



**Strathcona County**

# Classified Employee Handbook

Effective: September 2019



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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 Code](#), 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 1 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.

A hard copy version of this document will not contain revisions made after January 2, 2019.  
The current version dated September 9, 2019 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) **Contract employees:** are hired under the specific terms and conditions of their employment contracts, which may supersede this handbook
- g) **Date started:** the start date of most recent continuous service
- h) **Day of rest:** a day when an employee is not regularly scheduled to work
- i) **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
- j) **Emergent:** an event or situation that could not be reasonably foreseen and calls for immediate response
- k) **Employee:** any person employed by the employer under the Terms and Conditions of this policy handbook
- l) **Employer:** Strathcona County
- m) **Hours of work averaging:** standard hours of work are averaged over a specified number of weeks in a shift schedule/cycle.
- n) **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
- o) **Manager/Management:** any individual classified within the management job family (includes Managers, Directors, and Associate Commissioners)
- p) **Month:** a calendar month

- q) **Official employee file:** the personal file of employees maintained by Human Resources and containing copies of all documentation pertinent to the employee’s employment
- r) **Resignation:** an employment separation initiated by an employee
- s) **Salary review date:** the date used to determine when an employee is eligible for a performance increase or a probationary review
- t) **Supervisor:** an employee whose job responsibilities include supervision of other employees (includes Managers)
- u) **Termination:** an employment separation initiated by the employer
- 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 [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 statutory holidays and breaks:

|                                |   |
|--------------------------------|---|
| Standard business operations   | Operations that may conduct work on any day of the week but normally do not operate on a continuing basis through statutory holidays. |
| Continuous business operations | Operations that normally conduct work seven (7) days a week, uninterrupted by statutory holidays.                                     |
| Transit operations             | Specific Transit operations only, such as Transit Operators, Dispatchers and Inspectors.  |

## 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, employed for a defined duration (nine months or longer) on a salaried basis, in either a full-time or part-time position (minimum of 14 hours per week).

- c) **Hourly employees:** are non-permanent employees paid on an hourly basis.
- d) **Contract employees:** are hired under the specific terms and conditions of their employment contracts, which may supersede this handbook.

## Section 3 – Administration

### 3.01 Employee personal information

- a) Every employee is required to notify Human Resources, using the appropriate form, of any changes in their personal status 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
  - vii) social insurance number [contact Payroll]
- b) Employees must also advise their department of any changes in their personal contact information.
- c) Employees must contact Human Resources to request confirmation of employment status or salary.
- d) Copies of written commendations will be provided to employees, submitted to Human Resources and placed in the employees' official employee file.
- e) Employees will have access to their own official employee file upon request.

### 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.

### 3.03 Pay periods

- a) **Employees on the salary payroll** will be paid bi-weekly. Salary covers the two-week period up to and including pay day. See the [salary payroll calendar](#) for pay periods.
- b) **Employees on the hourly payroll** will be paid bi-weekly for hours worked within the established pay period, up to and including the time entry cut-off date. See the [hourly payroll calendar](#) for pay periods and time entry cutoff dates.
- c) **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.

## 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.
- c) Management employees will serve a probationary period of 12 months.
- d) When previous employees have been rehired, Strathcona County may waive the probationary period on the written recommendation of the manager.
- e) Upon satisfactory completion of the probationary period, an employee in a permanent position may be granted a permanent appointment.

### 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 Human Resources on the written recommendation of the manager. 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) 44 hours per week where operationally required for Broadmoor Public Golf
  - v) part-time hours as assigned by the employer
- b) Hourly employees must work within a 90 day period in order to remain active on payroll and maintain their continuous service date.
- 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 Code.

### 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 report as may be required by their supervisor 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<br>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, 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<br>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 period.
- 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 agreements are required 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 Code](#).

### 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

#### Full-time employees – non-management

- Time worked in excess of eight (8) hours per day (excluding EDO banked time)
- Time worked on a scheduled day of rest, provided full-time hours have been worked for the week
- Time worked on a paid holiday

#### All other employees – non-management

- Time worked in excess of eight (8) hours per day
- Time worked in excess of forty (40) hours in a work week
- Time worked on a paid holiday

- Employees will be paid at double their regular hourly rate.
- 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 may not apply for employees who are on an [hours of work averaging agreement](#).

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:

- 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.
- 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 maximum of five (5) working days (combined), pro-rated for part-time employees, at the beginning of each December.
- 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:

| <b>35 hour per week employee</b>  | <b>35 hour per week employee</b>  | <b>40 hour per week employee</b>  | <b>40 hour per week employee</b>  |
|---|---|---|---|
| - 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                      | - <b>NOT</b> participating in the EDO program   | - participating in the EDO program and banking 0.5 EDO hours daily                      | - <b>NOT</b> participating in the EDO program   |
| Time would be coded as follows:   | Time would be coded as follows:   | Time would be coded as follows:   | Time would be coded as follows:   |
| 7.0 hr    regular time  | 7.0 hr    regular time  | 8.0 hr    regular time  | 8.0 hr    regular time  |
| 0.5 hr    EDO banked time   |   | 0.5 hr    EDO banked time   |   |
| 1.0 hr    extra time  | 1.0 hr    extra time  |   |   |
| 1.0 hr    overtime  | 1.5 hr    overtime  | 1.0 hr    overtime  | 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 [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.

## 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 ['fit for work'](#) (see page 7 of the Alcohol and Drug Program document for employees).




- a) Employees in [management](#) positions are not eligible for on-call pay.
- b) 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 scheduled on-call.
- c) On a regular day of rest, employees will be paid a minimum of one (1) hour's pay at double time for each day they are scheduled on-call.
- d) While on-call, if an employee is required to work beyond one hour but is not required to report to a work site, the employee will be compensated for the accumulated time worked over one hour to the nearest quarter hour at their regular rate of pay plus applicable overtime. (If the employee is required to report to the work site, see "call-back pay" below.)
- 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.
- 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.
- 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 Employment Standards Code.
- b)  Indicates a statutory holiday as designated by the Alberta Employment Standards Code.  
 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>  |  |
|---|--|
|   New Year’s Day<br>January 1 |  Labour Day<br>1 <sup>st</sup> Monday in September  |
|  Family Day<br>3 <sup>rd</sup> Monday in February  |  Thanksgiving Day<br>2 <sup>nd</sup> Monday in October  |
|  Good Friday<br>varies each year   |   Remembrance Day<br>November 11 |
|  Easter Monday<br>Monday following Good Friday   |  Christmas Floater<br>see below   |
|  Victoria Day<br>Monday before May 25  |   Christmas Day<br>December 25   |
|   Canada Day<br>July 1        |   Boxing Day<br>December 26      |
|  Heritage Day<br>1 <sup>st</sup> Monday in August  |  |

| <u>Continuous Operations</u>  |  |
|---|--|
|   New Year’s Day<br>January 1 |  Labour Day<br>1 <sup>st</sup> Monday in September  |
|  Family Day<br>3 <sup>rd</sup> Monday in February  |  Thanksgiving Day<br>2 <sup>nd</sup> Monday in October  |
|  Good Friday<br>varies each year   |   Remembrance Day<br>November 11         |
|  *Easter Monday<br>Monday following Good Friday  |   Christmas Eve (Floater)<br>December 24 |
|  Victoria Day<br>Monday before May 25  |   Christmas Day<br>December 25           |
|   Canada Day<br>July 1        |   Boxing Day<br>December 26              |
|  Heritage Day<br>1 <sup>st</sup> Monday in August  |  |

\*Transit: Transit Operators, Dispatchers, and Inspectors will recognize the holiday on Easter Sunday.

### 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, 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) Entitlements & pay rates – permanent and temporary employees

| <u>Standard Operations</u>   | <u>Continuous Operations</u>   |
|--|--|
| <p>i) If a fixed-date paid holiday (indicated by the  symbol above) falls on a weekend, it will be observed on the Monday immediately following.</p> <p>ii) If the day the holiday is to be observed falls on an employee's <b>regularly scheduled work day</b>, but the employee is <b>not</b> required to work, they are entitled to one day's paid leave.</p> <p>iii) If an employee is <b>required to work</b> on the day the holiday is to be observed, at the discretion of the supervisor, and dependent on operational requirements, the employee will either:</p> <ul style="list-style-type: none"><li>▪ receive the overtime rate for the hours worked on that day, PLUS one day off in lieu at the regular rate of pay (to be taken within the 14 calendar days immediately following at the discretion of the supervisor) <b>or</b></li><li>▪ receive the regular rate of pay for the holiday PLUS overtime pay for the hours worked.</li></ul> <p>iv) If the day the holiday is to be observed falls on a <b>part-time</b> employee's regularly scheduled day of <b>rest</b>, and the employee is not required to work, the employee is entitled to their average daily wage for the day.</p> | <p>i) If a fixed-date holiday (indicated by the symbol  above) falls on a weekend, it will be observed on the <u>actual</u> date of the holiday.</p> <p>ii) If the holiday falls on an employee's <b>regularly scheduled work day</b>, and the facility is <b>closed</b> and the employee is <b>not</b> required to work on the holiday, the employee will receive the regular rate of pay for the day</p> <p>iii) If the employee is required to work on the holiday, the employee will either:</p> <ul style="list-style-type: none"><li>▪ receive the overtime rate for the hours worked on that date, PLUS one day off in lieu at the regular rate of pay (to be taken within the 14 calendar days immediately following at the discretion of the supervisor) <b>or</b></li><li>▪ receive the regular rate of pay for the holiday PLUS overtime pay for the hours worked.</li></ul> <p>iv) If the holiday falls on a <b>part-time</b> employee's regularly scheduled day of <b>rest</b>, and the employee is not required to work, the employee is entitled to their average daily wage for the day.</p> <p>If the holiday falls on a <b>full-time</b> employee's <b>regularly scheduled day of rest</b>, and the employee is <b>NOT</b> required to work that day, the employee will receive pay in lieu or be granted a day in lieu at the regular rate of pay (to be taken within the 14 calendar days immediately following at the discretion of the supervisor).</p> |

f) Entitlements & pay rates – hourly employees

Hourly employees will receive five (5) per cent of their gross regular wages in lieu of statutory holiday pay, paid bi-weekly. This amount is equivalent to 13 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.

g) 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

**Permanent and Temporary, Full-time, Non-Management**

**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)**

**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)**

**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)**

**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)**

**Permanent and Temporary, Full-Time, Management**

**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)**

**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)**

**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)**

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 hourly employees where no hours have been worked in 90 days or longer.
- e) **Vacation accrual periods**
  - i) 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.
  - ii) Employees will continue to accrue vacation leave during paid leaves, including top-up periods.
  - iii) Employees will only accrue vacation leave during the first 30 calendar days of unpaid leaves.
- 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 leave**

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:

| <b>35 hour per week employee</b> |                      | <b>40 hour per week employee</b> |                      |
|----------------------------------|----------------------|----------------------------------|----------------------|
| 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 while on annual vacation leave for more than three (3) consecutive paid vacation days, the applicable days may be deemed general illness 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, the vacation leave must precede 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.
- Employees who separate employment will receive vacation pay in lieu of vacation earned but not taken.
- 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
  - Any banked time that remains unused will be paid out on the employee's final pay.

### 6.03 **Vacation pay – [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 of 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. Details are available on the [Benefit FastFacts](#).

**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 meet the following requirements:

- have sufficient hours remaining in their casual illness bank
- complies with any request by his 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 allotments**

**Permanent and temporary employees**

On commencement of employment, 10 working days of casual illness leave with pay. After the first worked day of full duties, full hours in each subsequent, consecutive calendar year, the employee's casual illness bank will be topped-up to 10 working days.

Pro-rated for part-time employees based on full-time equivalency. (i.e. half-time receives five days.)

**Hourly employees**

Not eligible for casual illness pay.

May request unpaid illness leave.

**Contract employees**

Must consult the terms of their contract.

c) **Casual illness allotment exhaustion**

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
- 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 allotments

**Permanent and temporary employees**

**On commencement of employment**, 10 working days general illness leave with pay.

After the first worked day of full duties, full hours in the employee's **second consecutive calendar year** as a permanent or temporary employee, both of the following:

- 20 work days with full pay
- 45 work days with 55% pay

After the first worked day of full duties, full hours in the employee's **third consecutive calendar year**:

- 65 work days with full pay

After the first worked day of full duties, full hours in each **subsequent consecutive calendar year**, the employee's general illness bank will be topped-up to 65 working days at full pay.

General illness leave is pro-rated for part-time employees based on their full-time equivalency.

General Illness pay shall not exceed 90 consecutive calendar days, except in exceptional, extenuating circumstances as approved by Human Resources.

**Hourly employees**

Not eligible for general illness leave with pay.

Please refer to the [Unpaid Leave of Absence Guidebook](#).

**Contract employees**

Must consult the terms of their contract.

If applicable, please refer to the [Unpaid Leave of Absence Guidebook](#).

f) 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).

g) [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.

h) [Illness bank deductions](#)

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.

i) [Return to work](#)

Employees on illness leave in excess of 10 consecutive days 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.

j) [Paid holidays](#)

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.

k) [Transition to Long Term Disability \(LTD\)](#)

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](#).

#### l) General illness exhausted

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; 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](#).

#### m) 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.

### 6.08 Chronic Illness

- 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

- 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.

### 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 his 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.

### 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 7 working days of paid special leave per calendar year, pro-rated for part-time employees.

### 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 requesting compassionate leave must contact either their Director or the Senior Human Resources Business Advisor for their Department. That person 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 will 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 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, but any witness fee received (less parking fees, meal allowance and mileage) 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 and mileage) will be paid to the employer.

### b) Jury duty or as witnesses in a private capacity

When subpoenaed, employees will receive regular pay, but any witness fees (less parking fees and meal allowance) must be paid to the employer.

### 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.

## 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 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**

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 in excess of one (1) month will have their salary review date adjusted for increment purposes only

## 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:

- New hires or rehires
- Promotions
- Reclassifications
- Secondments
- Long term acting assignments
- Short term acting assignments
- Lateral moves or transfers
- Developmental opportunities
- Voluntary demotion
- Assignment to a position with a lower maximum salary
- Performance increases
- General increases
- Salary compression

## 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 Learning and Fitness)**  
100% funded by Strathcona County
- i) **Employee and Family Assistance Program**  
100% funded by Strathcona County
- j) **Local Authorities Pension Plan**  
regular, bi-weekly contributions cost-shared
- k) **APEX Supplemental Pension Plan (management job family)**  
regular, bi-weekly contributions cost-shared
- l) **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) [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 in the [Benefits-at-a-Glance](#) section on The Insider.

Employees will receive a benefit enrolment package via inter-office mail 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. These mandatory benefits are specified on the Benefits-at-a-Glance for an employee's position.

## Section 9 – Employee injury, illness and wellness

### 9.01 Occupational health and safety

- a) All employees must read the [Occupational Health and Safety Employee Handbook](#). 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.

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.

c) Additional information

- Employees may use part of the allowance to purchase other CSA-approved safety equipment not supplied by Strathcona County. 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.
- 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><b><u>Department-funded</u></b></p> <p>Conferences, seminars, and courses that are funded and approved by the department.</p>  | <p><b><u>Corporate Funded Learning</u></b></p> <p>Post-secondary programs that are corporate-funded and approved by Learning and Development (L&amp;D) Committee.</p>  |
| <p><u>Time spent in training:</u></p> <p>Compensated for time in accordance with applicable criterion outlined in <a href="#">Section 5 – Hours of Work</a>.</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.</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><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"> <li>• 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.</li> <li>• If not possible, ability for Director to approve up to 5 paid days. L&amp;D Committee can approve an additional maximum of 5 days per calendar year.</li> </ul> |
| <p><u>Travel Time:</u></p> <p>Compensated at straight time (no overtime).</p>  | <p><u>Travel Time:</u></p> <p>Travel time is compensated if it falls during regular hours of work.</p>  | <p><u>Travel Time:</u></p> <p>Not compensated.</p>   |

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 on their salary grid. Employees will receive a copy of the signed PPR [form](#) and the original will be submitted to Human Resources and placed in employees' [official employee file](#).

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

- a) Permanent employees will be given at least one (1) months' prior written notice (or more if required by the [Employment Standards Code](#)) that their position is to be abolished.
- b) The employer will attempt to place the employee in another position with Strathcona County for which they are qualified and suitable.
- c) 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.

See also, [Classified Staff Position Abolishment/Reduction policy HUM-001-022](#).

## Section 13 – Disciplinary action

### 13.01 Disciplinary action

- a) Any disciplinary action will be in accordance with the [Classified Staff Suspension, Termination, Demotion, Reassignment Policy HUM-001-021](#) except when an employee is considered to have abandoned their position (5.02). Employees may appeal disciplinary action in accordance with the [appeal process](#) of this handbook (14.01).
- b) Copies of written disciplinary actions will be provided to employees, submitted to Human Resources and placed in the employees' [official employee file](#). Employees may apply to Human Resources to have disciplinary records removed from their files 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.

## Section 14 – Appeal process

### 14.01 Appeal process

Employees who have an appeal with respect to disciplinary action or the interpretation of this handbook 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:

- a) Upon receipt of the written appeal, the manager will meet with the employee in an attempt to resolve the issue and respond in writing within seven (7) calendar days.
- b) Should the matter not be resolved with the manager, the employee may submit the appeal in writing within 14 calendar days to the department director. Upon receipt of the written appeal, the department director will meet with and respond in writing to the employee within seven (7) calendar days.
- c) If the issue cannot be resolved after involvement with the department director, the employee may submit in writing within seven (7) calendar days to the Chief Commissioner. The Chief Commissioner or designate will meet with the employee and hear the matter within 10 calendar days 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 on 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 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. For an operator, work amounting to not less than six (6) hours and 50 minutes (6:50) per day, exclusive of reporting time, will be recognized as a regular shift.
- 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. Overtime rates will apply for any time worked in excess of eight (8) hours per day and 40 hours per week.
- 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). For an operator, work amounting to not less than eight (8) hours and 35 minutes (8:35) per day, exclusive of reporting time, will be recognized as a regular shift.
- 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. Overtime rates will apply for any time worked in excess of 10 hours per day and 40 hours per week.
- 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.

## Section 3 – Pay

### 3.01 Pay

- a) All full-time employees who are required to work on an off day will be paid at double their regular rate of pay for all hours worked.
- b) 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.
- c) Operator short assignments: any single piece of work will be paid a minimum of two (2) hours at the regular rate of pay.
- d) 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 to 35 hours of work as compensation.
  - i) Payment of the break allowance will occur at the beginning of December. 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) 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)
  - v) Upon termination of an operator's employment, for whatever reason, Strathcona County may pay the operator a pro-rated allowance based on service in the calendar year.

### **3.04 Performance planning and review meetings**

Operators will be paid a minimum of 30 minutes for attending scheduled performance planning and review meetings when such meetings are scheduled outside regular shift hours.

### **3.05 Accident/incident report**

Operators will be paid a minimum of 30 minutes when they are required to fill out an incident/accident report outside regular shift hours.

### **3.06 Spare board guarantee**

Strathcona County guarantees to each spare board full-time permanent operator a minimum pay equivalent to 35 hours at his or her regular rate of pay per pay period, provided the operator reports for work on time and carries out the duties assigned to him or her. Statutory holidays and daily overtime hours should be included in the guarantee, but overtime hours worked on off days should not be included. In dispatching overtime work, consideration will be given to spare board operators prior to regular operators, subject to organizational efficiency.

