



LAC LA BICHE COUNTY POLICY

TITLE: Lac La Biche County's Employment Conditions Policy	POLICY NO:	CS-03-014
RESOLUTION: 14.758	EFFECTIVE DATE:	September 24, 2013
LEAD ROLE: Manager, Human Resources	NEXT REVIEW DATE:	October 28, 2016
SPECIAL NOTES/CROSS REFERENCE: Procedures: CS-03-014-01 to CS-03-014-19	AMENDMENT DATE:	October 28, 2014

POLICY STATEMENT:

It is the policy of Lac La Biche County to ensure the sound, consistent and effective administration of the terms and conditions of employment across the organization.

General Statements:

a) Authorities for Personnel Management Actions

Lac La Biche County Council has delegated, subject to consistency with the budget approved by the Council, all authorities for all Human Resources management actions to the Chief Administrative Officer, as per the Chief Administrative Officer Bylaw No. 14-041 and amendments thereto, as well as the Municipal Government Act, sections 203(1) and 207. The Chief Administrative Officer has the authority to further delegate certain personnel management actions.

b) Code of Ethics

Lac La Biche County conducts business in an open and ethical manner by creating a workplace built on the strength of trust, accountability, and integrity in all its business practices. It is the responsibility of every employee to build and maintain the code of ethics by supporting, and actively participating in the process.

c) Mutual Respect

Lac La Biche County promotes responsibility, mutual respect, civility and professional excellence in a safe work-environment.

d) Employment Equity

Lac La Biche County is an equal opportunity employer and is committed to the principles of employment equity and providing equal opportunities for employment in relation to remuneration, promotion and training based on job-related factors including performance, knowledge, ability and experience.

e) Hiring Process

Lac La Biche County practices equal opportunity and fair hiring processes when filling vacancies, and hires qualified and suited individuals to ensure the success of its operations.

f) Recruitment and Retention Strategy

Lac La Biche County will support and adhere to a Recruitment and Retention Strategy. The overall goals of the strategy are to attract and retain top quality, productive staff that positively contributes to achieving the County's organizational and operational objectives.

g) Employee Orientation

Lac La Biche County ensures that all new employees are provided with an orientation designed to familiarize them with their responsibilities, services and functions.

h) Employee Occupational Health & Safety

As part of the municipality's continued commitment to Occupational Health & Safety as it relates to employees and the organization as a whole, all new employees will be given a safety orientation upon commencement of employment and will be provided updates as required.

i) Staff Identification

Lac La Biche County will issue photo identification badges to all employees to ensure County employees are easily identifiable by the public.

j) Confidentiality

Lac La Biche County employees shall not disclose confidential and proprietary information gained through the course of their employment, in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).

k) Employee Files Management

Lac La Biche County ensures that all employee files are maintained in a confidential manner, in accordance with the provisions of the Alberta Employment Standards Code and the Freedom of Information and Protection of Privacy Act (FOIPP).

l) Classifications of Work Relationships

Lac La Biche County will establish various position classifications within the organization to meet the needs of the variety of provided programs and services.

m) Hours of Work

Lac La Biche County has various operational and service requirements and will set and manage hours of work accordingly.

i. Flex Time:

Lac La Biche County supports flex time arrangements for reasons such as to enhance employees' job satisfaction, boost productivity, support work/life balance and decrease the total amount of time spent commuting to and from work. The approval of flex time arrangements will be based upon the ability of the municipality to accommodate such requests.

ii. **Overtime Management:**

Lac La Biche County may require employees to work overtime during busy times in order to ensure that specific projects, products or assignments are completed on time. The organization is committed to providing employees with appropriate compensation for overtime hours worked, in accordance with applicable federal or provincial legislation.

iii. **Absenteeism Management:**

Lac La Biche County strives to reduce absenteeism by fostering an inclusive, supportive, progressive, nurturing and understanding workplace environment. The municipality will deal with absenteeism in a professional, supportive and consistent manner.

n) **Telework Arrangements**

Lac La Biche County supports telework arrangements for reasons such as to enhance employees' job satisfaction, boost productivity, support work/life balance and decrease the total amount of time spent commuting to and from work. The approval of telework arrangements will be based upon the ability of the municipality to accommodate such requests.

o) **Retirement Planning**

Lac La Biche County provides a pension plan to assist employees in preparing for their retirement. The municipality is also committed to succession planning and counselling employees in their retirement planning.

p) **Termination Process**

All terminations and severance pay will be conducted and distributed at a minimum according to Alberta *Employment Standards Code* guidelines, unless otherwise agreed.

“Original Signed”
Chief Administrative Officer

November 14, 2014
Date

“Original Signed”
Mayor

November 21, 2014
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Authorities for Personnel Management Actions
Standard Operating Procedure

PROCEDURE NO: CS-03-014-01

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE: MARCH 14, 2017

1.0 General Guidelines

- a) Pursuant to the Chief Administrative Officer Bylaw No. 07-001 and of the Municipal Government Act, Sections 203(1) and 207, Lac La Biche County's Chief Administrative Officer has been delegated by County Council, the authority to select, employ, direct, discharge, suspend or subject to other disciplinary action all employees, including probationary employees, within Lac La Biche County. The Chief Administrative Officer has also been granted the authority, by County Council, to delegate certain authorities within the organizational structure of Lac La Biche County.
- b) The Chief Administrative Officer has delegated the authority, as outlined in Table A: Authorities for Personnel Management Actions Table, to take disciplinary action against certain employees, including probationary employees, of Lac La Biche County.
- c) The Chief Administrative Officer has also delegated the authority, as outlined in Table A: Authorities for Personnel Management Actions Table, to select, employ, direct and compensate certain employees, including probationary employees, of Lac La Biche County.
- d) In the Authorities for Personnel Management Actions Table of this policy, a (√) in a field means that the person identified in that column has the authority noted in the left-side column of the row.

2.0 Procedure: "Two-up" Review and Approval Process

- a) In the case of actions, as described in Table A, for employees of positions reporting directly to the Chief Administrative Officer, the Chief Administrative Officer shall approve any such actions.
- b) In certain other cases of Human Resource Management actions, the County requires that a **"two-up"** recommendation and approval process be followed. A **"two-up"** recommendation and approval process means that:
 - the first level of supervision, to whom the employee reports, makes a formal recommendation to his/her superior; and
 - the superior reviews, and, at his or her discretion, may or may not approve the action.

3.0 Table A:
Authorities for Personnel Management Actions Table

AUTHORITIES FOR PERSONNEL MANAGEMENT ACTIONS	CAO (or designate)	SeniorManagers	Managers	REQUIRES 'TWO-UP' APPROVAL
Dismiss Permanent Employees	√			
Dismiss Probationary Employees	√			
Dismiss Seasonal Employees	√	√		
Dismiss Casual Employees	√	√		
Terminate employee due to ABANDONMENT of Position	√			
Suspend <i>WITHOUT PAY</i> - OVER 5 days	√			
Suspend <i>WITHOUT PAY</i> - UP TO and INCLUDING 5 days	√			
Suspend <i>WITH</i> pay	√			
Issue formal Letters of Discipline	√	√	√	√
Conduct investigations pertaining to matters such as Harassment and Discrimination Claims and resulting actions	√	√	√	√
Withhold OR Deny Merit Salary/Wage Increases	√	√	√	√
Issue Layoff or Position Elimination Notices	√			
Issue Seasonal layoffs	√			
Make offers of employment to employees coordinator level and up	√			
Make offers of employment to employees below Coordinator level	√			
Grant merit increases	√	√	√	√
Determine successful completion of Probation Period	√	√	√	√
Shorten or waive Probation Period	√	√	√	√
Extend probation period	√	√	√	√
Approve Leaves of Absence <i>WITHOUT PAY</i> of FIVE DAYS or less	√	√		
Approve Leaves of Absence <i>WITHOUT PAY</i> for MORE THAN FIVE DAYS	√			
Approve Special Leave <i>WITH PAY</i>	√			
Approve Vacation Requests	√	√	√	√
Grant Vacation Carryover and Vacation Payout Requests	√			

These actions can be made with input from foremen, coordinators and other supervisory level employees.

4.0 Temporary Delegation of Authority

- a) Employees appointed to any supervisory level position, whether appointed on a permanent, temporary or acting basis, shall, by virtue of that appointment, be delegated the same authority as outlined under the Two-Up Review and Approval Process (2.0).
- b) So that Lac La Biche County operations may proceed smoothly when supervisors are away from the workplace, supervisors shall formally designate a **permanent back-up person** who will assume authorities, and shall provide written notification to the next level Supervisor, Senior Manager or to the Chief Administrative Officer, of the individual who

has been identified as the permanent back-up.

- c) Where it is not possible to identify a permanent back-up person, supervisors are required to provide written notification to the next level Supervisor, Senior Manager or to the Chief Administrative Officer, of the individual who has been identified as a **temporary back-up** for a particular absence on the part of the supervisor.

“Original Signed”

Chief Administrative Officer

May 3, 2017

Date

LAC LA BICHE COUNTY PROCEDURE

TITLE: Codes of Ethics Standard Operating Procedure

PROCEDURE NO: CS-03-014-02

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Specific Objectives

Lac La Biche County seeks to:

- a) **Establish the roles** employees are expected to take in an ethical workplace;
- b) **Define behaviour** that would be unethical;
- c) **Outline** disciplinary actions for violations.

We strive to protect all of our employees, vendors, customers, and the County itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

The County will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

2.0 Procedures

2.1 Management will:

- a) Set a prime example, and in all their business dealings, honesty and integrity are not only expected, but required.
- b) Maintain an Open Door Practice to encourage discussion of suggestions and concerns from employees.
- c) Report any conflicts of interest regarding their position within the organization.
- d) Report suspected violations.

2.2 Employees will:

- a) Work together to promote a workplace built on trust, accountability and openness.
- b) Disclose any conflicts of interest regarding their position within the organization.
- c) Report suspected violations.

3.0 Unethical Behaviour

Lac La Biche County will not be party to the intent or appearance of unethical or compromising practices in any of its business relationships. The following are considered unethical behaviours and shall result in disciplinary action:

- Discrimination, harassment or violence;
- Improper use of County information, as outlined in the Confidentiality Standard Operating Procedure;
- Use of County assets or business relationships for personal use or gain.

4.0 Violations

In the event that a violation of this procedure occurs, Lac La Biche County will employ disciplinary measures that reflect the severity of the offence, up to and including termination of employment.

Retaliation against employees who use reporting mechanisms to raise genuine concerns will not be tolerated.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Mutual Respect Standard Operating Procedure

PROCEDURE NO: CS-03-014-03

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1. Specific Objectives

1.1 Personal Privacy

All employees are entitled to the right of personal privacy. In the event that an employee feels that their personal privacy is being intruded upon, the County encourages them to confront the person and politely ask them to refrain from asking such questions or making such comments. An employee's right of personal privacy is subject to these policies and procedures with respect to any private information kept on County property.

If this is not possible, and the situation is extreme in nature, then the employee should contact their supervisor or the Manager of Human Resources to help resolve the issue.

Employees should refrain from making their religious, political or personal views known that relate to sensitive topics public, as they may be inappropriate topics of discussion for the workplace.

1.2 Language

Profane language is strictly prohibited on Lac La Biche County premises and when representing the organization offsite.

The use of profane language may be offensive to some employees, clients, or customers, and is generally unprofessional conduct that is unacceptable in the workplace.

1.3 Noise

Employees should avoid causing undue distractions in the workplace via excessive noise from conversations, radios or other music playing devices, computers, or video players.

Excessive noise may create an unwanted distraction that could detract from the quality of work completed by other employees, and from their overall workplace experience.

1.4 Distractions

Employees should respect the work-schedules of others when engaging them in conversation, or providing any type of distraction that may remove their focus from work.

Remember that your discussion may distract others in the area as well.

Personal conversations should be limited to scheduled break times, or before or after regular work hours.

1.5 Cleanliness

Employees are expected to maintain a clean workplace by cleaning up after themselves whenever possible, including at their desk or workstation, and in any kitchen or coffee areas as well.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employment Equity Standard Operating Procedure PROCEDURE NO: CS-03-014-04

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Specific Objectives

Lac La Biche County is an equal opportunity employer and is committed to the Principles of Employment Equity and providing equal opportunities for employment for all qualified individuals.

2.0 Procedures

To promote the full participation and advancement of members of designated groups (women, indigenous peoples, members of visible minorities and persons with disabilities) in the Lac La Biche County workforce, the County shall strive:

- 2.1 To develop policies, programs, practices and traditions that facilitate the full participation and advancement of members of designated groups in Canada by eliminating direct, indirect and systemic discrimination including harassment;
- 2.2 To implement such special measures to attract, retain and promote members of the designated groups and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;
- 2.3 To ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of this policy and have received training in its meaning and application, that they implement its core values in all decisions and that they communicate and apply them to all members of staff;
- 2.4 To recruit and retain staff on the basis of individual merit and achievement, while ensuring that all persons and in particular, members of designated groups, will have genuine, open and unhindered access to employment opportunities free from artificial barriers;
- 2.5 To achieve equality in the workplace so that no member of a designated group is denied employment opportunities or benefits for reasons unrelated to ability by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

3.0 Guidelines

Employment equity recognizes the value and dignity of each individual and ensures that each individual will have genuine, open and unhindered access to employment opportunities, free from artificial barriers, whether systemic or otherwise.

Employment equity involves hiring the most suitably qualified candidate for any open position while ensuring that the hiring process and the qualifications required for each position are fair and equitable for all persons.

Accordingly, we seek to fully integrate the Principles of Employment Equity with our other human resources policies and procedures in order to ensure that all present and potential employees receive equitable treatment in all matters related to employment.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Recruitment and Retention Strategy Standard Operating Procedure	PROCEDURE NO: CS-03-014-05
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:	

PROCEDURE:

1. Lac La Biche County will implement a Recruitment and Retention Strategy as adopted by the Chief Administrative Officer.
2. The Recruitment and Retention Strategy will be developed, reviewed and revised accordingly on a bi-annual basis to ensure it addresses present organizational recruitment and retention needs. The Recruitment and Retention Strategy may address initiatives relating to, but not limited to:
 - a) Standardized and strategic recruitment procedures and policies across the organization;
 - b) Supporting the development and tracking of employee skill sets needed to meet job expectations;
 - c) Monitoring and supporting employee job satisfaction;
 - d) Proactively addressing employee turnover rate;
 - e) Being an employer of choice.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Hiring Process Standard Operating Procedure

PROCEDURE NO: CS-03-014-06

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE: AUGUST 22, 2017

1.0 Specific Objectives

- Provide guidelines on how supervisors can request a vacant position be filled;
- Procedures for internal job postings;
- Procedures for external job postings;
- Describe the application process for potential candidates;
- Outline the candidate screening process;
- Outline the interview process;
- Procedures for internal transfers;
- Procedures for reference checks;
- Outline procedures for offers of employment;
- Overview of probationary periods;
- Outline potential hiring conflicts.

2.0 Procedures

2.1 Guidelines on how supervisors request a vacant position be filled:

All requests for new or additional personnel shall be directed, in writing, using the Recruitment Commencement Form to Human Resources for processing. The Recruitment Commencement Form can be requested from Human Resources. Personnel requests shall include, but may not be limited to; the position title, essential job functions, necessary qualifications, budgetary impact, reasons for the manpower need and the hours/shifts required.

2.2 Procedures for Internal Job Postings:

- a) When operational requirements permit, Human Resources will circulate new employment postings internally on the County Email and/or Intranet.
- b) This process is designed to give current employees first priority in consideration for new employment opportunities within the organization, and to promote applicable employees whenever possible.
- c) Qualified applicants currently working for the organization shall remain subject to the normal hiring processes, including interviews, reference checks and formal offers of employment.

2.3 External Job Postings:

- a) All permanent position vacancies will be advertised externally by Human Resources. Based on operational requirements, posting for other types of vacant positions (i.e. casual positions) may be advertised externally.
- b) Human Resources shall be responsible for the placement of all recruitment advertisements.

2.4 Application Process:

- a) Applicants must submit a resume for each position for which they are applying. Resumes must be forwarded by the candidates themselves to Human Resources.
- b) All resumes/applications will be collected and documented by Human Resources.

2.5 Screening Process:

- a) A screening/interview panel will be established to manage each competition. The screening/interview panel will comprise of a representative from the Human Resources Department, the position's immediate supervisor (or designate) and may include one other County employee (who must be employed at the equal level of responsibility or higher of that of the vacant position) if the other County employee is available.
- b) All panel members can receive in-house training in relation to interview procedures and employment legislation standards.
- c) A screening tool will be comprised of a set of measurable criteria based on the positions' educational and experience prerequisites in accordance with the job description.
- d) All resumes will be screened and the most qualified candidates will be interviewed.

2.6 Interview Process:

- a) Interview questions shall be compiled by Human Resources, in consultation with the related position's supervisor or designate.
- b) Interviews shall be scheduled and facilitated by Human Resources.
- c) The interview panel shall make hiring recommendations based on organizational hiring practices, departmental needs, results of interview scoring process, results of related reference checks and in accordance with legislative requirements.

2.7 Internal Transfers:

The following procedures must be followed when there is an internal transfer:

- a) Employees are encouraged to apply for internal and externally posted job openings, and will be considered on the basis of their qualifications and potential for success in the position.
- b) Human Resources will maintain confidentiality pertaining to the employee's application for employment opportunities.
- c) If an internal candidate is successful in obtaining a different position, the employee must advise their current supervisor of the offer of employment within 2 working days of accepting the offer.
- d) Employees are encouraged to give their current supervisor a minimum of two weeks' notice. When at all possible, the employee, the current supervisor and the new supervisor will work together to choose a start date which takes into account the needs of the organization while

still acknowledging the needs and wishes of the employee. If an agreement cannot be reached, the CAO or designate will take all business and employee needs into account and have the final decision surrounding the start date.

- e) Internal transfers may change an employee's eligibility date for merit increases, and depending on the transfer, may or may not impact their current benefit entitlements unless otherwise stated in the employment contract.
- f) Internal applicants who are not selected for the position shall be notified by the related Supervisor, Manager and/or Human Resources.

2.8 Reference Checks:

- a) Candidates applying for employment with the organization must go through the defined selection process to assess their knowledge, skills and abilities, experience and personal suitability. Human Resources shall use reference checks to confirm the candidate's experience and skills to perform the duties of the position for which they are applying, as well as the intangible factors which will lead to the best possible person-organization fit.
- b) Reference checking questions must be job-related.
- c) Human Resources will be required to document all conversations that occur during the reference checking process. These notes shall be maintained in a confidential file with other selection materials.
- d) The following questions are prohibited on the grounds of Human Rights:
 - i. Age
 - ii. Race
 - iii. Creed
 - iv. Disability
 - v. Marital Status
 - vi. Gender
 - vii. Sexual Orientation
 - viii. Citizenship
 - ix. Political Beliefs
- e) In the event that it is determined that the candidate has supplied falsified information, or misrepresented the facts of their application, this shall serve as grounds for immediate disqualification from consideration for the position or immediate termination of employment if the misrepresentation is found after employment has commenced.
- f) The overall results of the reference checks can be shared with the interview panel to assist them in recommending the successful candidate. Human Resources should avoid using specific feedback identifying specific references. Human Resources should provide only an accumulative general overview to the panel. The interview panel shall keep all reference check results confidential (this includes not sharing the results with the candidate and co-workers and not having direct contact with the references).

2.9 Offers of Employment

- a) Human Resources shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- b) Job offers shall be contingent on the applicant's agreement to abide by County policies and procedures, successful reference checks, and the ability to meet any other conditions applicable to the position that are required of the employee.

- c) Should the applicant accept an offer of employment from the County, he/she will be considered an employee and provided with a start date and required location to report for duty.
- d) Initial employee orientation shall be provided within the first two days of employment, coordinated by Human Resources, and will include information deemed essential for the employee to be aware of, including workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation. Further orientation will be provided to the employee on an ongoing basis pertaining to the position, the organization and any ongoing changes to organizational practices, policies and procedures.

2.10 Reimbursement of Moving Expenses for New Employees

a. General:

- i. When recruiting for senior managerial position vacancies, or for positions for which suitably qualified candidates are not available locally, the municipality may assist successful candidates with relocation expenses incurred. The new employee may be reimbursed in accordance with percentages set by the Chief Administrative Officer at the time of offer.
- ii. Upon prior approval from the Chief Administrative Officer (or designate) the municipality will reimburse those individuals who were invited to any interview and incurred significant travel expenses.

b. Requirements:

The successful candidate and the Chief Administrative Officer (or designate) will agree upon expenses to be reimbursed prior to the actual incurring of relocation expenses by the successful candidate. The County will not reimburse expenses that were incurred prior to any such agreement.

2.11 Employment Diligence

- a) Lac La Biche County has a duty to protect ratepayers, customers and staff from unnecessary risk and to ensure that County operations are administered with due diligence. It is the policy of the County, when recruiting to certain specified positions, to screen potential appointees and volunteers in accordance with the provisions of Table B (on the following page): *Positions Requiring Verification of Medical, Criminal, Child Welfare Interventions, or Driving Record History and Updates Thereto*, on the condition it is made clear that such checks are a condition of employment **or of continued employment**, or of acceptance as a volunteer in the position for which application has been made.
- b) Notwithstanding Table B, any employee who is appointed to a position, for which a **pre-employment verification of his/her driving record is required, shall undergo an annual review of his or her driving record** to ensure that it remains satisfactory to the County. An employee who fails to comply with this

requirement or whose driving record is deemed to be unsatisfactory shall, if an opportunity exists, be transferred to a suitable position in which the operation of vehicles or equipment is not required. In the absence of a suitable position, the employee's employment with the County shall be terminated. Notwithstanding the foregoing, when possessing a valid drivers' license is required for a position and the employee does not have a valid drivers' license, or it is suspended or revoked, the County may terminate the employee's employment for just cause.

- c) Applicants for vacant positions or employees who are being considered for transfer or promotion to one of the positions noted in Table B must have and maintain requirements for the position at all times.
- d) From time to time, Lac La Biche County may revise the list of positions set out in Table B.
- e) **Table B:**

Positions Requiring Verification of Medical, Criminal, Child Welfare Intervention, or Driving Record History and Updates Thereto

<i>POSITION (Check mark indicates required verification)</i>	<i>MEDICAL</i>	<i>CRIMINAL RECORD</i>	<i>CHILD WELFARE INTERVENTION CHECK</i>	<i>DRIVING RECORD ABSTRACT</i>
Chief Administrative Officer		√	√	√
Senior Managers		√	√	√
Department Managers		√	√	√
Planning and Development Officer		√		√
Community Peace Officer/Liaison	√*	√* + VS	√*	√*
Administrative Clerk in every department, including, but may not be limited to: Executive Assistant to CAO, Legislative Services Clerk, Human Resources Clerk, All Finance Clerks, P&D Clerk, Environment and Agriculture Services Clerk, Community Services Clerk, Operations Clerk, Utility Clerk, Recreation Clerk, Executive Assistants,		√		√
All Foreman positions	√*	√		√*
Grader/Equipment Operators	√*	√		√*
Utility Operators;	√*	√*		√*
Mechanics, Automotive Technician, Parts Technician, Electrician, Carpenter	√*	√*		√*
Facilities Maintenance Worker, Custodian	√*	√*		√*
Coordinators including: GIS		√	√	√

Coordinator, IT Coordinator, Environmental Coordinator, Agricultural & Environmental Operations Coordinator, Health & Safety Coordinator, Civil Engineering Technologist, Senior Accountant, Aquatic Services Coordinator, Research Coordinator, Payroll & Benefits Coordinator, Records Management Coordinator,				
GIS Technician, Help Desk Analyst, Records Analyst		√		√
Facilities Staff including: Facilities Coordinator, Facility Operator II, Facility Operator I, Parks and Open Spaces Coordinator, , Bookings Administrator, Fitness Instructor, Specialty Course Instructor, Para transit Bus Driver	√*	√* + VS	√*	√*
Aquatics Coordinator, Aquatics Supervisor, Senior Lifeguard, Junior Lifeguard,	√*	√ + VS	√*	√
Recreation Staff including: Recreation Program Coordinator, Assistant Program Coordinator, Customer Service Representative, Recreation Clerk		√* + VS	√*	√
FCSS Program Coordinator, Parent Link Programmer		√* + VS	√*	√*
Landfill Operators	√*	√	√	√*
Fire Guardian (Seasonal)			√	√
Environmental Technicians, Weed Inspectors (Seasonal)		√	√	√
Mower Operators, and Labourers (Seasonal)		√	√	√
Summer Program Leaders, Summer Recreation Worker (Seasonal)		√* + VS	√*	
IT Technologist (Seasonal)		√*	√	√
RAP Students, Work experience students (over the age of 18)		√*	√	√ -over the age of 16
<i>* An asterisk following the check mark indicates requirement for annual update.</i>				
<i>+VS Criminal Record Check requires the addition of vulnerable sector check</i>				

- f) Procedure - Pre-employment Medical
- (i) Candidates will be notified of the requirement for a pre-employment/pre-promotion/pre-transfer medical assessment.
 - (ii) During the interview, the candidate will be asked if she or he has any health-related conditions which would affect his or her fitness to satisfactorily perform the job.
 - (iii) The chosen candidate can be given a conditional offer of employment pending the results of the medical assessment. The candidate will be asked to obtain a medical assessment of her or his fitness to perform satisfactorily in the job. A copy of a **summary of the job duties**, together with a copy of the Physician Assessment Form shall be provided to the candidate for the Physician's reference and use.
 - (iv) The candidate shall be informed that the results of the medical assessment will be held in strictest confidence by Lac La Biche County.
 - (v) The candidate shall be informed that any costs for this medical assessment should be paid by the candidate but, with appropriate receipts, may be submitted to Lac La Biche County for reimbursement.
 - (vi) The candidate shall obtain a sealed copy of the Physician's Assessment and shall provide it to the County, to the attention of the Manager of Human Resources.
 - (vii) In the event that the candidate is judged medically unfit to successfully carry out the duties of the position, the candidate shall be informed at the County's earliest convenience that he or she is not the successful candidate for the position.
- g) Procedure - Criminal Records Check
- (i) During the course of the interview, the candidate will be notified if there is a requirement for a pre-employment/pre-promotion/pre-transfer criminal records check.
 - (ii) During the interview, the candidate will be asked if she or he has any outstanding charges or previous criminal convictions which could compromise, or which might be seen to compromise the candidate's ability to perform the job.
 - (iii) If required, the chosen candidate will be asked to obtain a Criminal Record Check.
 - (iv) The candidate shall be informed that the results of the Criminal Records Check will be held in strictest confidence by the County.
 - (v) The candidate shall be informed that any costs for this Criminal Records Check should be paid by the candidate but, with appropriate receipts, may be submitted to the County for reimbursement.
 - (vi) It is the responsibility of the candidate to provide an official copy of the Criminal Records Check report to the attention of the Manager of Human Resources.
 - (vii) Where the check reveals the existence of a prior conviction/outstanding charge, the CAO or responsible Senior

Manager, in consultation with the Manager of Human Resources will determine if the conviction/charge is relevant to the position at hand.

- (viii) If the conviction/charge is relevant, the candidate shall be informed, at the County's earliest convenience, that he or she is not the successful candidate for the position.
- (ix) If the convictions/charges are not relevant, the County will proceed with the hiring process.

h) Procedure – Child Welfare Intervention Check

- (i) During the course of the interview, the candidate will be notified if there is a requirement for a pre-employment/pre-promotion/pre-transfer Child Welfare Intervention Check or Vulnerable Sector Check.
- (ii) During the interview, the candidate will be asked if she or he has any previous involvement with child welfare, which could compromise, or which might be seen to compromise the candidate's ability to perform the job.
- (iii) The chosen candidate can be given a conditional offer of employment pending the results of the Child Welfare Intervention Check or Vulnerable Sector Check.. The candidate shall be informed that the results of these checks will be held in strictest confidence by the County.
- (iv) It is the responsibility of the candidate to provide an official copy of the checks to the attention of the Manager of Human Resources.
- (v) Where the check reveals the existence of a prior file with Children's Services, the CAO and/or responsible Senior Manager, in consultation with the Manager of Human Resources will determine if the file with Children's Services is relevant to the position at hand.
- (vi) If the file with Children's Services is relevant, the candidate shall be informed, at the County's earliest convenience, that she or he is not the successful candidate for the position.
- (vii) If the file with Children's Services is not relevant, the County will proceed with the hiring process.

i) Procedure - Driving Record

- (i) During the course of the interview, the candidate will be notified if there is a requirement for a pre-employment/pre-promotion/pre-transfer driving record verification and for an annual review thereof.
- (ii) During the interview, the candidate will be asked if he/she has any driving record characteristics which would affect his or her ability to perform the job.
- (iii) On conclusion of the interview and upon identification of the preferred candidate(s), the candidate(s) will be asked to obtain an abstract of his or her driving record.

- (ii) The candidate shall be informed that the information in the driving record abstract will be held in strictest confidence by the County.
- (iii) It is the responsibility of the candidate to provide an official copy of the checks to the attention of the Manager of Human Resources.
- (iv) Where the check reveals the existence of prior driving record characteristic concerns, the CAO and/or responsible General Manager, in consultation with the Manager of Human Resources will determine if the concerns are relevant to the position at hand.
- (v) If the concerns are relevant, the candidate shall be informed, at the County's earliest convenience, that he/she is not the successful candidate for the position.
- (vi) If the concerns are not relevant, the County will proceed with the hiring process.

3.0 Probationary Periods

Probationary periods are typically six to twelve months in length and will depend on the scope of the position and regular hours of work. A management position may have a probationary period as per the related employment agreement.

Staff members who are transferring internally to a new position may be placed on a new probationary period. Typically, if a position is considered to be a lateral transfer, no probationary period may be required. But, if the new position is considered to require a greater scope, or different scope of knowledge, skills and abilities, probation will be recommended.

4.0 Potential Hiring Conflicts

- a) Family Members:
 - i. Applications for employment shall be accepted, and considered, from a member of an employee's immediate family.
 - ii. An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship between an employee and the family member, or if his/her employment could create a conflict of interest either real or imagined.
 - iii. For the purposes of this procedure, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, Mother-In-Law, Father-In-Law, Brother-In-Law, Sister-In-Law, Son-In-Law, or Daughter-In-Law .
- b) Employee Relationships:
 - i. Employees engaging in romantic relationships or employees that become married or live in the same household may be employed with the County provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a

conflict of interest, real or imagined, created as a result of the relationship.

- ii. In the event that either a managerial/subordinate or conflict of interest issue arises, the employees are required to notify Human Resources as soon as possible. The organization will work with the employees to develop a suitable resolution which may require one of the employees to transfer to another position or team. If this is not possible, one of the employees must resign.

c) Re-employment of Employees Discharged for Cause:

The municipality recognizes that it is occasionally necessary to terminate an employee's services because of specific problems which impeded the employee's ability to perform duties. However, the municipality does not wish to impose an unfair restriction on former employees who have been able to overcome problems which resulted in their termination. Therefore, applications will be accepted from those people who have, for example:

- Overcome problems associated with drug or alcohol addiction;
- Overcome other health-related problems;
- Upgraded their academic qualification or employment skills.

Such persons may be asked to produce medical evidence that they have overcome addiction or other health related problems and are physical and mentally able to do the position they applied for. They may also be asked to provide documentation in relation to their academic qualification or employment skills.

References will be requested of such persons. References will need to be in relation to employment that occurred since the employee last left the County.

Such persons will be evaluated on the same merit basis as other candidates who apply for vacant positions.

"Original Signed"
Chief Administrative Officer

August 28, 2017

LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Orientation Program Standard Operating Procedure	PROCEDURE NO: CS-03-014-07
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:	

1.0 General Guidelines

Lac La Biche County will deliver orientation to new, returning and current employees (as required), to:

- Create a favorable, business-like and professional impression of the County;
- Facilitate the employee’s adjustment to working for the County;
- Provide specific information concerning the responsibilities and performance expectations of the job and performance evaluation procedures/timelines;
- Provide specific information concerning pay and benefits, safety, security, employee conduct, health and other conditions related to the job and work site.

2.0 Procedure: Orientation Program Process and Content

During the first couple days of employment, an Employee Orientation Package shall be provided to all new employees. The orientation package and process will vary in some aspects from department to department. The orientation process will be the shared responsibility of the Manager Human Resources and the employee’s direct supervisor and/or General Manager. In general, the orientation package and process will comprise of, but may not be limited to:

- a) Council’s goals, objectives and mission/vision statements;
- b) The Human Resources policies and procedures, and services and programs available to employees;
- c) The relevant goals and objectives of the municipality as a whole and for the department within which the new employee will work;
- d) The requirements of the position being filled and the details of the job description;
- e) The requirements under the provincial Occupational Health & Safety Act and municipal Occupational Health & Safety rules and policies, regulations and practices, as they relate to the position being filled;
- f) The relevant physical aspects of the municipality (buildings, property, etc...);
- g) Lac La Biche County’s organizational chart;
- h) Employee telephone contact list;
- i) Employee benefit program details;
- j) Overview of payroll and benefits programs and process and completion of related commencement documents;
- k) Security and staff identification;
- l) Fire and emergency procedures;
- m) A physical tour of the relevant facilities;

- n) Introduction to the person to whom the new employee will report to, will work with or, as appropriate, may supervise;
- o) Introductions to all current employees (relevant to their position) and a brief description of their respective jobs and responsibilities, particularly how that position will relate to the new employee;
- p) Location of first aid stations, lunch room, washroom facilities and office equipment;
- q) Review of work hours, lunch and other breaks and other behavioral norms;
- r) Review of the performance appraisal process;
- s) Review of employee advocacy process;
- t) Review of the progressive discipline procedures;
- u) Telephone, cellphone, internet, email, social media (and other related telecommunications or technology) usage guidelines;
- v) Customer service guidelines (as they relate to the position).

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Occupational Health & Safety Orientation Standard Operating Procedure	PROCEDURE NO: CS-03-014-08
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:	

1.0 Definitions

Health and Safety Orientation: Familiarizing new employees to the organization Occupational Health and Safety Program and work-related hazards they may come into contact with on County premises.

Job-Specific Health and Safety Training: A health and safety training program designed to provide information regarding the health and safety hazards that employees may reasonably be expected to come into contact with in the course of their regular job duties, and the knowledge and skills required to safely perform their job duties, including the use of any necessary equipment and Personal Protective Equipment (PPE).

2.0 General Statement

Lac La Biche County is committed to working co-operatively with its employees to provide a workplace where the personal health and safety of each employee is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective safety programs and procedures. The enduring goal shall be zero accidents in the municipal workplace.

3.0 Procedures:

3.1 Responsibilities:

- a) Council: Council will ensure that the Municipality has in place an effective occupational health and safety management system.
- b) Chief Administrative Officer: The Chief Administrative Officer (or designate) shall appoint a Safety Coordinator who shall be responsible for promoting, fostering and enforcing safety in all County workplaces (this may be in conjunction with other responsibilities of a municipal employee).
- c) Supervisors: Department general managers, managers and other supervisory personnel will:
 - provide the necessary time and resources for the successful implementation of this SOP, and the successful completion of the program by each new employee;

- ensure that each new employee has attended and successfully completed the required levels of health and safety training information relevant to their position, prior to the start of their regular job duties;
 - ensure that health and safety orientation and job-specific health and safety training programs are established for each department and role as necessary;
 - distribute and communicate this procedure to all affected parties;
 - ensure that employees use safe work practices and receive training to protect their health and safety;
 - review staff performance levels in health and safety training, making recommendations for necessary changes as needed;
 - update and maintain training records as required;
 - act as a knowledgeable source of information for workers who require assistance in health and safety matters;
 - ensure the safety of equipment and facilities.
- d) Employees: Employees of the Municipality are responsible for safety in the workplace and are required to:
- take every reasonable precaution to protect their own health and safety and that of others at or near the workplace;
 - cooperate with the Municipality, other employees and the Joint Occupational Health and Safety Committee;
 - follow all applicable health and safety regulation;
 - report any observed workplace hazards;
 - attend safety orientation training upon hire, and to take refresher training whenever deemed appropriate or necessary.
- e) Occupational Health & Safety (OHS) Coordinator (or designate): The OHS Coordinator or designate will:
- be responsible for promoting, fostering and enforcing safety in all County workplaces (this may be in conjunction with other responsibilities of a municipal employee);
 - ensure that all volunteers and new hires (including students and trainees) attend and successfully complete health and safety orientation, are aware of workplace hazards and are competent to perform the work that they are assigned;
 - ensure that all staff members complete job-specific health and safety training prior to the start of any new role;
 - update and maintain training records.

“Original Signed”

 Chief Administrative Officer

November 8, 2013

 Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Staff Identification Standard Operating Procedure

PROCEDURE NO: CS-03-014-09

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Procedure

Lac La Biche County will issue a County photo identification badge to all employees and independent contractors (as deemed appropriate) so that members of the public can easily identify County employees.

Lac La Biche County identification badges will be issued:

- On initial commencement with the County;
- On promotion or transfer;
- On change of employee name;
- Upon expiry of the badge's validity period, providing the staff member remains in the employ of the County;
- For such other reason as may be deemed acceptable to the County.

The County identification badge will incorporate the following information:

- Photograph of the employee;
- First name;
- Last name;
- Position title;
- Department;
- Date badge was issued;
- Expiry date for identification badge validity.

2.0 General Statements

Identification badges are County property and must not be defaced, changed or amended in any way by individuals who are not authorized to do so. Identification badges remain the property of Lac La Biche County and must be returned on termination of employment with the County, or on termination of the period of contract service with the County.

Responsibility for the supply and control of identification badges for all types of employees shall rest with the Manager, Human Resources.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Confidentiality Standard Operating Procedure

PROCEDURE NO: CS-03-014-10

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Specific Objectives

Employees must understand that if County customer information and proprietary material are not effectively protected, the production and operations of the County may be threatened and the County may suffer significant and irreparable losses as a result.

2.0 Classifications of Confidential Information

Upon hire, all employees are required to sign an Official Oath of Confidentiality. This Oath, together with the provisions of the FOIPP Act and Municipal Government Act, binds employees from disclosing information respecting administrative or other matters which Lac La Biche County considers to be confidential.

Employees should refrain from discussing information that is unrelated, personal, or unauthorized when citizens are present, and should not leave confidential information in open view.

All employees are required to keep all proprietary information of both the County and its customers confidential, both during and after their term of employment. The following is classed as confidential information:

- County marketing plans and campaign strategies
- County customer lists
- Project management data
- Technical management
- Product development
- Pricing methods
- Quality management methods
- Investment plans
- Operation rules
- Commercial network
- Supply chain information
- Human resource planning
- County data dictionaries
- County financial information, status and statements
- Object code and source code to County software
- Any information, or documentation labelled “Confidential” by the County, or listed as such by separate memorandum, or e-mail that informs of confidential status

- Any information pertaining to customers
- Information licensed by Lac La Biche County to customers under a confidentiality restriction
- Solicitor/client information

Any information relating to the County that is freely in the public domain may not be considered “Confidential”. In the event that an employee can prove that information was possessed before it was received from the County, or that information was gained from an unrelated third party, said information will not be classified as “Confidential”.

3.0 Procedures

3.1 Return of County Property

Upon termination of employment with Lac La Biche County, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to the County’s business in their possession including, but not limited to: all customer lists, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

3.2 Nondisclosure

In working for Lac La Biche County, employees shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by the County at any time, unless Lac La Biche County gives written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for Lac La Biche County.

3.3 Intellectual Property

Any work of the employees that they have created, or assisted in the creation of, at the behest of the County including but not limited to: software, user manuals, training materials, and any written or visual work constitute works made for hire, and that Lac La Biche County therefore holds the copyright to the said works. Employees cannot reproduce or publish these copyrighted works, unless it is necessary to comply with normal employment duties.

3.4 Inventions

- a) Any inventions, discoveries, technology or ideas developed by employees while performing work assigned by the County are owned by Lac La Biche County.
- b) Employees must sign all assignments and documents requested by the County intended to establish ownership of the invention, discovery, technology or idea.
- c) Employees must permit the County to obtain and retain patents, copyrights, trademarks and other indications of ownership without any further claim towards the discovery, technology, invention, or idea.
- d) If an employee has developed any technology, invention, discovery or idea prior to employment with the County, he/she is required to report, and claim ownership of it before his/her employment begins.

4.0 Injunctive Relief

Should the employee breach this SOP, they understand that their employment is subject to immediate discipline, up to and including dismissal, and that the business would suffer irreparable harm, and that legal action may be inadequate in recouping the losses incurred. Employees agree that in the event of a breach, or threatened breach of this agreement, the County is entitled to injunctive relief or a ruling of specific performance of this agreement, as well as any other solutions available under law, and without the necessity to prove irreparable harm or special damages.

5.0 Legal Compliance

The provisions of this procedure and related policy are subject to any federal, provincial or local laws that may prohibit or restrict their applicability.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Files Management Standard Operating Procedure	PROCEDURE NO: CS-03-014-11
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:	

1.0 General Guidelines

Employee files will contain all documentation regarding employment activity and employee information. Employee files are the property of the County and may be reviewed upon request by the employee.

2.0 Procedures

- 2.1 The organization shall maintain two (2) separate files for each employee. One which will include personal information and be considered the Personnel File, the other will contain payroll information and be considered the Payroll File. Both files will be kept confidential using appropriate safeguards, and only authorized personnel shall have access to these files. Authorized personnel will be determined by the manager of the department(s) responsible for such files.

At no point will any information contained within any of the employees' files be communicated publicly without the prior written consent of the employee, unless required by law or as permitted under the Freedom of Information and Protection of Privacy Act.

- 2.2 Employees shall be allowed to review their files with the exception of any documentation that would violate the confidentiality of another employee. Employees may challenge the accuracy of documentation in their personnel file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation. The County may refuse any such challenge or request. Employees may request copies of documentation included in their personnel file(s). The County may refuse to provide the employee with the requested information, if it relates to the confidentiality of another employee or individual. Employees who wish to review their files must submit a request to view the files a minimum of two (2) business days prior to the date of review (to ensure adequate time is available for Human Resources to facilitate the review). Employees must be accompanied by a Human Resources representative while viewing their file(s).
- 2.3 Any former employee of the organization who requests access to their personnel file(s) must do so through the Manager of Human Resources and provide photo identification. Personnel files are the property of the County and the organization reserves the right to deny any former employee access to the information.

- 2.4 Any third party that requests access to any personnel file(s) must provide photo identification and written authorization stating that they are permitted by the employee to review their file(s). The organization will also need direct approval from the employee in order to comply with privacy regulations.
- 2.5 All information maintained in personnel files is the sole property of Lac La Biche County. The removal of any documentation or information from personnel files by employees or third parties is strictly prohibited.

3.0 Management Responsibilities

Any documentation that must be placed in an employee file must be forwarded to the Human Resources department, and the Employee should be notified that the documentation is being placed in his/her file, and the nature of the documentation.

4.0 File Maintenance

In maintaining personnel files, the following guidelines apply:

- Information regarding employment status shall be kept on file.
- Information placed in the file will be accurate.
- All information placed in the employee Personnel Files will be maintained for a minimum period of three (3) years after the employee's last date of employment with Lac La Biche County.
- All information placed in employee Payroll Files will be maintained for a minimum period of seven (7) years after the employee's last date of employment with Lac La Biche County.

4.1 Personnel File Content

Documents stored in personnel files shall include (but not be limited to):

- Resume;
- References;
- Current personal information, including address, phone number, etc.;
- Employment agreement or offer letter;
- Family emergency contact form;
- Human Resources Policy and Procedure manuals signed Acknowledgement and Agreement Form;
- Documented disciplinary actions;
- Documentation of grievances filed by the Employee;
- Performance reviews;
- Performance improvement plans;
- Career planning documentation;
- Attendance records;
- Accident / incident report forms involving the employee;
- Records of recognition / commendation;

- Medical documentation for any required absence(s);
- Worker's Compensation Insurance claim forms;
- Accident / incident forms resulting in an injury to the employee;
- Functional abilities forms required in any Return to Work (RTW) process;
- Documentation regarding forms of reasonable accommodation required as part of any RTW process;
- RTW plans, including documentation of any updates or dialogue during this period.

4.2 Payroll Files Content

Documents stored in payroll files shall include (but not be limited to):

- Employment history, citing dates of positions held and levels of compensation;
- Employment agreement or offer letter;
- Tax forms;
- Records of taxable benefits;
- Records of contractual bonuses, incentives, or salary increases;
- Records of accrued sick leave, vacation, and overtime;
- Documentation of rewards / bonuses;
- Compensation records;
- Commission records (where appropriate);
- Records of any loans / advances granted with appropriate repayment information.

5.0 Employment Verifications from outside Organizations

The Manager of Human Resources, or a designated representative thereof, will provide, to *bona fide* agencies responsible for extending credit, verification of the following information provided the Employee has provided prior authorization to disclose this information:

- Employment (past or present) and dates thereof;
- Status of employment (permanent, term, seasonal, probationary, casual, contract, full-time, part-time);
- Position title;
- Basic salary.

In all cases, however, prior to the release of this information, the Manager of Human Resources, or a designated representative thereof, will verify that the request originates with a *bona fide* agency. The procedure to be followed is:

- Human Resources staff will accept requests for information but will not immediately release the information;
- Human Resources staff will re-contact the requesting agency and, in so doing, will verify the source of the request;
- Information will be supplied only on satisfactory identification of the agency as a *bona fide* credit-extending agency.

6.0 Professional and Academic Records

Employment information may be provided by the responsible General Manager, the Manager of Human Resources, or by the Chief Administrative Officer, to a professional or academic organization, provided the employee authorizes the release of such information.

This information should be for the purpose of:

- Verification of employment;
- Confirmation of professional status;
- Registration in a professional organization.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Classification of Work Relationships Standard Operating Procedure PROCEDURE NO: CS-03-014-12

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Definitions

Lac La Biche County recruits employees into one of the following classifications of work relationships:

a) **Permanent Position** - means a position which has been created to fill an ongoing administrative, professional or operational requirement in the County. Permanent positions have no definite term of existence and may be of two types:

i) **Permanent Full-time** - means a position in which the incumbent works the regularly-scheduled daily and weekly hours of work for the department in which the position is located.

Administrative Support and Managerial Staff regularly scheduled hours of work are based on a 7 hour work day/35 hour week. The normal work week shall be Monday to Friday, inclusive.

Maintenance, Construction, Community Services and Field Staff, below Manager Level regularly scheduled hours of work are based on an 8 hour work day/40 hours per week.

ii) **Permanent Part-time** - means a position in which the incumbent works less than the regularly-scheduled daily and weekly hours of work for the department in which the position is located.

b) **Term Position** - means a position which has been created to fill a provisional administrative, professional or operational requirement of **three consecutive months or more in duration** in the County. Term positions are intended to be used in cases such as to meet manpower needs in relation to external grant/project funding or to provide cover off for employee leave of absences. Term positions have a specified fixed end date or event, at which time the term employee's employment will automatically end without notice, payment in lieu of notice or any further obligations. Term positions may be of two types:

i) **Full-time Term** - means a position in which the incumbent works the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.

- ii) Part-time Term - means a position in which the incumbent works less than the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.
- c) **Seasonal Position** - means a position which has been created in Lac La Biche County to fill a periodic administrative or operational requirement, usually associated with either the spring/summer or fall/winter seasons. For seasonal positions there may be an opportunity for seasonal employment to be resumed at the commencement of the new season. However, the County can offer no guarantee that such employment will be available or, if available, whether past seasonal employees will be the successful applicants. As a result, seasonal positions have a specified term of existence which will automatically end with no requirement for notice, payment in lieu of notice, or consideration of rehiring in subsequent seasons. Seasonal positions have a specified term of existence and may be of two types:
 - i) Full-time Seasonal - means a position in which the incumbent works the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.
 - ii) Part-time Seasonal - means a position in which the incumbent works less than the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.
- d) **Other Forms of Work Relationships** - means a type of work relationship with Lac La Biche County which is not addressed in sections, inclusive, above. These forms of work relationships include:
 - i) Casual Employment - means employment for a period of less than three consecutive full months and includes situations where casual employees are called in for short periods of time on an as-needed basis. Such employment may be full-time (incumbent works the regularly-scheduled daily and weekly hours of work in the department in which the position is located) or part time (incumbent works less than the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located). This definition shall also include employees that are called in for short periods of time (usually a few days at time or less) on an as-needed basis.
 - ii) Volunteer Work Relationship - means the provision of uncompensated assistance to Lac La Biche County, where the County specifies the tasks and performance standards and has care and control over the work output, but for which the volunteer receives no regular remuneration. Volunteers are not employees of the County. For further clarification of such employment relationships, please refer to the following policies which discuss the Lac La Biche County Firefighters: Lac La Biche County Fire District Standard Operating Procedures and Policies, Lac La Biche County Fire District Standard Operating Guidelines, Volunteer Firefighters Remuneration Policy, and Volunteer Firefighters Travel & Subsistence Policy.

iii) Temporary Promotion (Acting Incumbency)-

Should Lac La Biche County **formally appoint** a staff member to temporarily undertake the duties of a position which falls within a higher salary grid of the employees' current position for a minimum of 30 working days, the employee may receive acting pay. Acting pay is not automatic and must be initiated and approved by the employee's General Manager, using the "Two Up" procedure. Factors which will be considered in determining acting pay will include, but may not be limited to the length of the acting role and the scope of responsibility/duties expected of the employee accepting the role.

2.0 Procedure:

2.1 Term Position Reviews

All term positions that have been in place for more than one year will be reviewed by the CAO to determine if the term should be extended or if the conversion of the position to permanent status is appropriate.

2.2 Position Classification Process

Lac La Biche County utilizes a Job Evaluation System. The Job Evaluation System consists of two inter-related components:

- a) The Structured Questionnaire which is used to collect information about the responsibilities and related demands of positions within the organization;
- b) The Job Evaluation Plan. This component is a quantitative, analytical (point rating) structure used to determine the hierarchy of positions within the groups of positions, based on an assessment of the levels of complexity among those positions. The plan consists of an introduction, structural outline, and point rating scales with a related rating guideline where necessary.

All methods of job evaluation require the orderly collection of information and the objective exercise of judgment so that classification decisions are made.

2.3 Position Classification Appeal Process – Job Evaluation System

A Lac La Biche County Employee who wishes to appeal the allocation of his/her position to a particular pay level may do so by making a written request to the responsible General Manager or to the Manager of Human Resources. In the case of an employee reporting directly to the Chief Administrative Officer, the appeal should be made to the Manager of Human Resources or directly to the Chief Administrative Officer.

The written appeal request should include:

- action requested; and
- explanation of the reasons supporting the request for a review.

Steps in the Classification Appeal Process are as follows:

a) Step One

- The appellant shall submit the written appeal request, as described to the responsible General Manager or to the Manager of Human Resources;
- The responsible General Manager and the Manager of Human Resources shall review the appeal, add comments respecting the validity of the appeal and whether or not it is supported, and shall submit the appeal and comments to the Chief Administrative Officer within ten working days of receipt of the appeal from the employee.

b) Step Two

- The Chief Administrative Officer shall review the appeal, a current copy of the position description and the General Manager's and/or the Manager of Human Resources comments and shall reach a decision regarding the classification of the position in question. The Chief Administrative Officer may consult with any employees or specialist resources deemed necessary to develop the response.
- The Chief Administrative Officer shall, within ten working days of receipt of the appeal from the General Manager and the Manager of Human Resources, inform the appellant in writing as to the decision, and shall provide a copy to the Manager of Human Resources and the responsible General Manager.

The Chief Administrative Officer's decision shall be final and binding.

The Manager of Human Resources shall take any necessary administrative action flowing from the Chief Administrative Officer's decision.

No further appeals may be accepted from an appellant until:

- significant changes have occurred in the duties, responsibilities or reporting relationship of the appellant's position, and;
- a review of these changes to the position has been carried out under the provisions of Section 2.0 of these policies.

At the discretion of the employee, the appeal may be dropped at any point in this process.

Length of service, position in the salary range, market conditions and employee performance are NOT matters which may be dealt with through the Classification Appeal process.

2.4 Protection for Complainants

Implicit in this procedure is the stipulation that Lac La Biche County does not tolerate reprisals against an employee or volunteer who may make use of the County's appeal processes.

Verified violation of this provision may result in disciplinary action, up to and including dismissal.

3.0 Administrative Appeal Process

Where a dispute arises over the interpretation, meaning, operation or application of any term or condition of employment, with the exception of the classification of a position, an employee or volunteer may seek redress through this process.

Steps on this Administrative Appeal Process are as follows:

- a) Step One: Within 15 working days of having become aware of the issue to be appealed, the employee shall discuss the issue with the responsible General Manager or with the Manager of Human Resources in an attempt to resolve the matter. The responsible General Manager or the Human Resources Manager shall respond within five working days.
- b) Step Two: Failing a satisfactory resolution of the matter at Step One, the employee may, within five working days of notification of the decision at Step One, put the appeal in writing. The written appeal should be submitted to the Chief Administrative Officer.
- c) Step Three: The Chief Administrative Officer will review the matter and will render a decision, in writing, within five working days of the receipt of the written appeal. A copy of this decision shall be provided to the Manager of Human Resources and to the responsible General Manager.
 - The decision of the Chief Administrative Officer shall be final and binding.
 - Notwithstanding the provisions of Section 3.2 (b), where an employee or volunteer reports directly to the Chief Administrative Officer, the appeal shall be made to the Chief Administrative Officer, who shall reach and communicate a decision, which shall be final and binding.
 - The Manager of Human Resources shall take any administrative action necessary to permit implementation of the Chief Administrative Officer's decision.

Extensions to the time limits set out in this SOP shall be by mutual agreement between the parties.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Hours of Work Standard Operating Procedure

PROCEDURE NO: CS-03-014-13

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Guidelines

1.1 Administrative Support and Managerial Staff:

Regularly scheduled hours of work are based on a 7 hour work day/35 hour week. The normal work week shall be Monday to Friday, inclusive.

1.2 Maintenance, Construction, Community Services and Field Staff, below Manager Level:

Regularly scheduled hours of work are based on an 8 hour work day/40 hours per week.

In all cases, scheduled work week and hours of work shall reflect the County's operational requirements. Consequently, unusual or emergent circumstances may, from time to time, require modification of the normal work week and/or hours of work outlined in this policy. There is no guarantee of hours of work per week. The County may implement flex time and a compressed work week.

1.3 Scheduled workday start and finish times (using 24-hour format) are:

- The normal work week for Administrative Support and Managerial Staff will be Monday to Friday, or as scheduled by the General Manager. Exceptions to the Monday to Friday format must be approved under the County's "two-up" approval process. Exceptions to the shift commencement and end times must also be approved under the County's "two-up" approval process.
- Maintenance, Construction and Community Services and Field Staff- 0730 to 1600, OR 0800 to 1630.
- Notwithstanding the above, the noted shift commencement and end times do not apply when there are unusual or emergent situations.
- Notwithstanding the above, the noted shift commencement and end times do not apply to Community Peace Officers, Landfill Operators, Portage Pool, or Bold Center employees.
- Notwithstanding the above, the noted shift commencement and end times do not apply when the responsible General Manager has determined that the work may be more efficiently conducted outside the regularly scheduled work day, in which case 24 hours' notice may be given in the event of such a change in shift start and finish times.

1.4 Mid-day meal breaks:

- Administrative Support and Managerial Staff – unpaid 1 hour.
- Maintenance, Construction, Community Services, Field Staff and Portage Pool employees – unpaid 30 minutes.
- In the case of a compressed work week, mid-day meal breaks may be varied but shall not be less than 30 minutes per day.

1.5 Rest Breaks:

- Two paid 15 minute rest breaks may be taken during the workday, one during the first half and one during the second half.
- One paid 15 minute rest break may be taken during a shift of not less than four hours in duration.

2.0 Portage Pool Shutdowns

There is no guarantee of hours for casual, term or seasonal staff during pool shut down times. The General Manager will review each shut down individually and may consider extra hour options.

Permanent full-time or permanent part-time pool employees will continue to report to the pool as necessary for the shut down, and at the discretion of the General Manager shall be assigned to duties in other departments (within the scope of the employee`s skills and abilities) to fulfill their hours for the duration of the pool shut down.

3.0 Abandonment of Position

- (a) An employee who is absent and does not report to his/her Manager or General Manager as appropriate or equivalent in excess of three regular scheduled working days shall be considered to have abandoned his/her position with Lac La Biche County.
- (b) The employee`s supervisor is required to take reasonable steps to contact the employee in an effort to determine the reason for the absence. The Manager of Human Resources may provide assistance.
- (c) The Chief Administrative Officer has the sole authority to declare an employee to have abandoned their position based on the information provided to him/her by the supervisor and the Manager of Human Resources. Notification of abandonment of position is just cause for termination and will be made in writing and sent to the employee`s home via registered mail.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Flex Time Standard Operating Procedure

PROCEDURE NO: CS-03-014-14

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

No flex time arrangement shall have a negative impact on the performance of the employee, or adversely affect the performance of any other employees. Also, some departments may be unable to offer flexible hours for some positions and/or during certain times of the year.

Employees who have been subject to any disciplinary actions in the previous 90 work days shall not be eligible for flex time or compressed workweek schedules.

The employee must demonstrate a high level of performance on the job and provide logical and feasible rationale for the requirement of flex time or compressed workweek scheduling (e.g. participation in a car-pooling arrangement, restrictions made by necessary child-care arrangements, traffic issues for commuters, etc.).

Regardless of an employee's ability to meet all eligibility requirements, it may not be possible to accommodate all requests for flex time or compressed workweek schedules, based on organizational needs.

Flex time arrangements are recognized as temporary agreements that may be terminated by either the County or the Employee with reasonable notice. A minimum two week period will be considered reasonable notice.

At the discretion of the Chief Administrative Officer, a compressed work week may be approved for an individual, a department, a portion of a department or the organization as a whole provided that such a change will enhance service to County customers or meets an organizational strategic objective (such as employee retention). In the case of a compressed workweek schedule, the work days and hours agreed upon must not affect the County in a negative manner (i.e. customer needs are not able to be met).

The County reserves the right to immediately return an employee on any flex time or compressed workweek schedule to their standard schedule at any time in the event that the new schedule has adversely affected their ability to perform normal job functions, or if County circumstances change such that a return to a standard schedule is necessitated.

2.0 Procedure

All requests and agreements pertaining to flex time or compressed workweek schedules must respect and adhere to the following:

- A request for an alternative work schedule must be submitted in writing using the ``Two-Up`` approval process. If the Employee is not satisfied with the decision, the Employee can appeal to the Chief Administrative Officer. The Chief Administrative Officer will have the final and binding decision.
- The decision pertaining to the Employee's request will be provided to the Employee in writing. A copy of this document will be placed in the Employee's personnel file.
- An agreement under this procedure must include a start and end date. Any changes to those dates require another written agreement.
- An unpaid lunch must be scheduled for a minimum of 1/2 hour each working day.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Overtime Management Standard Operating Procedure PROCEDURE NO: CS-03-014-15

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

Overtime worked by County staff shall be for the sole purpose of meeting Lac La Biche County's operational requirements.

Employees may at any time be asked to work overtime to maintain workflow or to meet other business demands. Employees are expected to be available for a reasonable amount of overtime work when requested. Managers will schedule overtime with as much advance notice as possible.

Paid leave (holiday, vacation or sick time) may not be used towards overtime. Extra time worked at the employee's discretion, or without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime.

2.0 Procedures

2.1 Authorization for Overtime

All overtime worked by an employee needs to be pre-approved by their immediate supervisor. Employees may not be compensated for any unauthorized overtime worked.

2.2 Eligibility for Overtime Compensation

The Chief Administrative Officer, General Managers and Managers (or any other position that would be classified as a managerial level position or higher) shall not ordinarily be eligible for overtime pay.

2.3 Overtime Compensation

Employees who work hours in excess of their regularly scheduled hours per day shall be compensated as follows:

- (i) When required to work overtime due to organizational needs, overtime will be compensated at one and one half times the employee's normal hourly wage rate. Said overtime can be paid out or be taken off as time off with pay. Such time off must be provided, taken and paid within three months of the end of the pay period in which it was earned. To use the accumulated time, a request for time off must be made to the employee's supervisor and approval is subject to departmental workload.
- (ii) When an employee requests to work overtime for their own benefit, such as to work the equivalent of their regular work hours in a shorter period

than their regular work week (i.e. the employee works 40 hours Monday-Thursday instead of Monday-Friday, so that they can have Friday off), the employee and their supervisor must adhere to an Overtime Agreement. The Overtime Agreement is a contract between the employer and the employee that establishes rules for wages that the employee receives when working overtime. When an employee requests an overtime agreement, overtime or time off with pay in lieu of overtime pay can only be accrued at straight time and must be paid out or days off taken within thirty days of the end of the pay period in which it was earned.

Employees may accumulate compensatory time off to a maximum of 5 working days at any one time. Time off with pay in lieu of overtime pay, **in excess of a bank of five days of such accumulated overtime**, will be paid out at the applicable rates.

Accumulated time off with pay, with the approval of the responsible General Manager, may be used in instances when inclement weather interferes with County construction or maintenance projects.

Staff overtime shall be recorded using the appropriate County timesheet.

Should any changes be made to the Provincial Employment Standards Code, such that the Code's overtime provisions exceed those in place for County staff, the County will compensate overtime in accordance with the revised provisions of the Employment Standards Code.

2.4 Time-off in Lieu of Overtime Compensation for Management Staff

Although not entitled to overtime pay, the Chief Administrative Officer, General Managers and Managers are given (8) eight days of additional time off with pay in each calendar year. These eight days are granted at the beginning of each calendar year.

This additional time off is in recognition of the requirement for staff in these positions to work longer than regularly scheduled hours. This recognition is not intended to be awarded on an hour-for-hour basis.

2.5 On-Call and Call-Out Pay

Eligibility: Notwithstanding the overtime provisions set out above, employees who are **officially designated** in writing as 'on call' for their Department shall be eligible for compensation under this Section.

On-Call Compensation: A Lac La Biche County employee who is **officially and formally designated** as being "On Call" for a Department is eligible to receive payment as follows:

- Evenings during the normal work week - \$25.00 per day.
- Weekends, General and Declared Holidays - \$50.00 per day.

Call-Out Compensation: A Lac La Biche County employee who is officially designated as "on call" in writing and who is actually called-out for service shall receive a minimum of three hours pay at one and one half times the employee's regular hourly wage rate or actual time worked, whichever is greater.

Incidents which require the employee to be at the incident site for more than three consecutive hours shall be compensated, at one and one half times the employee's regular hourly wage, for any time in excess of three hours which is required to resolve the issue.

All employees officially designated in writing as being "on call" must respond within 15 minutes of being called out.

3.0 Abuse of Overtime

Employees who do not gain approval before working overtime hours may be subject to discipline. Subsequent offences may result in disciplinary action, up to or including termination. Supervisors who authorize overtime on a regular basis where, as determined by the County, such overtime was not necessary will also be subject to discipline up to or including termination.

"Original Signed"
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Absenteeism Management Standard Operating Procedure PROCEDURE NO: CS-03-014-16

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Guidelines

The County recognizes that regular and prompt attendance is a pre-requisite to the achievement of organizational goals and acknowledges the need to address absenteeism in an equitable, constructive, proactive and sensitive manner. The goal is to address and/or correct absenteeism and attendance issues before they become counterproductive and/or disruptive to the organization.

While the County values good attendance, it accepts that from time to time, legitimate illness or injury will prevent an employee from working. The County considers this to constitute "innocent absenteeism".

Employees who are chronically absent or tardy adversely affect our productivity and staff morale, thus diminishing the quality and level of normal business operations.

An employee is considered absent if he or she does not attend work as scheduled, regardless of cause.

2.0 Procedures

2.1 Disciplinary Action

Unexcused and/or unauthorized absences will result in the employee forfeiting his or her pay for the duration of the absence. Employees will not be allowed to apply for paid illness benefits following the unexcused absences.

Excessive absenteeism or violation of this procedure and related policy will be subject to progressive discipline.

For more information on the process, please review Lac La Biche County's Progressive Discipline Policy and Procedures.

2.2 Employee Responsibilities

Each employee is responsible for notifying his or her supervisor/manager of absence for each period of time that the absence occurs, regardless of cause. Each employee is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive discipline action.

When an employee is absent for three (3) or more consecutive working days without notification, this will be considered job abandonment and, as such, the Employee may be terminated for just cause.

The County will use discretion when determining if the absence warrants dismissal.

An employee who does not intend to report to work because of illness (or any other reason) must notify his or her immediate Supervisor, Manager or General Manager (in this order) by telephone within 30 minutes of his/her regularly scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action.

An Employee who is unable to contact their Supervisor, Manager or their General Manager in this period of time should make every effort to make the required contact at the first available opportunity. An Employee must have a justifiable reason for failing to notify their Supervisor, Manager, General Manager not later 30 minutes after their scheduled shift commenced.

An employee who is absent for more than three (3) consecutive working days for medical reasons, is required to submit a note from a licensed physician or medical practitioner, that includes the following information:

- The date the Employee was seen by the medical practitioner;
- The medical practitioner's opinion as to the nature of the illness but not the diagnosis;
- The dates the Employee was absent from work; and
- The date the Employee is expected to (or did) return to work.

Failure to provide a note from a licensed physician within the time required by this procedure may result in disciplinary action.

An employee who is absent due to a work-related illness or injury or that was absent under short or long term disability due to personal injury or illness is required to submit a Fit for Work form from a medical practitioner prior to returning to work.

Employees are entitled to 6 paid casual sick days per calendar year. These sick days may not be carried over from year to year. Any employee who has been absent due to illness or injury for more than 10 days per calendar year may have his/her attendance record reviewed, He/she may be required to submit a physician's note or other medical evidence to validate additional sick days registered for that year.

Abuse of sick days will not be tolerated. Supervisors and managers have been instructed to remain vigilant if the following sick leave patterns, particularly if the patterns are chronic and/or persistent, such as:

- Absence on weekends, Saturdays or Sundays where the employee is scheduled to work;
- Absences during the day before and/or the day after scheduled vacation day(s) or statutory holiday(s);
- Absences during the day immediately following a pay day;

- Absences where an employee calls in sick immediately after another sick day has accrued;
- Situations where the absence(s) coincides with desirable days off.

Unacceptable attendance includes (but is not limited to) unexcused or persistent early departures during scheduled working hours, abuse of established sick leave benefits, or tardiness.

Unapproved early departures are not tolerated and will be subject to progressive discipline. Employees must receive approval from their manager prior to leaving early. In emergency situations the employee must email or call the manager and provide details surrounding the departure.

Late arrivals and early departures that display a pattern will be subject to progressive discipline. Employees are considered tardy if they arrive to work ten (10) minutes (or more) later than their scheduled start time.

3.0 Exceptions

Exceptions to this SOP include approved absences such as Maternity/Parental Leave, Jury Duty, and other pre-approved absences such as attendance of professional development activities.

Absences approved under the provision of Federal and Provincial law, and absences approved for the purpose of complying with military requirements, will not be considered as an unscheduled, unapproved, or unexcused absence.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Telework Arrangements Standard Operating Procedure PROCEDURE NO: CS-03-014-17

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

The County recognizes telework as a work option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, reducing commute trips and addressing space restrictions.

The County recognizes that some roles and individuals will benefit either more or less from teleworking. Telework is not a universal privilege, and will be arranged on a case-by-case basis between individual employees and their respective supervisors. Decisions with respect to telework will be made based on the individual circumstances.

Subject to approval by the Employee's General Manager, an employee may be eligible to work from home or another location. Telework arrangements shall not alter other terms and conditions of employment, and all employees are required to comply with the County's policies, practices and procedures, including all policies with respect to sick leave, overtime, vacation and hours of work.

Work products developed or produced by the Employee while telecommuting remains the property of the County.

In the event that it is determined that any employee working in a telework arrangement has decreased their level of performance, the County shall review the arrangement to determine whether or not the working arrangement shall continue. All telework arrangements are at the discretion of the County and the telework privilege may be revoked for any reason and without notice, including due to a reduction in productivity or the quality of the employee's work. In the event that a telework arrangement is terminated, the employee is required to attend at his or her physical work location as it existed before the telework arrangement commenced.

2.0 Procedure to Request a Telework Arrangement

Employees wanting to request a telework arrangement are to submit their request in writing using the County's "Two-up" procedure. The request must state the rationale for the request and any other pertinent information. Permission to telework is subject to prior approval and ongoing review.

The request will be reviewed by supervisors determined in the "Two-up" process in consultation with the Manager of Human Resources and any other appropriate resources to determine eligibility, feasibility and requirements.

The County reserves the right to approve or decline the application at the sole discretion of the County. The arrangement may be revoked without advance notice at the discretion of the County.

3.0 Performance Management during a Telework Arrangement

County employees engaged in telework arrangements must:

- Be expected to meet pre-determined performance levels, goals and objectives which will be reviewed by the employee's supervisor on a regular basis. Supervisors shall arrange to conduct progress meetings to discuss performance levels. Failure to meet performance expectations may result in a termination of the telework arrangement, and/or disciplinary action up to and including termination of employment.
- Agree to stay current on department and work group events and facilitate communication with customers, stakeholders and co-workers who may be affected by the Employee's telework arrangement.
- Agree to keep the supervisor informed of progress on assignments worked on at the alternate work site and any problem encountered while teleworking; and
- Attend, at the County office, meetings as directed by his or her supervisor. The Supervisor agrees to facilitate communication within the work group.

4.0 Equipment and Office Supplies

The County will provide appropriate materials, equipment and supplies for the Employee to perform his/her work duties. County-owned resources may only be used for County business. The employee is responsible for ensuring all items are properly used.

The Employee agrees to take reasonable steps to protect any County property from theft, damage or misuses including maintaining data security and record confidentiality to at least the same degree as when working at the regular County worksite. The Employee may not duplicate County-owned software and will comply with the licensing agreements for use of all software owned by the organization. Depending on the circumstances, the Employee may be responsible for any damage to or loss of County property must ensure that any personal information in his or her possession is secured, and must comply with the provisions of the *Freedom of Information and Protection of Privacy Act*.

When the Employee uses personal equipment, software, data, supplies, and furniture, the Employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the Supervisor. The County assumes no responsibility for any damage to, wear of, or loss of the Employee's personal property.

The Employee agrees to return, in good working order and in a timely fashion, all County owned items used at the alternate worksite upon request, or if the telework agreement is discontinued for any reason, or if the Employee's employment ends (for any reason).

5.0 Telework Site Safety and Ergonomics

The Employee and the County agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. The Employee is responsible for maintaining his or her work area in a

safe and secure condition, including keeping children family members or pets away from the working area.

A County designate may make on-site visits to the Employee's telework site, at a mutually agreed upon time, to ensure that the designated work space is safe and free from hazards and to maintain, prepare, inspect or retrieve County-owned equipment, software, supplies and furniture.

The Employee will be covered by Workers' Compensation for job-related injuries that occur in the course and scope of employment while teleworking. The Employee remains liable for injuries to third parties and/or members of the Employee's family on the Employee's premises. The Employee agrees to ensure that his or her personal insurance policy covers personal and County-owned equipment used for business purposes. The Employee must advise his or her home insurer that he or she will work from home. The Employee must provide evidence of adequate home insurance upon the request of the County.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Retirement Planning Standard Operating Procedure

PROCEDURE NO: CS-03-014-18

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014

AMENDMENT DATE: MARCH 14, 2017

1.0 General Guidelines

Lac La Biche County recognizes normal retirement age to be 65 years old, with the understanding that there is no mandatory retirement age. If an employee intends to continue to work beyond age 65, he/she is requested to advise his/her supervisor.

2.0 Procedure

Employees are eligible to choose retirement under the Local Authorities Pension Plan. Employees are encouraged to contact Lac La Biche County's Payroll & Benefits Coordinator to discuss the pension program and whether benefit coverage provisions are available for retirees.

Employees considering retirement should discuss the matter with their supervisor, manager or Senior Manager and Human Resources at least 6 (six) months prior to the intended date in order to ensure sufficient time for workforce planning and preparation of the necessary paperwork.

Once the retirement date is established, the Employee is to ensure a signed letter confirming retirement is provided to Human Resources for appropriate action.

3.0 Retirement Allowance

Lac La Biche County will provide a lump sum payment to employees who meet the eligibility criteria in recognition of their service to the residents of Lac La Biche County.

This lump sum can be paid directly to the Employee, or, all or a portion can be placed into a R.R.S.P. in accordance with Canada Customs and Revenue Agency's regulations and the wishes of the employee.

In order to qualify for a retirement allowance, employees must:

- be a permanent, full-time employee of Lac La Biche County as of the date of retirement;
- not be on long term disability insurance;
- be age 55 or older as of the end of the current fiscal year;
- retire on or before the end of the current fiscal year; and
- have worked for the County, and/or one of the municipalities which were amalgamated to form the municipality of Lac La Biche County, continuously for 15 or more years.

An employee receiving benefits under this program will not be eligible for re-employment at Lac La Biche County for a period equal to the number of weeks over which the retirement allowance would

have been received as salary. For example, if the amount received is equal to eight weeks salary, the employee would not be eligible for re-employment at Lac La Biche County until eight weeks after the retirement date.

If the County has arranged ongoing full-time employment with any other organization for an employee, that employee is not eligible for this program.

Eligible employees who are entitled to benefits under this program will receive the following allowance based on years of consecutive service:

15 Years	20% of their current salary/wages
20 Years	25% of their current salary/wages
25 Years	30% of their current salary/wages
30 Years	37% of their current salary/wages
35 Years or More	45% of their current salary/wages

This program is not available to an employee who has been dismissed for just cause by Lac La Biche County.

“Original Signed”

Chief Administrative Officer

June 21, 2017

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: Termination Process Standard Operating Procedure

PROCEDURE NO: CS-03-014-19

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014

AMENDMENT DATE: MARCH 14, 2017

1.0 Procedure

1.1 Voluntary Termination

Voluntary terminations are due to voluntary resignations by the Employee or job abandonment:

- i) “Job abandonment” shall be defined as the failure to report back to work after three consecutive business days missed without prior notification to the employee's supervisor or manager.
- ii) Resignations will be confirmed by Human Resources, in writing, and will be binding on the Employee and the organization and cannot be changed except by mutual agreement.

Lac La Biche County requests, as a courtesy, that employees voluntarily resigning from their position give at least two (2) weeks' written notice to allow the County time to find a suitable replacement.

In the event of a voluntary termination of employment, managers should attempt to retain the Employee if it is in the best interests of the organization. If this is not possible, the Manager shall attempt to determine the Employee's specific reason for leaving through the exit interview process as per policy and procedure.

1.2 Involuntary Termination

Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoffs due to reduction or reorganization of the workforce, permanent disability where the employee is unable to perform his or her job duties, or failure to meet the expectations of the County. The County reserves the right to terminate an employee with or without cause and with or without prior written notice in accordance with applicable laws.

The County will take an employee's service record into consideration prior to any involuntary termination. In the event that the Employee has previously proven to be a valuable County asset, alternative options may be explored such as the possibility of a demotion or transfer.

Any or all of the notice period, should it be paid out as a lump sum, must include vacation pay on top of wages owed. County benefits otherwise enjoyed during employment must continue for the duration or timeline of the notice period, the same as if the employee had been employed in the workplace during this time.

2.0 Notice Periods upon Termination of Employment

Lac La Biche County may terminate the employment of an employee by providing the Employee with notice, or pay in lieu of notice, according to, unless otherwise agreed, the current Employment Standards Code. The amount of notice or payment in lieu of notice under the Employment Standards Code shall constitute a reasonable period of notice.

Lac La Biche County will notify term, casual and seasonal employees of the expected termination of employment, at the commencement of employment and will make a reasonable effort to advise these employees one week before the end of the term of employment. No notice, or pay in lieu thereof, as set out in the Employment Standards Code will typically be required in such cases.

Also, as stated under the Employment Standards Code, an employee who is terminated for just cause is not eligible for notice, or pay in lieu thereof.

With the exception of termination of employment due to layoff, permanent disability, position elimination, lack of work or other non-performance related rationale, if an employee is involuntarily terminated, he/she may not be eligible for rehire. If an employee is rehired, and has failed to disclose a previous involuntary termination at Lac La Biche County, the Employee may be terminated for falsification of employment records.

In all categories of termination, the Employee will be paid all accrued, unused vacation pay accrued up to the last date of employment. The Employee will receive his/her final paycheque in accordance with the Alberta Employment Standards Code.

3.0 Employee Benefits

3.1 Health and Dental Coverage / Insurance

All health and dental coverage or insurance will be stopped on the last day of employment or of the notice period.

3.2 Short and Long-Term Disability

Short and long-term disability insurance will be stopped on the last day of employment or of the notice period.

3.3 Life Insurance

Life insurance will be stopped on the last day of employment, pending the employee signing a conversion form (administered through payroll).

3.4 Severance Pay

Severance pay is pay above any compensation available in lieu of notice of termination under the Employment Standards Code. Severance pay is granted at the discretion of the County. In the event that severance pay is granted, it shall be based on the length of service

given to the County, level of responsibility, and the rationale for separation. No employee is entitled to severance pay upon termination, unless otherwise stated in an employment contract.

4.0 Employment Agreements-Terms of Termination

Lac La Biche County managerial employment agreements may contain specific terms in relation to employee termination, benefits and severance pay, which may vary from the procedures outlined in 1.0, 2.0 and 3.0 above, but will abide to the standards (at a minimum) outlined in the Employment Standards Code.

5.0 Responsibilities

5.1 The Employees

Employees are expected to return all County property, including (but not limited to) keys, uniforms, security passes and identification.

5.2 The Supervisor

It is the responsibility of the immediate supervisor to ensure that staff members leaving the organization return all items which are the property of the County.

When possible, termination should be verbally communicated to the Employee. Supervisors will inform the Employee of the rationale for their termination of employment. In ALL cases, employees should receive a formal letter of termination from Human Resources, as quickly as possible. The letter should indicate the effective date of termination based on the facts and applicable information regarding final pay.

Upon notice of an employee's resignation / termination, supervisors must immediately alert Human Resources to the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, special provisions).

5.3 Payroll

Payroll will arrange for and disburse all final monies owing to the Employee and can discuss arrangements with respect to benefits on the last working day.

Payroll will prepare a Record of Employment for the departing employee and fulfill all reporting duties.

5.4 Human Resources

Human Resources, and or the Senior Manager (or designate) shall supervise the terminated employee's exit-procedure. The procedure is as follows:

- Assist the Employee in gathering his/her personal belongings;
- Collect and ensure the return of all County property;
- If appropriate, conduct an exit interview. The exit interview allows the terminated employee to openly disseminate information pertaining to his/her work experiences at the County. These interviews will be held in confidence. Human Resources shall compile non-identifiable, pertinent information from exit interviews to create feedback which may be used for future considerations towards County policy and management directives.

6.0 Exit Interview

Lac La Biche County will invite all permanent and term employees who decide to leave Lac La Biche County's employ for any reason to attend a private, confidential exit interview.

Employees are not obliged to attend an exit interview if they choose not to do so.

Interviews for staff reporting to the Chief Administrative Officer will be conducted by an individual to whom the Chief Administrative Officer has delegated the specific accountability.

Exit interviews for staff reporting to the Manager of Human Resources will be conducted by the supervisor to whom the Manager of Human Resources reports.

Exit interviews for seasonal staff shall take place at the discretion of the responsible manager or senior manager as appropriate, and, where considered appropriate, will be conducted by the responsible Senior Manager or designate or Human Resources.

Exit interviews for all other staff, will be conducted by the Manager of Human Resources or designate.

Information obtained during the exit interview will be regarded as confidential to the extent that the source of any comments will not be revealed. However, in the event that during the interview, allegations are made of violations of these procedures or related policy, other County policies, County bylaws, or of Federal or Provincial statutes, statements obtained will be provided to the individual about whom the allegations were made, for their review and response.

The County may decide to act on comments made during the exit interview, but shall do so in a manner which protects the confidentiality of the source when at all possible.

Exit interviews may be conducted using the County's Exit Interview Form. Additional matters may be explored at the discretion of the Interviewer.

“Original Signed”
Chief Administrative Officer

May 3, 2017
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: USE OF SCENTED PRODUCTS IN THE WORKPLACE
STANDARD OPERATING PROCEDURE

PROCEDURE NO: CS-03-014-20

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014

AMENDMENT DATE:

1.0 Purpose

Lac La Biche County endeavours to facilitate an indoor work environment that supports optimal health and well-being for employees by preventing exposure to scented products that can cause environmental chemical sensitivities.

Under the Occupational Health and Safety Act, **Employers** have a responsibility for ensuring a healthy and safe work environment for their employees. **Employees** have a responsibility to participate in the Employer's Occupational Health and Safety Program. As such, employees can promote a healthy and safe work environment through awareness of their own personal practices and the impact these practices may have on others. When it becomes known that a medically assessed, scented product sensitivity exists in a work environment, employees are requested to eliminate the use of the irritating/offending products.

The goals of these guidelines are to:

- Reduce the use of perfume, cologne/aftershave, scented air fresheners, scented candles and potpourri from the workplace;
- Reduce the use of heavily scented personal hygiene products such as hair products, lotions/creams and deodorant;
- Reduce heavily scented flowers in the workplace such as Lilacs, Hyacinth, Flowering broom etc.

2.0 Definition

Fragrance – Any ingredient that is deliberately added to a product to impart a scent or mask a scent.

Scented products include perfumes, body lotions and sprays, colognes, aftershaves and highly scented flowers and plants.

3.0 General Information:

Exposure to scented products can adversely affect a person's health. Insufficient concentrations scented products may trigger responses to those with allergies or chemical sensitivities. Allergic and asthmatic people, as well as those with other conditions, report that exposure to scented products, even in the smallest amounts, can trigger response. Reported symptoms can include, but are not limited to:

- Headaches, migraines
- Fatigue
- Skin irritation
- Upper respiratory symptoms
- Nausea
- Weakness
- Anxiety
- Sinus congestion
- Dizziness
- Difficulty with concentration
- Numbness
- Loss of appetite

The severity of these symptoms can vary. Some may only experience mild irritation while others can be incapacitated.

4.0 Resolution Process

i. Employees

What should you do if you are approached about your scent use practices?

- Listen respectfully to the specific request of the individual who has approached you.
- Be considerate of those who are sensitive to fragrance chemicals.
- Do not take the request as a personal attack. It is not about you, but about the chemicals in the product that you are using.
- Seek clarification of the problem such as the type, amount, and form of scented product.
- Attempt to come up with a mutually agreeable resolution to the problem, or alternatively, refrain from the use of the offending scented product.
- It is much easier for you to choose not to apply a particular scented fragrance than it is for the person who is sensitive to choose not to have a reaction (eg. Asthma attack, migraine, breathing difficulties).

What should you do if a co-worker uses a scented product that is causing you health concerns?

- Communicate your concerns in a respectful, open manner to your co-worker and let them know how the scented product(s) affect your health, and attempt to come up with a mutually agreeable resolution to the issue, or request that your co-worker eliminate the use of the offending scented product.
- Alternatively, seek the assistance of your Supervisor.
- If the co-worker continues to choose to use scented products, discuss the situation with your supervisor who shall address the situation.

ii. Supervisor

What can you do as a supervisor?

- Model responsible scent use.
- Talk to your staff about scent reduction and working together for a safe and healthy environment for all staff and visitors.
- Advise the staff in a general fashion that there are people in the building who are sensitive to scented products and the staff need to modify their personal scent use practices accordingly.
- Promote scent reduction by posting posters in prominent areas of the workplace.
- If a staff member advises you of a particular sensitivity, listen with respect and empathy.
- Ensure you understand the particular situation and the conditions that are problematic for that staff member.
- Encourage the employee to address the situation directly with their co-worker.
- Discuss details as to how the offending scented product(s) is impacting the affected employee's health and/or their ability to perform their work.
- Discuss concerns separately with the individual who use the offending scented product.
- If you have a staff member with sensitivities and symptoms beyond your capacity to reasonably accommodate, consult with the Health & Safety Coordinator.
- Maintain privacy and confidentiality of the employee with underlying health issues that make them sensitive to scented products.

5.0 Notifications

While this SOP provides a resolution process aimed at employees and supervisors of a work group, there are occasions when people with scent sensitivities may be required to be in the same space as others. (cross departmental meetings, events, training)

"Preventive Notification" in advance of meetings and Lac La Biche County-hosted training events should be a consideration when employees from various work areas come together for meetings and/or training and one or more may have a sensitivity to scented products.

6.0 Signage for the Workplace

In work areas where sensitivity to scented products is an issue, signs shall be posted near the entrances to these work locations. Posters and signs can be requested through the Health and Safety department.

“Original Signed”
Chief Administrative Officer

August 28, 2017
Date