="list-style-type: none"> ➤ 14 hours for hourly P/T Communication Operators at Emergency Services See Transit Appendix I for Transit Operations overtime application Hours worked on a statutory holiday Hours spent in mandated training (as per Section 10) 	<p>Overtime is applied on a scheduled day of rest provided full-time equivalent hours have been worked (35, 40 or 44 hours) for the week including mandated training and the following time/pay that replaces regular hours of work (as eligible):</p> <ul style="list-style-type: none"> Vacation taken Regular statutory holiday pay Statutory banked time taken Extra/overtime banked time taken
Non-permanent hourly	Same as above	<p>Overtime is applied on hours worked including mandated training in excess of 40 hours per week</p> <ul style="list-style-type: none"> ➤ 44 for hourly P/T Communication Operators at Emergency Services

What is not included towards overtime:

- Statutory holiday pay that doesn't replace regular hours (excess statutory pay) and statutory holiday time banked (statutory banked)
 - EDO earned and taken (for those who participate in the EDO program)
 - Non-mandated training (also not eligible for EDO earned or extra time banked/paid)
 - Daily extra time/overtime earned is not eligible for weekly overtime
 - All other absences (paid and unpaid) not listed in chart above are not eligible for overtime
- i. Employees will be paid at double the regular hourly rate for the position being worked.
 - ii. Overtime pay will be calculated at the pay rate in effect at the time overtime is paid and adjusted later if there is a subsequent retroactive change in that rate.
- c) The preceding overtime applications may not apply if a position is considered exempt under the [Alberta Employment Standards](#) or is under an hours of work averaging arrangement.
 - d) Extra time, overtime or time off in lieu will be calculated to the nearest quarter hour.
 - e) Non- management employees are eligible for either cash payment or time off in lieu of payment for extra time or overtime worked.
 - f) Time off in lieu of payment for extra time or overtime will be as follows:
 - i. If authorized by the supervisor, time off in lieu may be accumulated up to a maximum of five (5) working days or a lesser time as deemed appropriate by the supervisor. The maximum is pro-rated for part-time employees.
 - ii. For every hour of extra time worked, one (1) hour is banked.

- iii. For every hour of overtime worked, two (2) hours are banked.
 - iv. Employees will receive an automatic payout of any excess banked extra-time and overtime over the combined maximum of five (5) working days (standard or averaged base hours indicated below), pro-rated for part-time employees, paid at the beginning of each December. Overtime bank will be paid out first followed by extra time bank to maintain no more than the allowed combined maximum, pro-rated for part-time employees. Note: Banked time exceeding the allowed maximum should only occur in exceptional circumstances.
 - 35 hours for employees in positions based on 70 hours biweekly (standard or averaged hours)
 - 40 hours for employees in positions based on 80 hours biweekly (standard or averaged hours)
 - 44 hours for employees in positions based on 88 hours biweekly (standard or averaged hours)
 - v. At the request of the employee, and with authorization from the supervisor, a payout of all or a portion of banked extra time and overtime may be made.
- g) If employees are authorized to work more than two consecutive hours immediately following their scheduled daily hours on a normal work day (excluding EDO banked time), they are entitled to a meal for consumption during a break in the overtime period or immediately following completion of the overtime. If a meal is purchased, the meal allowance may be claimed in accordance with the [Employee Business Expense Policy HUM-001-026](#).
- h) When an employee is required to return to work after leaving from their regular assigned hours and the need to return to work was known in advance, they must follow the extra time and overtime guidelines set out above. When it is operationally feasible, employees may be required to flex their time for the day.
- i) When an employee is required to return to work after leaving and it is unplanned, the employee is eligible for call-back pay. See section [5.10](#).

Examples:

35 hour per week employee	35 hour per week employee	40 hour per week employee	40 hour per week employee
- pre-approved to work a 9.5-hour day as an exception (excluding the unpaid meal break)	- pre-approved to work a 9.5-hour day as an exception (excluding the unpaid meal break)	- pre-approved to work a 9.5-hour day as an exception (excluding the unpaid meal break)	- pre-approved to work a 9.5-hour day as an exception (excluding the unpaid meal break)
- participating in the EDO program and banking 0.5 EDO hours daily	- NOT participating in the EDO program	- participating in the EDO program and banking 0.5 EDO hours daily	- NOT participating in the EDO program
Time would be coded as follow: 7.0 hr regular time 0.5 hr EDO banked time 1.0 hr extra time 1.0 hr overtime	Time would be coded as follow: 7.0 hr regular time 1.0 hr extra time 1.5 hr overtime	Time would be coded as follow: 8.0 hr regular time 0.5 hr EDO banked time 1.0 hr overtime	Time would be coded as follow: 8.0 hr regular time 1.5 hr overtime

5.08 Scheduling changes

The supervisor will be responsible for scheduling the hours of work for employees.

- a) In non-emergent situations, the supervisor may adjust the regular hours of work of an employee to accommodate operational requirements by providing a minimum of 24 hours' notice, as per [Alberta Employment Standards](#).
- b) In emergent situations, the supervisor may adjust an employee's regular hours of work to accommodate the situation by providing employees with as much notice as is reasonable, dependent on the situation.
- c) Where 24 hours' notice is not provided, overtime may be applicable for employees required to work on a regular day of rest as requested by their supervisor. Where 24 hours' notice is provided, regular daily and weekly overtime rules apply as per [5.07](#).

5.09 On-call pay

On-call pay applies when employees are scheduled to be immediately available to receive a call back to work or to receive phone calls to provide emergency service or other similar activities. Employees who are on call are required to remain readily available and 'fit for work' as outlined in the Alcohol and Drug Program document for employees.

- a) Employees in [management](#) positions are not eligible for on-call pay.
- b) While on-call, the time spent waiting for a call is not considered work.
 - i. On a regular work day, employees will be paid a minimum of one (1) hour's pay at the regular rate for each day they are on-call.
 - ii. On a regular day of rest, employees will be paid a minimum of two (2) hour's pay at the regular rate for each day they are on-call.
- c) While on-call, if an employee is required to work beyond one (1) hour but is not required to report to a work site, the employee will be compensated for the accumulated time worked over one (1) hour, at overtime rates calculated, to the nearest quarter. (If the employee is required to report to the work site, see "call-back pay" below.)
- d) While on-call, if an employee is unable to report to work when required, no pay will be granted for the total on-call period.
- e) Employees wishing time off in lieu of overtime pay will be governed by subsection [5.07](#).




5.10 Call-back pay

- a) Employees in [management](#) positions are not eligible for call back pay.
- b) Call-back pay applies when employees are required to return to the work site outside regularly scheduled work hours because of an [emergent](#) situation. Employees will be paid for a minimum period of three (3) hours at double time (or two (2) hours for jobs eligible for two (2) hours minimum hours of work).

- c) If employees receive a second call back to the same site within the paid three-hour period, they will not receive additional compensation unless the total time exceeds three hours; in which case they will be compensated for the total hours worked at double time.
- d) If employees receive a second call back to a different location after returning home within the three-hour paid period, it will be considered as an additional three hours at double time (or two (2) hours for jobs eligible for two (2) hours minimum hours of work).
- e) Employees wishing time off in lieu of overtime pay will be governed by subsection [5.07](#).

Section 6 – Paid and unpaid leaves

6.01 Statutory and non-statutory paid holidays

- a) [Permanent](#) and [temporary](#) employees are entitled to one day's paid leave for each of the following holidays, based on their regular hours of work, as per the [Alberta Employment Standards](#).
- b)  Indicates a statutory holiday as designated by the [Alberta Employment Standards](#).
-  Indicates a non-statutory holiday, which has been designated by Strathcona County as a paid holiday.
-  Indicates a fixed date holiday. See observance guidelines for standard and continuous operations below.

<u>Standard Operations</u>		<u>Continuous Operations</u>	
  New Year's Day January 1	 Labour Day 1 st Monday in September	  New Year's Day January 1	 Labour Day 1 st Monday in September
 Family Day 3 rd Monday in February	  National Day for Truth and Reconciliation September 30	 Family Day 3 rd Monday in February	  National Day for Truth and Reconciliation September 30
 Good Friday varies each year	 Thanksgiving Day 2 nd Monday in October	 Good Friday varies each year	  Thanksgiving Day 2 nd Monday in October
 Easter Monday Monday following Good Friday	  Remembrance Day November 11	 *Easter Monday Monday following Good Friday	  Remembrance Day November 11
 Victoria Day Monday before May 25	 Christmas Floater see below	 Victoria Day Monday before May 25	  Christmas Eve (Floater) December 24
  Canada Day July 1	  Christmas Day December 25	  Canada Day July 1	  Christmas Day December 25
 Heritage Day 1 st Monday in August	  Boxing Day December 26	 Heritage Day 1 st Monday in August	  Boxing Day December 26

*Transit: The following positions in the Transit Department will recognize the holiday on Easter Sunday: Transit Operators, Dispatchers, Inspectors, Fuel Bay Attendants, Bus Cleaners, and Customer Service Representatives.

c) Eligibility

To be eligible for a paid holiday, permanent and temporary employees must have worked on the last scheduled work day prior to the paid holiday and the first scheduled work day following the paid holiday or have been on an approved leave.

d) Christmas Floater

For standard operations (permanent and temporary employees), the Christmas Floater holiday will be observed to give five (5) consecutive days off, including the weekend, as follows:

- December 24 if Christmas Day falls on Tuesday, Thursday, Friday or Saturday
- December 27 if Christmas Day falls on Monday or Wednesday
- December 28 if Christmas Day falls on Sunday.

e) Year End Closure (YEC) Days

For active standard and continuous operations employees (permanent and temporary), YEC days are non-statutory days off designated by the County and replace regular hours/day of work. YEC days are treated as a regular day if worked, and no overtime is to be incurred for coverage of YEC closure. Employees who are not required to work, will take the days off and employees who are required to work can bank the time and take by March 31st of the following year. If for any reason, an employee is unable to take their banked YEC time by March 31st, the time will be forfeited. YEC time will not be paid out.

Active employees, for the purpose of YEC days, are employees who are scheduled to work, on regularly scheduled days off or on vacation, including those who are on short term daily leaves such as casual illness and special leave at the time the YEC dates fall. Employees on general illness, compassionate leave, long term disability and other unpaid leaves at the time the YEC dates fall are not eligible for YEC days.

YEC days are as follows:

- December 27, 28 and 31 if Christmas Day falls on Tuesday
- December 29, 30 and 31 if Christmas Day falls on Thursday, Friday or Saturday
- December 28 and 29 if Christmas Day falls on Monday
- December 30 and 31 if Christmas Day falls on Wednesday
- December 29 and 30 if Christmas Day falls on Sunday

YEC days will be applied as follows:

- If an employee is scheduled on a YEC day but not required to work, the employee will have the day off with pay.
- If an employee is scheduled to work on a YEC day and is required to work, a day* will be banked to take at a later date.
- If a YEC day falls on a full-time employees' regular day off, a day* will be banked to take at a later date.
- If a YEC day falls on a part-time employees' regular day off, no YEC time will be banked.

*a day is equivalent to regular scheduled hours at the time in which the YEC day is recognized.

f) Entitlements & pay rates – permanent and temporary employees

Effective go-live:

<u>Standard Operations</u>	<u>Continuous Operations</u>
<ul style="list-style-type: none"> i. If a fixed-date paid holiday (indicated by the ♦ symbol above) falls on a weekend, it will be observed on the Monday (and Tuesday for concurrent statutory holidays) immediately following. ii. If the day the holiday is to be observed falls on an employee's regularly scheduled work day, but the employee is not required to work, the employee will receive stat pay at the regular rate of pay for the day. iii. If an employee is required to work on the day the holiday is to be observed, at the discretion of the supervisor, and dependent on operational requirements, the employee will receive stat pay at the regular rate of pay PLUS overtime pay* for the hours worked. iv. If the day the holiday is to be observed falls on a part-time employee's regularly scheduled day of rest, and the employee is not required to work, the employee is entitled to their average daily wage for the day. 	<ul style="list-style-type: none"> i. If a fixed-date holiday (indicated by the symbol ☐ above) falls on a weekend, it will be observed on the actual date of the holiday. ii. If the holiday falls on an employee's regularly scheduled work day, and the facility is closed and the employee is not required to work on the holiday, the employee will receive stat pay at the regular rate of pay for the day. iii. If the employee is required to work on the holiday: <ul style="list-style-type: none"> ▪ And the holiday falls on a regular work day, the employee will receive stat pay at the regular rate of pay PLUS a stat premium and excess stat pay**. ▪ And the holiday falls on a regularly scheduled day of rest, the employee will receive excess stat pay** PLUS overtime* for the actual hours worked. iv. If the holiday falls on a full-time employee's regularly scheduled day of rest, and the employee is NOT required to work that day, the employee will receive excess stat pay**. v. If the holiday falls on a part-time employee's regularly scheduled day of rest, and the employee is not required to work, the employee is entitled to their average daily wage for the day.

*Overtime may be paid or banked (if eligible to bank, can bank extra/overtime up to five (5) working days)

** Excess stat pay may be paid or banked (if eligible to bank, it must be taken before the next vacation)

The above statutory holiday applications may not apply if covered under alternate guidelines. Please see the applicable guideline.

g) Entitlements & pay rates – non-permanent hourly employees

Non-permanent hourly employees will receive five point three-eight (5.38) per cent of their gross regular wages in lieu of statutory holiday pay, paid bi-weekly. This amount is equivalent to 14 statutory holidays per year, if they worked full-time for an entire calendar year. If employees are required to work on a statutory holiday, they will receive overtime pay for the time worked on that date.

h) Entitlements & pay rates – contract employees

Contract employees must consult the terms of their contract.

6.02 Vacation leave - permanent and temporary employees

a) Accrual rates

<u>Permanent and Temporary, Full-time, Non-Management</u>	<u>Permanent and Temporary, Full-time, Management</u>
Less than 6 years of service Employees who have completed less than six (6) years of continuous service will earn vacation leave at the rate of: 4.04 hours bi-weekly if they are based on the 35-hour grid; or 4.62 hours bi-weekly if based on the 40-hour grid. (105 hours for 35-hour; 120 hours for 40-hour per year)	Less than 7 years of service Management employees who have completed less than seven (7) years of continuous service will earn vacation leave at the rate of 5.39 hours bi-weekly. (140 hours per year)
6 to 13 years of service Employees who have completed at least six (6) years but less than 14 years of continuous service will earn vacation leave at the rate of: 5.39 hours bi-weekly if they are based on the 35-hour grid; or 6.16 hours bi-weekly if based on the 40-hour grid. (140 hours for 35-hour; 160 hours for 40-hour per year)	7 to 15 years of service Management employees who have completed at least seven (7) years but less than 16 years of continuous service will earn vacation leave at the rate of 6.73 hours bi-weekly. (175 hours per year)
14 to 21 years of service Employees who have completed at least 14 years but less than 22 years of continuous service will earn vacation leave at a rate of: 6.73 hours bi-weekly if they are based on the 35-hour grid; or 7.7 hours bi-weekly if based on the 40-hour grid. (175 hours for 35-hour; 200 hours for 40-hour per year)	16 or more years of service Management employees who have completed at least 16 years continuous service will earn vacation leave at a rate of 8.08 hours bi-weekly. (210 hours per year)
22 or more years of service Employees who have completed at least 22 years of continuous service will earn vacation leave at a rate of: 8.08 hours bi-weekly if they are based on the 35-hour grid; or 9.23 hours bi-weekly if based on the 40-hour grid. (210 hours for 35-hour; 240 hours for 40-hour per year)	

- b) Calculation of paid vacation leave for permanent and temporary part-time employees is based on the above schedule, prorated based on the number of hours worked.
- c) Employees who have a break in service of less than 90 days will maintain their continuous service and the applicable vacation accrual rates as outlined above.

d) Employees who have a break in service of 90 days or longer will not maintain their continuous service. The same will apply for non-permanent hourly employees where no hours have been worked in 90 days or longer.

e) **Vacation accrual periods**

- Employees will earn vacation leave based on a bi-weekly pay period. If an employee's vacation accrual date falls within a bi-weekly pay period and the accrual rate changes that year, the accrual rate will increase for the entire bi-weekly pay period.
- Employees will continue to accrue vacation leave during paid leaves. Top-ups are not eligible for vacation accrual (e.g. maternity leave and military reservist top-ups).
- Employees who are on a job-protected leave will be treated as continuous service for the purposes of calculating vacation entitlement.
- Employees will not accrue vacation leave during an unpaid leave of absence (effective go-live of Oracle-HCM).

f) **Authorization**

Before taking vacation leave, employees must obtain authorization from their supervisor.

Authorized vacation may be changed by mutual consent of the supervisor and employee.

g) **When taken**

Vacation leave may be taken as it is earned.

h) **How taken**

Vacation leave may be granted:

- In one continuous period
- As single days off
- As any other combination of time, as approved by the supervisor

i) **Paid holidays during vacation time**

If one or more paid holidays fall during the employee's vacation leave, the statutory holiday will be recognized in place of the vacation day.

j) **Maximum accumulation**

The number of days of vacation leave an employee may accumulate is limited to the number of days the employee can earn in 16 months of continuous service. Employees will receive an automatic payout of any excess vacation leave over the maximum accumulation at the beginning of each December.

Examples of maximum accumulation:

35 hour per week employee		40 hour per week employee	
Accrual Rate	Maximum accumulation	Accrual Rate	Maximum accumulation
3 weeks	140 hours	3 weeks	160 hours
4 weeks	187 hours	4 weeks	213 hours
5 weeks	234 hours	5 weeks	267 hours
6 weeks	280 hours	6 weeks	320 hours

k) **Illness and vacation leave**

If an employee becomes seriously ill (e.g., requiring hospitalization) while on annual vacation leave for more than three (3) consecutive paid vacation days, the applicable days may be deemed general illness by Disability Management and the employee will have the applicable number of vacation days reinstated upon application and provision of an acceptable medical documentation.

l) **Consecutive leaves**

If an employee is authorized to take a leave of absence (other than illness leave) in conjunction with a period of vacation leave, any stat bank must be taken prior to the vacation leave and before the authorized leave of absence.

If vacation is requested before or after a maternity leave, it must be pre-authorized by the employee's Manager.

m) **Vacation payouts**

- Cash will **NOT** be paid in lieu of the first two (2) weeks' vacation earned for employees with up to five (5) years' service or the first three (3) weeks' vacation earned for employees with over five (5) years' service.
- At the request of the employee, and with authorization from the manager, cash may be paid in lieu of vacation for vacation earned in excess of the minimum standards noted above.
- Refer to [6.02\(j\)](#) for mandatory payout of excess banked vacation time.

n) **Vacation and banked time payouts on resignation or retirement**

- In exceptional circumstances, employees may request ([using the appropriate request form](#)) to utilize up to a maximum of six (6) weeks banked time (including vacation, overtime/extra time, EDO time, and management flex time) immediately prior to the date of retirement or resignation; providing it does not span year-end.
- In consultation with Human Resources, requests are subject to approval as follows:
 - Associate Commissioner approval is required for management employees
 - Director approval is required for non-management employees

Employees who separate employment will receive a payout of any outstanding vacation balances.

6.03 Vacation pay – non-permanent hourly employees

a) Less than 5 years of continuous service

In lieu of paid vacation time, employees will receive vacation pay at **four (4) percent** of their gross regular earnings during their first four (4) years of continuous service.

b) 5 or more years on continuous service

In lieu of paid vacation time, employees will receive vacation pay at **six (6) percent** of their gross regular earnings after five (5) years of continuous service.

6.04 Vacation - contract employees

Contract employees must consult the terms of their contract.

6.05 Basic vacation requirement

Under Alberta Employment Standards, each employee with:

- one (1) to five (5) years of continuous service is entitled to and required to take at least two (2) weeks' vacation leave each year, and
- more than five (5) years of continuous service is entitled to and required to take at least three (3) weeks' vacation leave each year.
- Employees who separate employment will receive vacation pay in lieu of vacation earned but not taken.

This is regardless of whether the employee is entitled to vacation accrual or vacation pay in lieu.

Employees who receive vacation pay in lieu, are required to take the appropriate amount of time as unpaid vacation leave.

6.06 Workers' compensation

a) Employees of Strathcona County are provided a legislated measure of income protection for work-related injuries or illness by the Workers' Compensation Board (WCB) – Alberta. Employees can access information on the WCB website.

b) Premiums

WCB premiums are 100% funded by Strathcona County.

c) No loss of pay

Employees who are injured on the job during working hours and are required to leave the job site for treatment, or who 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.

d) Workers' Compensation (WCB) supplement

Employees may qualify for supplement to their WCB benefit paid by Strathcona County.

6.07 Illness leave

a) Casual illness

Casual illness means an illness or non-work-related injury that causes an employee to be absent from work for a period of not more than three (3) consecutive work days.

- i. Casual illness is paid leave if employees met the following requirements:
 - Have sufficient hours remaining in their casual illness bank
 - Complies with any request by their supervisor or Disability Management to provide supporting medical evidence.
- ii. For **casual illness**, medical documentation is generally not required. However, at the time of notification, employees may be asked to provide proof of illness in the form of a medical certificate.

b) Casual illness bank in hours (no carryovers)

Employees in positions based on 70 hours biweekly (standard or averaged hours)

	<u>Permanent full-time</u>	<u>Permanent part-time</u>	<u>Temporary full-time</u>	<u>Temporary part-time</u>	<u>Non-permanent hourly</u>	<u>Contract</u>
Upon hire or transfer into an eligible position or January 1st	70 hours	70 hours, pro-rated based on FTE	70 hours	70 hours, pro-rated based on FTE	Not eligible May request unpaid illness leave	Consult terms of contract

Employees in positions based on 80 hours biweekly (standard or averaged hours)

	<u>Permanent full-time</u>	<u>Permanent part-time</u>	<u>Temporary full-time</u>	<u>Temporary part-time</u>	<u>Non-permanent hourly</u>	<u>Contract</u>
Upon hire or transfer into an eligible position or January 1st	80 hours	80 hours, pro-rated based on FTE	80 hours	80 hours, pro-rated based on FTE	Not eligible May request unpaid illness leave	Consult terms of contract

The illness bank will be topped up per the above schedules except for those on leave. For those on leave, the illness bank will be topped up per the schedule upon return from leave to full duties and full hours. There is only one top up per year.

c) **Casual illness allotment exhaustion**

In exceptional circumstances, employees who have exhausted their casual illness allotment in a calendar year may request to utilize available banked or vacation time, subject to Manager approval.

d) **General illness**

General illness means an illness or non-work-related injury that causes an employee to be absent from duties for more than three (3) consecutive work days.

- i. General illness is paid leave if the employee meets all of the following conditions:
 - qualifies for a general illness allotment
 - is medically unable to work
 - has sufficient hours remaining in their general illness bank
 - within two weeks of the date requested, has provided acceptable, supporting medical evidence, as requested by [Disability Management](#). This may include completion of the [Work Readiness Report](#) and any relevant claim application forms.
 - participates fully with requests from [Disability Management](#); including active participation in a return-to-work or treatment program and provision of any additional acceptable, supporting medical evidence (i.e. treatment progress reports or work restrictions)
 - has not yet fulfilled the elimination period for [Long Term Disability](#) benefits
 - meets the definition of disabled/ill as adjudicated by [Disability Management](#) or our service providers
- ii. General illness medical certificates shall be from a health care practitioner, practicing within the scope of their profession, and registered and accredited with any of the following:
 - College of Physicians and Surgeons of Alberta
 - College of Alberta Psychologists
 - College of Midwives of Alberta
 - Or any other regulated health professional subject to approval by Disability Management
- iii. Availability while on general illness
 - While in receipt of general illness pay, employees are expected to reside at their normal place of residence in order to be available to actively participate in treatment, rehabilitation, medical assessments and alternative work opportunities; and to remain in regular contact with [Disability Management](#).
 - Excluding hospitalization, any absence from an employee's normal place of residence exceeding five (5) consecutive calendar days is to be reported to [Disability Management](#). This absence must be supported by the Attending Physician and not delay or otherwise interfere with diagnosis, adjudication, treatment or the ability to actively participate in a return-to-work program.
 - Absences from Canada may result in suspension of general illness pay for the period of absence. Exceptions may be granted in circumstances where the employee leaves Canada to undertake medical treatment not available in Canada; and the absence is fully supported by their Attending Physician and does not delay or otherwise interfere with diagnosis, adjudication, or treatment.

e) General illness bank in hours (no carryovers)

Employees in positions based on 70 hours biweekly (standard or averaged hours)

	<u>Permanent full-time</u>	<u>Permanent part-time</u>	<u>Temporary full-time</u>	<u>Temporary part-time</u>	<u>Non-permanent hourly</u>	<u>Contract</u>
Upon hire or transfer into an eligible position	70 hours full pay	70 hours full pay, pro-rated based on FTE	70 hours full pay	70 hours full pay, pro-rated based on FTE	Not eligible May request unpaid illness leave*	Consult terms of contract
In 2nd consecutive calendar year in an eligible position*	455 hours (Note: first 140 hours at full pay followed by 315 hours at 55% pay)	455 hours pro-rated based on FTE (Note: first 140 hours at full pay followed by 315 hours at 55% pay)	455 hours (Note: first 140 hours at full pay followed by 315 hours at 55% pay)	455 hours pro-rated based on FTE (Note: first 140 hours at full pay followed by 315 hours at 55% pay)	Not eligible	Consult terms of contract
In 3rd and subsequent consecutive calendar years in an eligible position*	455 hours full pay	455 hours full pay, pro-rated based on FTE	455 hours full pay	455 hours full pay, pro-rated based on FTE	Not eligible	Consult terms of contract

* For those on leave, the illness bank will be topped up per the above schedule after a sustained return from leave to full duties and full hours. Each top up will be evaluated on a case-by-case basis. There is only one top up per year.

Employees in positions based on 80 hours biweekly (standard or averaged hours)

	<u>Permanent full-time</u>	<u>Permanent part-time</u>	<u>Temporary full-time</u>	<u>Temporary part-time</u>	<u>Non-permanent hourly</u>	<u>Contract</u>
Upon hire or transfer into an eligible position	80 hours full pay	80 hours full pay, pro-rated based on FTE	80 hours full pay	80 hours full pay, pro-rated based on FTE	Not eligible May request unpaid illness leave*	Consult terms of contract
In 2nd consecutive calendar year in an eligible position*	520 hours (Note: first 160 hours at full pay followed by 360 hours at 55% pay)	520 hours pro-rated based on FTE (Note: first 160 hours at full pay followed by 360 hours at 55% pay)	520 hours (Note: first 160 hours at full pay followed by 360 hours at 55% pay)	520 hours pro-rated based on FTE (Note: first 160 hours at full pay followed by 360 hours at 55% pay)	Not eligible	Consult terms of contract
In 3rd and subsequent consecutive calendar years in an eligible position*	520 hours full pay	520 hours full pay, pro-rated based on FTE	520 hours full pay	520 hours full pay, pro-rated based on FTE	Not eligible	Consult terms of contract

*For those on leave, the illness bank will be topped up per the above schedule after a sustained return from leave to full duties and full hours. Each top up will be evaluated on a case-by-case basis. There is only one top up per year.

f) Disability Management

Disability management provides guidance on matters concerning workplace absences or work restrictions due to injury, illness or other challenges impacting health and well-being. When on leave of absence, employees are required to participate fully with requests from Disability Management, including active participation in a return-to-work or treatment program, and provide any additional acceptable, supporting medical evidence (eg. treatment progress reports or work restrictions)

g) Request for medical examination

The employer may require an employee to be examined by a medical practitioner designated by the employer in either of the following conditions:

- i. prolonged or frequent absences due to illness
- ii. the employee is considered unable to perform the duties of their job satisfactorily or safely because of disability or illness

Examination expenses incurred will be paid by Strathcona County ([see 6.07 m](#)).

h) **Payments from other sources**

Employees are not eligible to receive paid illness benefits if their absence is due to an injury from employment with any other employer and they are being compensated for their lost hours with Strathcona County by [WCB](#), or if they are being compensated for their lost hours with Strathcona County through any other insurance plan.

i) **Illness bank deductions ([permanent](#) and [temporary](#) employees)**

Each day or portion of a day, to the nearest quarter hour, of illness leave used will be deducted from the appropriate illness allotment for that calendar year.

j) **Return to work**

Employees on illness leave may be required to provide a [Work Readiness Report](#) or a medical certificate confirming their ability to return to work and specifying any work restrictions and their duration.

A [Work Readiness Report](#) or a medical certificate confirming the ability to return to work and specifying any work restrictions and their duration may also be required in cases of multiple absences of less than 10 days in any given year, or if concern exists about the ability of the employee to safely resume work.

When appropriate, a modified return to work program may be developed in collaboration with the employee, the supervisor, Strathcona County disability management and the appropriate health care professionals.

k) **Paid holidays ([permanent](#) and [temporary](#) employees)**

When a day designated as a paid holiday under [Section 6.01](#) falls within a period of general illness, it will be considered a paid holiday and it will not be deducted from the employee's illness bank.

l) **Transition to Long Term Disability (LTD) ([permanent](#) and [temporary](#) employees)**

If an employee with group benefits is medically unable to return to work after 90 calendar days of absence, the employee may be eligible to receive [LTD benefits](#) from the employer's insurance provider.

Further information on LTD can be found on The Insider in the carrier's [LTD Policy](#).

m) **General illness exhausted ([permanent](#) and [temporary](#) employees)**

Employees who have exhausted their general illness allotment in a calendar year may, with acceptable supporting medical evidence, use any unused casual illness remaining in their bank if they meet **any** of the following conditions:

- i. they have not yet fulfilled the elimination period for LTD

- ii. they do not have LTD insurance coverage
- iii. They have complied with the LTD application process within the requested timelines, but their claim has not yet been adjudicated by the insurer

Following the exhaustion of all paid illness leaves, if the employee has not yet received medical clearance to return to work and has met the definition of disabled; the employee may be placed on an unpaid leave, without pay or benefits. While on unpaid leave:

- The employee may choose to request a Record of Employment in order to apply for Employment Insurance sick benefits.
- The employee may choose to maintain their benefits by paying 100% of the employee and employer premiums for a maximum of six (6) months.
- The employee may request a partial or full **payout** of any banked extra-time, overtime, or excess vacation time ([see 6.02 m](#)); however, this must be reported to Employment Insurance as earnings if employee is in receipt of Employment Insurance sick benefits.

For additional information on unpaid leaves, please refer to the [Unpaid Leave of Absence Guidebook](#).

n) Medical certificates

Expenses for medical certificates will be the responsibility of the employee, including medical certificates required to support eligibility for casual or general illness pay provisions, or long-term disability benefits.

Where the employer has requested the employee to attend a medical examination and/or obtain additional medical documentation, expenses incurred will be paid by Strathcona County.

Medical certificates must be submitted to Disability Management.

6.08 Chronic Illness ([permanent](#) and [temporary employees](#))

- a) In exceptional cases, with approval from Disability Management and with acceptable supporting medical evidence; a chronic medical condition that requires periodic absences from work on an ongoing basis, may be considered as general illness and be deducted from any general illness allotment available, instead of from casual illness.
- b) If the employee requires Long Term Disability (LTD) benefits at a future date within the same calendar year, this may result in exhaustion of their general illness allotment prior to completion of the 90 day elimination period for LTD benefits. ([see 6.07 \(l\)](#)).
- c) Updated supporting medical evidence must be provided as requested by Disability Management.
- d) The employee must meet all the relevant requirements for General Illness as per [6.07 \(d\)](#).

6.09 Medical appointments ([permanent](#) and [temporary employees](#))

- a) When possible, employees are expected to schedule their medical, dental or paramedical appointments to occur during non-work hours. However, Strathcona County recognizes it is not always feasible for employees to do so. An employee's supervisor may authorize up to two (2) hours to be coded as "Medical Appointment" time for reasonable, **medically necessary** appointments which cannot be scheduled during non-work hours. "Medical Appointment" leave is applicable for employees only.

[Permanent and temporary employees](#)

[Supervisors](#) may approve up to two (2) hours on any one day, to be coded as paid "Medical Appointment" leave.

If additional time is required due to the nature or location of the appointment, casual illness bank may be utilized.

If the employee has received authorization from their supervisor not to return to work after the appointment, the supervisor may authorize the use of banked time or vacation time. Casual illness cannot be used.

[Non-Permanent hourly employees](#)

Employees may use banked time, or, if operational requirements permit, they may arrange with their supervisor to flex their time for the day or to take unpaid leave time.

For additional information on unpaid leaves, please refer to the [Unpaid Leave of Absence Guidebook](#).

b) Prior notice

Employees are required to provide as much notice as possible to their supervisor of all non-emergent appointments.

c) Proof of attendance

The supervisor or [Disability Management](#) may require the employee to submit proof of attendance at the medical appointment when time off from work is granted to attend such appointments.

d) Frequent or recurring appointments

In the case of frequent or recurring appointments, the employee will be required to consult with Disability Management.

If the frequent or recurring appointments are not medically necessary, or if the employee chooses to attend during work hours even though options exist for appointments outside of work hours; paid medical appointment time is not applicable and the employee may request to utilize available banked time or vacation time, subject to Manager approval.

6.10 Special leave – paid

Permanent and temporary full-time employees may be granted up to a combined total of 49 hours for a 35 hour per week employee and 56 hours for a 40 hour per week employee, of paid special leave per calendar year, pro-rated for part-time employees. Employees are required to provide as much notice as possible to their supervisor for special leave requests.

a) Bereavement leave

Must be taken within 14 calendar days following the death. Allowance may be made for exceptional circumstances.

b) Family illness leave

To attend to the care of an immediate family member.

c) Birth or adoption proceedings of the employee's child

Must be taken within 14 calendar days of the birth or adoption

d) Citizenship leave

One (1) day paid leave (lifetime) to attend the employee's formal hearing to become a Canadian citizen.

6.11 Compassionate leave – paid or unpaid

a) Compassionate leave – paid

For permanent and temporary employees, paid compassionate leave of up to four (4) consecutive calendar weeks may be available for situations of critical illness within the immediate family, where the employee is required to provide or participate in the care of, or provide psychological or emotional support for, a critically ill or injured family member. Employees are required to utilize available special leave time before accessing compassionate care leave.

Employees requesting compassionate leave must contact either their Director or the Senior Human Resources Business Partner for their Department. The Senior Human Resources Business Partner, or the Director in consultation with the Senior Human Resources Business Partner, will then coordinate the application process.

Approval of paid leave is at the discretion of the Associate Commissioner. Approval of the leave will take into consideration a number of factors, including the specific situation the employee is facing.

The employee may be required to provide appropriate documentation which may include medical documentation from the family member's physician that demonstrates the requirement for their involvement in the care and support of the critically ill or injured family member.

If more time is required, beyond that authorized under compassionate leave, the employee may apply for an unpaid compassionate leave of absence (see the Unpaid Leave of Absence Guidebook) or may request to utilize available banked time, subject to Manager approval.

6.12 Court leave – paid or unpaid

a) Leave for County business

When [permanent](#) and [temporary](#) employees are summoned or subpoenaed as witnesses or defendants 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:

- i. Employees will receive regular pay or overtime pay as applicable, but any witness fee received (less parking fees, meal allowance, mileage, and other business related expenses) will be paid to the employer.
- ii. If employees must appear during non-working hours, they will receive their regular hourly wage or time off in lieu of wages. Any witness fee received (less parking fees, meal allowance, mileage, and other business related expenses) will be paid to the employer.

b) Jury duty, jury selection, or as witnesses in a private capacity ([permanent](#) and [temporary](#) employees)

When subpoenaed, and with supporting documentation, employees will receive regular pay. Any reimbursement received must be paid to the employer (less parking fees and meal allowance).

c) Other capacity

Employees required to appear in court in a capacity other than as a subpoenaed witness or jurist will be granted leave without pay, or may request to utilize available banked or vacation time.

6.13 Leave on election day – paid

An employee who is eligible to vote in a federal, provincial or municipal election, plebiscite or referendum is entitled to have time to vote during the period of time in which the polls are open, subject to the legislation governing that vote. Where an employee's scheduled hours of work do not allow for adequate time to vote, the necessary paid time will be granted to provide the required consecutive hours.

6.14 Unpaid leaves of absence

a) Unpaid leaves of absence will be granted in accordance with [Alberta Employment Standards](#).

[Alberta Employment Standards](#)' unpaid leaves are applicable to all employees, including [non-permanent hourly](#). Additional unpaid leaves may be granted at the discretion of the manager, in consultation with Human Resources. Details and procedures for requesting an unpaid leave can be found in the [Unpaid Leave of Absence Guidebook](#).

b) Unpaid leaves which are governed by Alberta Employment Standards and detailed in the [Unpaid Leave of Absence Guidebook](#) include:

- i. Bereavement
- ii. Citizenship ceremony
- iii. Compassionate care
- iv. Criminal death or disappearance of a child
- v. Critical illness of a family member

- vi. Domestic violence
- vii. Long-term illness, injury or quarantine
- viii. Maternity
- ix. Parental / adoption
- x. Personal and family responsibility

c) **Maternity leave SUB plan top-up** ([permanent](#) and [temporary](#) employees)

Some employees may qualify for a partial income ‘top-up’ during the Employment Insurance (EI) waiting period and the health-related portion of the maternity leave, providing they are in receipt of EI Maternity benefits.

Details discussed in the [Unpaid Leave of Absence Guidebook](#).

d) **Parental / adoption leave**

If both parents are employees of the County, only one parent will be granted leave at a time.

e) Employees granted leave of absence without pay will continue to have their performance increases pro-rated based on the total number of hours worked in the position in the previous 12 months from the salary review date , as per the Salary Administration Guidelines.

Section 7 – Salary administration

7.01 Salary administration

The salary administration guideline for classified employees describes how an employee’s salary is determined when hired, promoted, transferred, reclassified, or given developmental or acting assignments.

See the [Salary Administration Guidelines](#) for information on the following:

<ul style="list-style-type: none"> • New hires or rehires • Promotions • Reclassifications • Secondments • Long term acting assignments • Short term acting assignments • Lateral moves or transfers 	<ul style="list-style-type: none"> • Developmental opportunities • Voluntary demotion • Assignment to a position with a lower maximum salary • Performance increases • General increases • Salary compression
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Section 8 – Employee pension and benefit plans

8.01 Components

Strathcona County may, from time to time, change components of the benefit package, including cost-share. Insured benefits are subject to and governed by the terms and conditions of the policies or contracts entered into with the underwriters of the plans.

- a) **Extended Health Care**
premiums cost-shared
- b) **Dental Health Care**
premiums cost-shared
- c) **Basic Group Life Insurance**
premiums cost-shared
- d) **Basic Group Accidental Death and Dismemberment Insurance**
premiums cost-shared
- e) **Group Long Term Disability (LTD) Insurance**
premiums cost-shared
- f) **Optional Life Insurance**
100% paid by employee
- g) **Voluntary Accidental Death and Dismemberment Insurance**
100% paid by employee
- h) **Flexible Spending Account (Health Spending and/or Wellness Spending)**
100% funded by Strathcona County
- i) **Employee and Family Assistance Program**
100% funded by Strathcona County
- j) **Best Doctors by Teladoc**
100% funded by Strathcona County
- k) **Local Authorities Pension Plan**
regular, bi-weekly contributions cost-shared
- l) **APEX Supplemental Pension Plan (management job family)**
regular, bi-weekly contributions cost-shared
- m) **Group RRSP Plan**
100% paid by employee

More information on any of the above benefits can be found on the [Insider](#).

8.02 Eligibility

a) By employee type:

- i. [Permanent](#) and [temporary](#) employees are eligible for all of the preceding benefits, with the following two conditions:
 - the LTD plan for temporary employees is limited to a maximum of 24 months of benefits
 - temporary employees are not eligible for the Local Authorities (LAPP) or APEX pension plans
- ii. [Non-permanent hourly](#) employees may qualify for [Flex Spending Account](#) credits based on hours worked in the preceding year.
- iii. Contract employees must consult the terms of their contract.

b) Details:

Eligibility details, costs, values, effective dates, procedures and forms for Strathcona County's benefit plans are available on the [Insider](#).

Employees will receive a benefit enrolment package when they become eligible.

Benefits that are deemed to be mandatory for the employee's position are part of the terms and conditions of employment.

Section 9 – Employee injury, illness and wellness

9.01 Occupational health and safety

- a) All employees must work with their supervisor to complete the Occupational Health and Safety Orientation checklist and applicable training. Additional information, including manuals specific to certain job requirements, is available on the [OH&S page](#) on The Insider.

b) Reimbursement of required footwear expenses

i. First eligibility period

Employees who have completed three (3) consecutive months of employment will be reimbursed once per year to a maximum of \$200.00 (including taxes), on the presentation of a valid receipt for the purchase of CSA-approved safety boots or shoes that are required for work activities as determined by Occupational Health and Safety legislation and safe work practices as defined within the department.

The manager may deem it necessary and approve reimbursement for a second pair of boots in the employee's first year of eligibility up to an additional \$200.00 (including taxes).

ii. [Subsequent calendar years](#)

Employees will be reimbursed once per year to a maximum of \$200.00 (including taxes), on the presentation of a valid receipt for the purchase of CSA-approved safety boots or shoes that are required for work activities as determined by Occupational Health and Safety legislation and safe work practices as defined within the department.

c) [Additional Information](#)

- i. Employees may use part of the allowance to purchase other CSA-approved safety equipment not supplied by Strathcona County, for use in the performance of their job. Providing there is no break in service of any length, 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.
- ii. If an employee has not exhausted the annual boot allowance maximum (including carry over), the manager or an authorized designate may authorize the reimbursement of a second pair of boots in a calendar year if required, not exceeding the remaining balance.

Section 10 – Learning and development

10.01 [Learning and development](#)

Strathcona County values the continuous development of all employees in support of current and future business needs. Learning and development can take place both on-the-job; and, when the organization can accommodate the request and still meet operational needs, through approved formal courses. Learning and development is planned, updated and recorded as part of the Performance Planning and Review (PPR) process.

The approach is based on the principle that learning and development creates a mutual benefit to employees and the organization.

Funding may be provided according to the [Learning and Development Guidelines](#).

a) Time and travel

Travel time may be provided as follows:

Mandated training	Non-mandated learning	
<p>Opportunities where an employee is scheduled to report at a specific time/location and failure to complete will result in the employee being unable to do their job.</p>	<p><u>Department-funded</u></p> <p>Department funded learning and development supports employees in meeting position, performance and/or business needs. Department funded learning is used for work-related learning activities including certificates and professional designations, workshops, webinars, conferences, professional events/courses or memberships.</p> <p>Approved and funded by the department.</p>	<p><u>Corporate Funded Learning</u></p> <p>Corporate funded learning and development provides funding assistance for career development that benefits the employee and the County. Corporate-funded learning is used for longer term educational opportunities including diplomas, degrees, and post-graduate degrees.</p> <p>Corporate funded and approved by HR.</p>
<p><u>Time spent in training:</u></p> <p>Compensated for time in accordance with applicable criterion outlined in Section 5 – Hours of Work.</p> <p>When possible, adjust daily work schedule or days of work if planned and authorized in advance when learning falls outside regular hours of work. If adjusting days of work, the adjustment must occur within the same work week (Monday to Sunday).</p>	<p><u>Time spent in learning:</u></p> <p>Compensated for time during regular hours of work for conferences, seminars and individual courses.</p> <p>Not eligible for EDO, extra time, or overtime.</p> <p>Ability to adjust daily work schedule or days of work if planned and authorized in advance when learning falls outside regular hours of work. If adjusting days of work, the adjustment must occur within the same work week (Monday to Sunday).</p> <p>Note: Post-secondary courses towards certificate programs and designations are attended outside of regular hours of work. Time is not compensated.</p>	<p><u>Time spent in learning:</u></p> <p>Unpaid – courses are attended outside of regular hours of work.</p> <p>On occasion, if time during regular hours of work is required to attend a course, write an exam, or complete a work practicum:</p> <ul style="list-style-type: none"> • First obtain authorization for adjusting daily work schedule or days of work. If adjusting days of work, the adjustment must occur within the same work week (Monday to Sunday). Time spent in learning remains unpaid. • If an employee chooses not to adjust their daily work schedule, they must use banked time for any absence from work (e.g. banked overtime, vacation, EDO, etc.). • Unpaid time may only be considered once banked time has been exhausted. • In rare circumstances, if an employee is unable to change their daily work schedule and has no banked time to use, their director can approve up to five (5) paid days per program.
<p><u>Travel Time:</u></p>	<p><u>Travel Time:</u></p>	<p><u>Travel Time:</u></p>

Compensated at straight time (no overtime).	Travel time is compensated if it falls during regular hours of work.	Not compensated.
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Paid time for non-mandated learning is not considered as hours of work towards the application of overtime.

When working partial days, an employee will be eligible for EDO time (where applicable) if the time spent at work and in the above activities is equivalent or exceeds the approved EDO workday hours. EDO time is not eligible for time spent in corporate-funded learning. Employees may claim travel and meal allowances for mandated training and non-mandated department-funded learning, in accordance with the [Employee Business Expense Policy HUM 001-026](#). Travel and meal allowances are not eligible for corporate-funded learning.

Section 11 – Performance planning and review

11.01 Performance planning and review process

Performance planning and review (PPR) is a collaborative process between employees and their supervisor. It provides the opportunity to align employees' expectations, accomplishments, skills and career development with business goals.

There are three (3) steps to the process:

a) Performance planning

- Establish work priorities, objectives, behaviours, and learning and development goals.

b) Status updates

- Discuss achievements and challenges. Clarify expectations and align priorities, objectives and deadlines.

c) Performance review

- Assess overall performance over the past year, summarize accomplishments and challenges, and identify areas of strength and areas for improvement.

Employees' merit increases will be based on a review of their performance over the previous year, as assessed on their salary review date, until they reach the maximum of their salary grid. Completed PPRs will be documented using the Career and Performance tile in Oracle.

Additional information on the objectives and process can be found on The Insider under [Performance Planning and Review](#).

Section 12 – Position abolishment

12.01 Position abolishment

If a position(s) is abolished as a result of organizational realignment or the suspension/discontinuation of business operations, the following will apply to impacted employees:

- a) Permanent employees will be given at least one (1) months' prior written notice (or more if required by the [Alberta Employment Standards](#)) that their position is to be abolished.
- b) During the period of notice of position abolishment, the supervisor will allow the affected employees a reasonable amount of time off with pay in order to be interviewed by prospective employers.

More information regarding the treatment of employees whose positions are impacted as a result of organizational structure changes can be found within the [Guideline for Organizational Review & Realignment](#). Depending on the circumstances, there may be other provisions outlined under the [Alberta Employment Standards](#) that will apply.

Section 13 – Disciplinary action

13.01 Disciplinary action

- a) Employees whose conduct, performance or suitability does not satisfy the objectives or standards established for Strathcona County employees may be subject to disciplinary action, up to and including termination.
- b) Progressive discipline will be done in consultation with Human Resources and may include some or all of the following actions:
 - a. Written warning(s)
 - b. Suspension without pay
 - c. Demotion
 - d. Termination
- c) Copies of written disciplinary actions will be provided to employees, submitted to Human Resources, and placed on the employees' [official employee file](#). An employee may apply to Human Resources to have disciplinary records removed from their file after a minimum two-year waiting period, provided there has been no further discipline on the file, and in consideration of their overall performance and attendance.

- d) Employees may appeal their own disciplinary action in accordance with the appeal process of this handbook (see [14.01](#)).

Section 14 – Appeal process

14.01 Appeal process

Employees may appeal:

- Their own disciplinary action up to but not including termination
- If it is alleged that a serious breach of procedural fairness occurred during an investigation process
- Interpretation of this handbook

Employees who have an appeal are encouraged to seek a resolution through informal means with their direct supervisor. However, if the issue cannot be resolved informally, the formal procedure is as follows:

- The appeal must be submitted in writing to the manager or alternate within 14 calendar days of the date on which the issue arose.
- Upon receipt of the written appeal, the manager or alternate will meet with the employee and hear the matter within 14 calendar days in an attempt to resolve the issue and respond in writing within 14 calendar days of the meeting.
- Should the matter not be resolved with the manager or alternate, the employee may submit the appeal in writing to the department director or alternate within 14 calendar days of the written response from the previous step. Upon receipt of the written appeal, the department director or alternate will meet with the employee and hear the matter within 14 calendar days, and respond in writing to the employee within 14 calendar days of the meeting.
- If the issue cannot be resolved after involvement with the department director or alternate, the employee may submit in writing to the Chief Commissioner within 14 calendar days of the written response from the previous step. The Chief Commissioner or alternate will meet with the employee and hear the matter within 14 calendar days of receipt of the written appeal and will respond to the matter within 14 calendar days of the hearing. The decision at this level will be final and binding.

*Note: through mutual agreement timelines to hear and respond to appeals may be extended if agreed to by both parties in writing. Should an employee timeline be passed without an extension, the appeal shall be considered null and void.

Section 15 - Other

15.01 Retirement of part-time fire fighters

All part-time fire fighters are required to retire no later than their sixty-fifth birthday.

Appendix I



Appendix I – Strathcona County Transit Operators: terms and conditions of employment

Strathcona County Transit Operators play an integral role in providing residents with reliable, timely public transit service. The terms and conditions of employment outlined in this document are intended to recognize the unique nature of transit operations and support Transit Operators in providing this valued service to the customer. All terms and conditions of employment for Transit Operators will be as per the Handbook of Policies and Benefits for Classified Employees with the following exceptions and clarifications.

Section 1 - Definitions

In this appendix, the following definitions apply:

- a) **Block operator:** a spare board operator who, during the term of a major sign-up, signs an open signed shift on a small sign-up
- b) **Off-days:** those days of rest without pay that are scheduled in conjunction with an employee's regularly scheduled hours of work
- c) **Operator:** the person responsible for operating a public transit vehicle and who may also be responsible for the collection of fares
- d) **Major sign-up:** the collection of shifts containing the work required for Strathcona County Transit (SCT) to meet the operational needs for providing scheduled transit service. SCT will determine sign-up periods by considering operational requirements and service commitments that are required during a calendar year. It is anticipated that there will be no less than four major sign-ups in any year. Sign-ups may be increased or decreased at any time due to operational needs.
- e) **Small sign-up:** the sign-up for shifts assigned to full-time operators who are away on planned vacation or extended absence for greater than one week
- f) **Spare board operator:** a permanent or part-time operator who is unable to sign or chooses not to sign a shift on the major sign-up, but wants to sign shifts that come available and are posted to the block to vacation or non-scheduled absence

- g) **Travel time:** the time allowed for an operator to travel between the garage and a remote relief point, or between a commencement point and a relief point at a location other than the commencement point. Travel time only includes the time to travel to and from commencement and relief points.
- h) **Commencement point:** the location where an operator's shift begins
- i) **Relief point:** the location where an operator turns over the operation of the bus to another operator to carry on the same route
- j) **Finishing point:** the location where an operator's shift finishes
- k) **Relieving locations:** a set of defined locations used as relief points

Section 2 – Hours of work

2.01 Hours of work

- a) Regular operator shifts are based on a five-day work week, consistent with operating efficiency.
- b) A five-day work week will be designed on the basis of between 35 hours per week (seven (7) hours daily) and up to 40 hours per week (eight (8) hours daily), consistent with operating efficiency.-
- c) To facilitate convenient relieving locations, shift designs for a five-day work week may extend to eight (8) hours at the regular rate of pay.
- d) If operational service commitments allow, a four-day compressed work week may be designed on the basis of between 35 hours per week (8.75 hours daily) and up to 40 hours per week (10 hours daily).
- e) To facilitate convenient relieving locations, shift designs for a four-day compressed work week may extend to 10 hours at the regular rate of pay.
- f) Transit management will endeavour to provide as many continuous shifts as possible, conditional upon operational service requirements and economical division of work assignments.
- g) Spare board operators are considered as working a five-day week and will be paid overtime rates for work in excess of eight (8) hours a day.
- h) When a spare board operator is assigned to a regular shift, he or she will then become a substitute for the regular operator and is governed by the overtime provisions that apply to that shift.
- i) Spare board operators will receive four (4) days off in each two-week period.
- j) Spare board operators may be assigned rotating days off which may include weekdays and weekends.
- k) Operators record time worked to the minute.

2.02 Overtime

	Daily overtime	Weekly overtime
<u>Permanent and temporary full-time and part-time</u>	The following is included in the accumulation towards daily overtime: <ul style="list-style-type: none">• Transit 5-day schedules, hours worked in excess of 8 hours per day and 4-day schedules, hours worked in excess of 10 hours per day• Hours worked on a statutory holiday• Hours spent in mandated training (as per Section 10)	Overtime is applied on a scheduled day of rest provided full-time equivalent hours have been worked (35 hours) for the week including mandated training and the following time/pay that replaces regular hours of work (as eligible): <ul style="list-style-type: none">• Vacation taken• Regular statutory holiday pay• Statutory banked time taken• Extra/overtime banked time taken
<u>Non-permanent hourly</u>	Same as above	Overtime is applied on hours worked including mandated training in excess of 40 hours per week

What is not included towards overtime:

- Statutory holiday pay that doesn't replace regular hours (excess stat pay) and statutory holiday time banked (stat banked)
 - Non-mandated training
 - Daily extra time/overtime earned is not eligible for weekly overtime
 - All other absences (paid and unpaid) not listed in chart above are not eligible for overtime
- i. Employees will be paid at double the regular hourly rate for the position being worked.
 - ii. Overtime pay will be calculated at the pay rate in effect at the time overtime is paid and adjusted later if there is a subsequent retroactive change in that rate.

Section 3 - Pay

3.01 Pay

- a) Reporting allowance: an operator's wages will be calculated from the time set for reporting. A reporting allowance of 15 minutes will be paid on each run departing from the garage. This 15-minute allowance is not applicable to on-the-road relief pieces of work.
- b) Operator short assignments: any single piece of work will be paid a minimum of two (2) hours at the regular rate of pay.

- c) Operator delay pay: a reasonable degree of tolerance must be observed in the actual time of return of buses to the garage. Delay claims will only be recognized in instances where the delay is six (6) minutes or greater.

3.02 Travel time

- a) Operators will receive travel time at their regular rate of pay according to the following provisions:
 - i. An operator who works a straight shift that has different commencement and finishing points will receive travel time.
 - ii. An operator who works a split shift will receive travel time between the finishing point and the commencement point of each run that has different finishing and commencement points.
 - iii. Travel time will be included in calculating the length of shifts.

3.03 Break allowance

- a) Strathcona County Transit Operators will typically receive several unscheduled short breaks throughout each shift. As the operator is required to be readily available during these breaks, this time is paid. Because the nature of the work prevents operators from taking scheduled coffee breaks or lunch breaks, each permanent operator will receive an annual break allowance equivalent up to a maximum of 35 hours of work as compensation.
 - i. Payment of the break allowance will occur on each pay. In an employee's first year of employment, the total will be pro-rated depending on the employee's start date.
 - ii. Part-time operators will have their break allowance pro-rated to actual hours worked.
 - iii. New operator training time does not count towards the break allowance calculation.
 - iv. Time for incident review meetings is included in the break allowance (exceptions: performance planning and accident/incident reporting – see below)

3.04 Performance planning and review meetings

Operators will be paid a minimum of 15 minutes for attending scheduled performance planning and review meetings when such meetings are an extension of a shift.

3.05 Accident/incident report

Operators will be paid a minimum of 15 minutes when they are required to fill out an incident/accident report when completed as an extension of a shift.

3.06 Spare board guarantee

Strathcona County guarantees to each spare board full-time permanent operator a minimum pay equivalent to 35 hours at their regular rate of pay per pay period, provided the operator reports for work on time and carries out the duties assigned to them. Statutory holiday pay that replaces regular hours should be included in the guarantee. In dispatching extra work, consideration will be given to spare board operators prior to regular operators, subject to organizational efficiency.

