



Town of Vegreville Policy

Policy No.:	HR-4001
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

Town of Vegreville

Employee Policy Manual

Policy HR-4001

Approved on May 25, 2016

Revision Approved on September 10, 2018

Revision to Section 2.9 Approved on November 25, 2019



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SECTION 1 – INTRODUCTION

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-1.1 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

1.1 WELCOME

Welcome to the Town of Vegreville. We want you to know that you are important to the Town, your co-workers, our clients, our suppliers, and our community. This handbook tells you, all employees of the town, who we are as a municipality, what we stand for, how we do things, and what we expect of you. The Town takes the contents of this handbook seriously and each member of our team is responsible for knowing its contents and abiding by the rules. Our policies, procedures, and regulations make the Town a good place to work for everyone. We hope you enjoy the time you spend with us.

It is the Town’s goal to ensure each employee has a comprehensive understanding of the policies and procedures to assist in achieving a successful working relationship as well as what the employee can expect from us as the employer. This manual is intended as a guide and does not constitute an employment agreement between the Town and the employee; therefore, the Town reserves the right to amend this document accordingly. Written communications, like this manual, are intended to supplement honest, open and direct discussions with your Manager. Employees with any suggestions for changes or improvements to the manual are encouraged to bring the matter to the attention of your Manager.

This document is a stand-alone policy and not associated with any other contract. This policy is a binding agreement.

We would like to take this opportunity to thank you for your loyalty and dedication to our municipality and we look forward to working with you.

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Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-1.2 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

1.2 CORPORATE STRUCTURE

The nature of being a municipality is that the *Municipal Government Act* (MGA) governs the Town. The Chief Administrative Officer (CAO) is the only employee of Town Council. All employees of the Town are under the direction of the CAO.

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1.3 ROLE OF EMPLOYMENT STANDARDS LEGISLATION

All employees of the Town are entitled to terms of employment that meet the requirements of the Alberta *Employment Standards Code*, R.S.A. 2000, c. E-9, the *Employment Standards Regulation*, AR 14/1997, and any other applicable legislation, as may be amended from time to time. The terms of employment in this Manual incorporate or exceed those legislative requirements. In the event of a conflict between the legislation and this Manual, the legislation will prevail to the extent of the conflict.



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1.4 DEFINITIONS

a) Chief Administrative Officer (CAO)

The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing the council on the operation of the municipality, performing other duties assigned by the council, and ensuring appropriate staffing is in place. *(Source: Alberta Municipal Affairs.)*

b) Casual Employee

Employees who work on a relief, call-in or casually scheduled basis with the Town.

c) Director

Directors report to the CAO and are responsible for oversight of a department or departments. They are members of the Senior Management team.

d) Family Member

For the purposes of leaves of absence, a "family member" in relation to an employee means:

- A spouse or common-law partner of the employee;
- A child of the employee, or a child of the employee's spouse or common-law partner;
- A parent of the employee or a spouse or common-law partner of the parent;
- A child of the employee's parent or a child of the partner of the employee's parent;
- A grandparent of the employee or a grandparent of the employee's partner;
- The partner of the employee's grandparent;
- A grandchild of the employee or a grandchild of the employee's partner;
- The partner of the employee's child or the partner of the child of the employee's partner;
- A parent of the employee's partner;
- The partner of a parent of the employee's partner;
- The partner of a child of the employee's parent or the partner of a child of the partner of the employee's parent;
- A child of a parent of the employee's partner, or a child of the partner of the parent of the employee's partner;
- An uncle or aunt of the employee or the employee's partner;
- The partner of the employee's uncle or aunt;

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1.4 DEFINITIONS Continued

d) Family Member

- A nephew or niece of the employee or the employee’s partner;
- The partner of the employee’s nephew or niece;
- A current or former foster parent of the employee or the employee’s partner;
- A current or former foster child of the employee;
- The partner of a current or former foster child of the employee;
- A current or former ward of the employee or the employee’s partner;
- A current or former guardian of the employee;
- The partner of a current or former guardian of the employee;
- The adult interdependent partner of the employee;
- A child of the employee’s adult interdependent partner;
- The adult interdependent partner of the employee’s parent; and
- A person, whether or not related to the employee by blood, adoption, marriage or common-law partnership, or by virtue of an adult interdependent relationship, who considers the employee to be like a close relative or whom the employee considers to be like a close relative.

For the purposes of interpreting these definitions of “family member” and “immediate family member” below, please note that:

- “Adult interdependent partner” does not include a spouse or common-law partner;
- “Common-law partner” means a common-law partner as defined in Section 53.9(1)(a) of the *Employment Standards Code*; and
- “Partner” means a spouse, common-law partner or an adult interdependent partner.

d) Fit for Duty

An employee is in a physical, mental, and emotional state that enables them to perform the essential tasks of his or her work assignment in a manner that does not threaten the safety or health of oneself, co-workers, property, or the public at large.

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1.4 DEFINITIONS Continued

e) Full-time Employee

Employees who hold a permanent position with the Town and work a full time equivalent, as defined by their department working hours.

f) Immediate Family

- Parent (biological, adoptive, step or in-law)
- Spouse/Partner (including common law)
- Child (biological, adoptive, step or in-law)
- Sibling (biological, step or in-law)
- Grandparent (biological, step or in-law)
- Grandchild (biological, step or in-law)

g) Manager

Managers' report to a Director and are responsible for the daily operations of a department. They are members of the Management team.

h) Part-time Employee

Employees who hold a permanent position with the Town and work less than a full time equivalent, as defined by their department working hours.

i) Temporary Employee

Employees who hold a temporary, non-permanent position with the Town



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SECTION 2 – EMPLOYMENT

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-2.1 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

2.1 HIRING OF EMPLOYEES

It is the Town's policy that the most qualified available candidate will be selected or promoted to fill vacancies. Hiring will be done based on skill required for the position without discrimination based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status and sexual orientation in accordance with the Alberta Human Rights Act.

All staff hired shall receive a written Letter of Employment (employment contract) outlining terms such as but not limited to the position, commencement date, commencing salary, and probation period. A copy of this letter will be kept on record in the employee's file. Individual employment contracts are of the utmost confidentiality and details must not be shared with co-workers.

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2.2 HIRING RELATIVES

Generally, no employee shall hire or supervise an immediate family member. Any hiring or transfer of relatives requires the approval of the CAO. Each situation will be assessed on a case-by-case basis.

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2.3 IMMIGRATION LAW COMPLIANCE

The Town does not hire anyone who does not hold a valid Social Insurance Number, working visa or permit, or who is otherwise not lawfully entitled to work in Canada. As a condition of employment, all new and current staff must be prepared to show valid proof (and make available for a copy) that they are eligible to work in Canada.

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2.4 PROBATIONARY PERIOD

When the employee commences employment, the first six (6) months of work serve as an initial probationary period whereby the Town has the opportunity to evaluate the employee’s job performance and capabilities. This appraisal period also provides the employee with the necessary time to become familiar with the Town and to evaluate if he/she will be able to achieve his/her personal objectives and goals within the organization.

At any time during the first 90 days of the Probationary Period, the Town may terminate your employment for any reason, in its absolute discretion, without notice or salary in lieu thereof. After 90 days of employment and up to the end of your Probationary Period, the Town will provide one week’s notice or salary in lieu thereof in the event of termination.

Similarly, at any time during the Probationary Period, you may resign from your employment with or without advance notice to the Town.

During his/her six (6) month probationary period, the Manager will meet with the employee to discuss training, attendance, and overall performance. The Manager may choose to extend the probationary period based on the employee’s performance at his/her discretion.

After 90 days of continuous employment with the Town, you are eligible for unpaid leaves of absence. Upon successful completion of the Probationary Period, eligible employees will be eligible for benefits and paid leaves of absence.

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2.5 COMPETING OR ALTERNATIVE EMPLOYMENT / VOLUNTEER

Employees are not permitted to engage in working arrangements that compete or conflict with the Town's business or interests. Once their Manager has been notified, employees may work for other businesses provided, however, the employee does not:

- a) Agree to perform work of a nature that conflicts or competes in any way with the business or services of the Town.
- b) Use any Town resources including, but not limited to: computer hardware and software, telephones, fax machines, copiers, equipment, and/or tools owned by the Town in connection with any non-Town work.
- c) Perform any non-Town work on the Town premises, or during working hours.
- d) Other work arrangements cannot impede the employee's ability to do his/her job at the Town due to fatigue.

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2.6 WORKING HOURS

Employees will have working hours stipulated in their individual Letter of Employment.

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2.7 BREAKS AND REST PERIODS

Two paid fifteen (15) minute breaks will be provided within every 5 consecutive hours of work. The Manager determines break times. Breaks may be staggered (particularly in the office) where continuous service to customers is essential.

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2.8 EARNED DAY OFF (EDO) PROGRAM

The Town offers an Earned Day Off (EDO) program where employees work pre-approved modified working hours in order to bank time for earned time off. EDOs should be taken when earned and scheduled. EDOs will not be banked, unless approved by the Manager.

For example, an employee may work extra time per day, in order to earn one day off (Friday) every three weeks.

All full-time, permanent employees are eligible. The employee's Manager will approve any modified schedule. Extra time worked as part of the EDO program is not considered overtime.

In order to participate in the EDO Program, the eligible employee must sign an EDO Agreement with the Town.

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2.9 OVERTIME POLICY

The nature of the Town’s business is such that at times the municipality must provide services outside of normal business hours in order to sustain the Town operations. It is expected that some of the employee’s duties may at times need to be performed outside normal business hours.

Overtime will be provided for any hours worked in excess of regular working hours, as outlined in the employee’s individual Letter of Employment.

The Town expects all employees to manage time and resources to complete their work during regular working hours. Therefore, no overtime will be worked or compensated unless authorized in advance by a Manager or Foreman. Employees in a management or supervisory positions (CAO, Directors and Managers) are not entitled to overtime.

Overtime may be banked in accordance with this Policy at the request of an individual non-union employee. If you opt to bank your overtime, then overtime will be managed as follows:

- (a) Instead of overtime pay, time off with pay at a rate of one (1) hour for each overtime hour banked will be provided, taken and paid at the employee’s wage rate at the time the employee could have worked and received wages from the Town.
- (b) If time off with pay instead of overtime is not provided, taken and paid in accordance with clause (a) above, the employee will be paid overtime pay at the applicable overtime rate times the employee’s wage rate for overtime hours worked;
- (c) Instead of overtime pay, time off with pay (banked overtime) will be provided, taken and paid to the employee within 6 months at the end of the pay period in which it was earned; and



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2.9 OVERTIME POLICY (continued)

- (d) If an employee no longer wishes to participate in the banked overtime program, or if the Town decides to conclude the banked overtime program, the person cancelling participation will notify the other with at least 1 months' advance written notice.

2.9.1 OVERTIME RATE WHEN ADVANCED NOTICE IS PROVIDED

When an employee is at work and given notice that they are required to work overtime that day or that they may be called in for a shift, the overtime will be paid at one and one half (1.5) times his/her regular salary or wage.

2.9.2 OVERTIME RATE WHEN ADVANCED NOTICE IS NOT PROVIDED

When an employee has not been given notice that he/she may be called in for a shift, and then is called by the Manager to work for a specific job assignment outside of regular work hours, overtime will be paid at two (2) times regular salary or wage with a guaranteed minimum of two (2) hours. Additional calls within this two (2) hour period will be considered as the same call out, for the purpose of calculation.

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2.10 RIGHT TO SET UP SHIFTS

The Town reserves the right to set up special shifts for any employees for work that, in the opinion of the CAO may be more efficiently carried on outside the regular working hours of such employees. Every effort will be made to provide as much notice as possible for special shifts. This right may also be exercised in the case of an emergency.

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2.11 PERFORMANCE EVALUATIONS

Performance reviews are conducted annually, with the exception of a review at the end of your probationary period. Your Manager will schedule a time with you to discuss your performance.

	<h2>Town of Vegreville Policy</h2>
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2.12 JOB DESCRIPTIONS

An outline of all job descriptions and detailed accounts of job responsibilities for each position on the Town staff is kept on file in the Town Office.

Upon hire, job change or promotion, the employee will be provided with a job description that details his/her job duties and responsibilities. After every performance evaluation, the job description will be dated and reviewed, or if the job duties and responsibilities have changed, the job description will be revised. In either case, the Manager will review and discuss the job description with the employee. The employee will then be asked to review and sign the job description indicating that he/she is in agreement with the revisions.



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2.13 PROMOTIONS AND TRANSFERS

Promotions and staff changes in any department shall be made based on qualifications and ability. The most qualified available candidate will be selected or promoted to fill vacancies.

When a new position is created or a vacancy occurs in any department, the notice of the vacancy shall be posted as soon as possible on all department notice boards. In order that employees from all departments may have the opportunity of applying for the position, the notice of vacancy must be posted for a minimum five (5) consecutive working days. These positions may be advertised externally with the posting.

As outlined in the Probationary Period policy, all internal transfers and promotions will be accompanied by a three (3) month probationary period.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-2.14 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

2.14 PRIVACY

The Town is committed to protecting and maintaining the accuracy, confidentiality, and the security of each employee's personal information. In order to establish and maintain an employment relationship with employees, the Town collects, uses, discloses personal information with discretion about its employees, and does so only in accordance with applicable privacy legislation.

The Town is required to collect, use or disclose personal employee information without consent for reasonable purposes related to the recruitment, management or termination of employees. Examples of disclosure may include personal information used to process payroll, and follow laws relating to income tax, employment insurance and pension plans.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-2.15 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

2.15 RESIGNATION OF EMPLOYMENT

If an employee plans on resigning his/her position with the Town, he/she is expected to inform the Manager, providing a minimum two (2) weeks' notice. Employees in management positions (CAO, Directors, Managers and Executive Assistants) are expected to provide a minimum of four (4) weeks' notice.

Such notice will allow for a professional transition of duties and aids in processing the employee's final pay and records in a timely manner. If the employee was assigned items such as but not limited to cell phones, keys, and/or other Town items, the employee will be requested to return these items in good condition upon resignation.

Written notice should include the following:

- Date of resignation
- Last working day
- Reason for resignation

The Town may request an exit interview with the exiting employee. Participation in an exit interview is voluntary for employees, but recommended as it provides the Town with valuable information.



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2.16 TERMINATION OF EMPLOYMENT

The Town does not offer guaranteed employment; the employee or the Town may terminate employment at any time for any reason.

In the event it is necessary for the Town to terminate employment for just cause, no notice of termination or pay in lieu of notice will be provided to the employee.

At any time the Town may conclude or fundamentally alter an employee's employment for any reason in the Town's absolute discretion. To do so, the Town will provide you with written notice, or base salary/wages only in lieu of notice, or a combination thereof, equal to the minimum requirements of Section 56 of the *Employment Standards Code*. No notice or salary/wages in excess of the minimum requirements of the *Code* shall be provided.

For ease of reference, Section 56 of the *Code* entitles employees to notice or pay in lieu of notice (or a combination thereof) as follows:

- (a) 1 week, if the employee has been employed by the Town for more than 90 days but less than 2 years;
- (b) 2 weeks, if the employee has been employed by the Town for 2 years or more but less than 4 years;
- (c) 4 weeks, if the employee has been employed by the Town for 4 years or more but less than 6 years;
- (d) 5 weeks, if the employee has been employed by the Town for 6 years or more but less than 8 years;
- (e) 6 weeks, if the employee has been employed by the Town for 8 years or more but less than 10 years, or
- (f) 8 weeks, if the employee has been employed by the town for 10 years or more.

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2.16 TERMINATION OF EMPLOYMENT (continued)

The CAO may be dismissed at any time at the discretion of Town Council in accordance with the *Municipal Government Act*.

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2.17 JOB ABANDONMENT

An employee who has been absent for three (3) consecutive workdays without notifying his/her Manager and without reasonable excuse may be considered to have vacated his/her position.

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2.18 RETURN OF TOWN PROPERTY

Upon termination, the Town requires that an employee return all property such as but not limited to intellectual property, documents, files, computer equipment, supplies, credit cards, keys and other Town-owned property on or before the last day of work. If the employee fails to return all property, or returns it in a damaged condition, the Town reserves the right to take such legal remedies as may be available or applicable, including reporting to applicable authorities.



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SECTION 3 – PAY

	<h2>Town of Vegreville Policy</h2>
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3.1 PAYROLL

Employees will be paid on a bi-weekly basis. Payments will not be released to anyone other than the employee unless required by law.

The Town provides payment by direct deposit to the personal bank account of the employee's choice. Each payday, he/she will receive a detailed earnings statement that corresponds to the deposited pay.

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3.2 PAYROLL DEDUCTIONS

As required by law, the Town will deduct Income Tax as well as Canada Pension Plan (CPP) and Employment Insurance (EI) contributions from the employee's paycheque each pay period. For eligible employees, benefit premiums, Local Authorities Pension Plan (LAPP) contributions (and other optional deductions) will be deducted from the employee's pay remittance each pay period, once the employee completes the appropriate authorization forms.

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3.3 CHANGE OF PERSONAL RECORDS

It is the employee’s responsibility to report any change affecting his/her personal records to the Payroll Department, such as but not limited to change in name, address, banking information, telephone number, marital status, number of dependents, etc. Accurate and correct information is vital for benefits, insurance records, and other purposes. T4’s, Records of Employment, etc. will be issued to the employee as required by law.



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3.4 SHIFT PREMIUMS

Shift differential to be paid to all staff working any scheduled hours outside of core business hours of 8:00 am – 5:00 pm. Does not include additional time put in towards Earned Days Off.

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3.5 STANDBY / WEEKEND & GENERAL HOLIDAY CHECKS

The nature of the Town’s business is such that at times the municipality must provide services outside of normal business hours in order to sustain the Town operations.

Employees may be required to be on standby status before or after their regularly scheduled work hours, and/or, on a day when they are not scheduled to work.

This includes employees who provide weekend or holiday checks on water, sewer and other designated facilities.

The Manager will ensure that standby time is assigned to employees in a fair and equitable manner and assign standby status stating exact dates that they are required to be on standby.

All required employees are required to serve on standby on a rotational basis as determined by their Manager. A Manager-approved list of standby employees will be posted.

Upon instruction by the CAO, all employees will be expected to respond during emergencies and will be eligible for compensation.

If contact cannot be made with an employee who is on standby status or if that employee fails to perform, the work required, that employee may be ineligible for compensation and may be subject to disciplinary actions at the discretion of the CAO.

Employees who are required to remain within telephone contact and be available to answer emergency and service calls during off duty hours shall be paid for such standby for each day at the conclusion of regular hours to the following day.

Employees on standby must be no further from their work sites than the distance they usually travel to work, unless other arrangements have been made for another eligible employee to assume standby responsibility in advance.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-3.5 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

3.5 STANDBY / WEEKEND & GENERAL HOLIDAY CHECKS (Continued)

Employees on standby are expected to be fit for duty; failure to do so shall constitute disciplinary action, in accordance with the Town of Vegreville Employee Policy Manual.

3.5.1 COMPENSATION FOR STANDBY PAY

Employees assigned to be on standby shall be eligible for pay as follows:

- Standby shall be paid a flat rate plus overtime worked during each standby period of seven (7) days (typically from Friday to Friday, although this may vary by department)
- Compensation for overtime, call outs, shift premiums, and weekend/holiday checks are provided in addition to standby pay, where applicable

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-3.6 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

3.6 PERSONAL PROTECTIVE EQUIPMENT [PPE] & OTHER ALLOWANCES

This Section 3.6 applies only to full-time permanent employees of the Town.

The Town may compensate employees for use of personal equipment and other allowances such as but not limited to tools, cell phones, driver’s abstracts, medical examinations and vehicles.

The Town of Vegreville will supply the following items where applicable:

- One pair of coveralls annually
- Safety glasses, gloves, hard hats, hearing protection, high visibility vests as required
- Other PPE will be provided as required upon Manager’s approval

Employees required to wear safety/steel toed boots/shoes will be eligible to participate in the boot allowance as follows:

- One pair of CSA approved safety boots/shoes (maximum of \$200.00), may be replaced and cost reimbursed upon approval, once every twelve (12) months from the last purchase date, or when required replacement is due to work related issues prior to the twelve (12) months upon approval.

All allowances must be pre-approved by the Manager. It is the employee’s responsibility to confirm with his/her Manager about the allowances available to him/her.

Loss or damage of PPE due to employee’s negligence shall be the responsibility of the employee to replace at the employee’s expense.



Town of Vegreville Policy

Policy No.:	HR-4001-4.0
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

SECTION 4 – BENEFITS



Town of Vegreville Policy

Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.1 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services
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4.1 BENEFITS ELIGIBILITY

During the probationary period, employees are not eligible for the benefits contained in this section of the policy manual, except for the following:

- Jury duty
- Statutory holidays
- Vacation Accrual

Employee benefits will commence upon successful completion of the probationary period.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.2 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.2 EMPLOYEE GROUP BENEFITS

All full-time permanent employees, upon successful completion of the probationary period, will be required to participate in the Town’s employee benefits plan. The plan is administered by the Town’s designated benefit provider and includes the following coverage, including but not limited to the following:

- Life Insurance
- Dependent Life Insurance
- Accidental Death & Dismemberment
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Critical Illness Insurance
- Extended Health
- Dental
- Employee & Family Assistance Program
- Best Doctors

The Group Benefits coverage extends to eligible dependents, where applicable. An employee may elect to withdraw from the Dental and/or Extended Health coverage if his/her spouse has confirmed coverage for these options.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.3 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.3 PREMIUMS

- The majority of benefit plan premiums are cost-shared between the employee and employer
- Short Term and Long Term Disability are 100% paid by the employee

An employee will be required to cover the cost of all benefits premiums when on a leave of absence, including short term and long-term disability.

Detailed information is available in the benefits booklet. Contact the Payroll Department for any questions regarding the employee benefit plan.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.4 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.4 LOCAL AUTHORITIES PENSION PLAN (LAPP)

All full-time permanent employees, upon successful completion of the probationary period, will be required to participate in the Local Authorities Pension Plan (LAPP). Please contact the Payroll Department for any questions.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.5 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.5 WORKERS' COMPENSATION BOARD (WCB) COVERAGE

If an employee is in receipt of WCB benefits, the Town administers the payment to the employee on behalf of WCB, less any required deductions. WCB earnings are subject to LAPP and employee benefits deductions.

The Town will continue employee benefits for the first 30 days of WCB benefits. After 30 days, employees are eligible to continue their benefits at their own cost and will be invoiced.



Town of Vegreville Policy

Policy No.:	HR-4001-4.6
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

4.6 PROFESSIONAL DEVELOPMENT

The Town agrees to pay the full cost of any course of instruction and applicable expenses required by the Town for employees to achieve and maintain their professional certifications. The professional development must be applicable to the employee's position.

The Town will pay the ratios as follows:

- Full time permanent employees 100% cost covered
- Part time permanent employees 50% cost covered

Employees must have approval from their Manager to attend conferences, seminars or workshops prior to registration.



Town of Vegreville Policy

Policy No.:	HR-4001-4.7
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

4.7 OPERATOR'S CERTIFICATIONS

The Town agrees to pay for employee medical examinations for the renewal of operator's certificates. Any employee serving their probationary period will have their medical examination fee reimbursed when they have successfully completed their probation.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.8 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.8 LEAVES OF ABSENCE – GENERAL PROVISIONS

All employees who have been employed by the Town for at least 90 days are entitled to unpaid leaves of absence in accordance with the *Employment Standards Code*, the *Employment Standards Regulation* and this Employee Policy Manual.

Where clearly and expressly stated, certain employee groups may be entitled to paid leaves of absence when eligible for that leave. If an employee is entitled to a paid leave, those paid days are deducted from the number of unpaid days of leave, and are not in addition to unpaid days.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.9 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.9 CRITICAL ILLNESS LEAVE

All employees who have been employed by the Town for at least 90 days are entitled to unpaid Critical Illness Leave in accordance with Division 7.4 of the *Employment Standards Code* (found in Schedule 3 of the *Employment Standards Regulation*). An eligible employee who is a family member of a critically ill adult or child is entitled to unpaid leave as follows:

- Up to 36 weeks for the purpose of providing care or support to a critically ill child; and
- Up to 16 weeks for the purpose of providing care or support to a critically ill adult;

Full-time permanent employees who have successfully completed their probationary period and are eligible for Critical Illness Leave in accordance with the *Code* and *Regulation* will be granted pay as follows:

- Up to 3 paid days per year per critically ill family member; and
- If travel of 400 km or more (one-way) is necessary, up to 2 additional paid days per year per critically ill family member.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.10 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.10 BEREAVEMENT LEAVE

All employees who have been employed by the Town for at least 90 days are entitled to unpaid Bereavement Leave of up to 3 days of unpaid leave in a calendar year on the death of a family member. Before taking a leave, the employee must give the Town as much notice as is reasonable and practicable in the circumstances.

Full-time permanent employees who have successfully completed their probationary period and are eligible for Bereavement Leave will be granted pay as follows:

- Up to three paid (3) days per year for the death per immediate family member; and
- If travel of 400 km one way or further is a requirement, up to two (2) additional paid days may be provided with the Manager's approval.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.11 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.11 COMPASSIONATE CARE LEAVE

All employees who have been employed by the Town for at least 90 days are entitled to unpaid Compassionate Leave of up to 27 weeks for the purpose of providing care or support to a seriously ill family member in accordance with Division 7.2 of the *Employment Standards Code*.

The seriously ill family member is not required to live in Alberta.

The employee must provide to the Town a medical certificate that states:

- The family member (named in the certificate) has a serious medical condition with a significant risk of death within 26 weeks from the day the certificate is issued or, if the leave was begun before the certificate was issued, the day the leave began; and
- The family member requires the care or support of one or more family members.

The employee must provide a copy of the medical certificate before commencing compassionate care leave unless the employee is unable to do so, in which case the employee must provide the certificate as soon as is reasonable and practicable in the circumstances.

An employee who wishes to take compassionate care leave must give the Town at least 2 weeks' written notice, which notice must also include the estimated date of the employee's return to work, unless a shorter notice period is necessary in the circumstances, in which case the notice must be provided as soon as reasonable and practicable in the circumstances.

The employee must inform the Town of any change in the estimated date of returning to work as soon as possible.

Compassionate care leave may be taken in one or more periods but no period may be less than one week's duration.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.11 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.11 COMPASSIONATE CARE LEAVE (Continued)

Compassionate care leave ends on the earliest of the following occurrences:

- The last day of the work week in which the family member named in the medical certificate dies;
- The 27 weeks of compassionate care leave ends; or
- The last day of the work week in which the employee ceases to provide care or support to the seriously ill family member.

An employee who goes on Compassionate Care Leave will be eligible to continue his/her employee benefits coverage if he/she chooses to pay 100% of the premiums.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.12 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.12 JURY DUTY

Should employees be summoned for Jury Duty or as a Crown Witness, the Town will assess the situation on a case-by-case basis. Time off will be determined and granted based on current responsibilities and anticipated duration. The Town may grant the required time off at the employee's regular earnings.

If the employee is released from Jury Duty with at least four (4) hours remaining in the workday, he/she is required to return to work for the remainder of the day. If any payment is made to the employee in replacement for the time spent on Jury Duty, this must be declared to the Town in order for salary adjustments or reimbursements to be arranged (exclusions would include expenses such as parking and meals).

The employee must provide his/her Manager with a copy of the Jury Summons as soon as possible. Adequate proof of service must be provided in order to request his/her regular salary during the absence for Jury Duty; if this documentation cannot be supplied, the absence will be unpaid.

At the time of the employee's call to Jury Duty, should extraordinary circumstances exist which would make his/her absence severely detrimental to the operation of the organization, the Town reserves the right to contact the Court to request that the employee's service be postponed.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.13 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.13 LEAVE WITHOUT PAY

In addition to the leaves of absence described in this Employee Policy Manual, all employees who have been employed by the Town for at least 90 days may be eligible for the following unpaid leaves of absence in accordance with the *Employment Standards Code*:

- Reservist Leave (Division 7.1)
- Death or Disappearance of a Child Leave (Division 7.3);
- Long-term Illness and Injury Leave (Division 7.5);
- Domestic Violence Leave (Division 7.6);
- Personal & Family Responsibility Leave (Division 7.6); and
- Leave for Citizenship Ceremony (Division 7.6).

For any other general unpaid leave of absence,

- Requests for leave without pay are considered on a case-by-case basis and granted at the discretion of the CAO.
- Employees must have fifty-two (52) consecutive weeks of part-time or full-time employment in order to be eligible for a general leave without pay.
- The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the types of factors considered in evaluating a request for leave without pay.
- A request for leave without pay will be granted only if the employee is not eligible for any other type of leave.



Town of Vegreville Policy

Policy No.:	HR-4001-4.14
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

4.14 MATERNITY/PARENTAL/ADOPTION LEAVE

Maternity and parental leave are employee entitlements set out in the *Alberta Employment Standards Code and Regulation*. The legislation entitles employees, who qualify for a period of leave without pay, to be reinstated to their previous or equivalent position at the end of the leave period. During maternity and parental leave, employees may be entitled to maternity and parental benefits under the federal Employment Insurance (EI) program. Please consult the Payroll Department for additional information on this benefit.

4.14.1 EMPLOYEE ENTITLEMENTS

A pregnant employee who has been employed by the Town for at least 90 days is entitled to unpaid maternity leave.

The maternity leave to which a pregnant employee is entitled is a period of not more than 16 weeks starting at any time during the 13 weeks immediately before the estimated date of delivery.

A pregnant employee whose pregnancy ends other than as a result of a live birth (ex. still-birth, late-term miscarriage, etc.) within 16 weeks of the estimated due date is entitled to Maternity Leave under this Policy and the *Code*.

An employee who takes Maternity Leave must take a period of leave of at least 6 weeks immediately following the date of delivery, unless the employee and the Town agree to short the period by the employee giving the Town a medical certificate indicating that resumption of work will not endanger her health.

A pregnant employee must give the Town at least 6 weeks' written notice of the date she will start her maternity leave, and if so requested by the Town, the pregnant employee must provide the Town with a medical certificate certifying that she is pregnant and giving the estimated date of delivery.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.14 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.14.2 PARENTAL AND ADOPTION LEAVES

Parental leave (which includes adoption leave) shall be granted as follows:

- In the case of an employee entitled to maternity leave (other than an employee whose pregnancy ends other than as a result of a live birth), to a parental leave of not more than 62 consecutive weeks immediately following the last day of maternity leave;
- In the case of a parent who has been employed by the Town for at least 90 days, a period of not more than 62 consecutive weeks within the 78 weeks after the child's birth;
- In the case of an adoptive parent who has been employed by the Town for at least 90 days, a period of not more than 62 consecutive weeks within the 78 weeks after the child is placed with the adoptive parent for the purposed of adoption.

Parental leave may be taken by one parent or shared by them. However, the Town is not required to grant parental leave to more than one employee at a time in respect of the same child.

An employee must give the Town at least 6 weeks' written notice of the date the employee will start parental leave unless:

- The medical condition of the birth mother or child makes it impossible to comply with this requirement, or
- The date of the child's placement with the adoptive parent was not foreseeable.

If the employee cannot comply with the written notice requirement for any of the reasons stated above, the employee must give the Town written notice at the earliest possible time of the date other employee will start or has started parental leave.

For clarity, notice of maternity leave is deemed to be notice of parental leave unless that parent expressly advises otherwise.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.14 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.14.2 PARENTAL AND ADOPTION LEAVES (Continued)

An employee must give the Town at least 4 weeks' written notice of the date on which the employee intends to return to work, or at least 4 weeks' notice of resignation, in accordance with Section 53 of the *Code*.

Full-time permanent employees who have successfully completed their probationary period and are the parent of the child who did not give birth will be granted 2 days with pay following the birth of the child or the child's placement with the employee for adoption, as the case may be.

An employee who is on an approved maternity or parental leave will have the option to continue on the health benefit plan. The plan must continue intact. The employee will be responsible for 100% of the benefit premiums (employee and employer). Premiums are due on the first day of the month following start of the leave, and if not paid within thirty (30) days, the employee will be terminated from the plan.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.15 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.15 SPECIAL LEAVE/ILLNESS/MEDICAL TIME OFF (SIM TIME)

SIM time can be used for the following absences:

- Personal illness
- Illness of immediate family members
- Medical appointments (personal or immediate family members)
- Special leave - other special circumstances of a personal nature that is not anticipated and of a pressing necessity
- Any unpaid leave of absence for which the employee is eligible under this Policy, the *Employment Standards Code*, or both.

If SIM time is used to provide income to the employee during an unpaid leave of absence, the SIM days are deducted from the unpaid leave entitlement, and are not in addition to any unpaid leaves of absence.

If SIM time is being used, the employee must notify their Manager on the first day of the absence. If SIM time is being used for a sickness, a doctor's note is required if the absence is in excess of three days. A SIM form must be completed for the absence.

At the written request of an employee and upon Manager's approval, SIM time may be extended due to extraordinary circumstances of a personal nature.

Employees will accrue one day per month to a maximum of 12 days (8 hour days = 96 hours and 7 hour days = 84 hours). SIM time may be carried over at year-end (December 31).

Employees will accrue SIM time during probation period however, employees will not be entitled to use any SIM time until completion of successful probationary period.

Employees will not receive compensation for any banked SIM time upon resignation from or termination of employment.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.16 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.16 STATUTORY HOLIDAYS

The Town provides a variety of paid holidays for employees each year. The following twelve (12) statutory holidays will be observed:

New Year's Day	August Civic Holiday
Alberta Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Employees must work their last complete scheduled working day before and their first complete scheduled working day following the holiday in order to be eligible for holiday pay. Any absence during these qualifying days will require documentation stating the employee was unable to work, or the absence will be considered unpaid.

When a holiday falls on a weekend, the observed holiday will be designated at the discretion of the Town.

Double time shall be paid for work done on statutory holidays in addition to the employee's regular rate of pay.



Town of Vegreville Policy

Policy No.:	HR-4001-4.17
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

4.17 VACATION

All full-time salaried employees are entitled to the following paid vacation:

After one (1) year of service	2 weeks (10 days)
After two (2) years of service	3 weeks (15 days)
After nine (9) years of service	4 weeks (20 days)
After fourteen (14) years of service	5 weeks (25 days)
After nineteen (19) years of service	6 weeks (30 days)

Vacation earning periods are based on the employee's hire/ anniversary date. Anniversary dates for employees hired to permanent positions will be as follows:

- If the employee's first day of work falls between the first and fifteenth of the month, his/her anniversary date will be the first of that same month.
- If the employee's first day of work falls between the sixteenth and the end of the month, his/her anniversary date will be the first of the following month.

All employees are expected to take their allotted vacation time, and must be taken within one (1) year of the end of the year in which they were earned. The CAO can approve vacation carry over on a case-by-case basis. If the employee has not used his/her allotted vacation within this time period, the Manager may provide the employee with two (2) weeks written notice of the date when he/she will be required to start his/her vacation.

A statutory holiday that falls on a normal business day during the employee's vacation will not be counted as a vacation day.



Town of Vegreville Policy

Policy No.:	HR-4001-4.17
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
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Department:	Corporate Services

4.17 VACATION (Continued)

All non-full-time, non-permanent employees are paid vacation pay on each paycheque and are entitled to time off without pay as follows:

- 2 weeks' vacation after each of the first 4 years of employment; and
- 3 weeks' vacation after 5 consecutive years of employment and each year of employment after that.

4.17.1 FOREMAN

Employees in positions designated as Foreman, and who are not entitled to overtime pay, may be entitled to one (1) additional week of vacation with pay, annually with their Director's approval.

4.17.2 MANAGERS

Employees in positions designated as Department Management and who are not entitled to overtime pay, may be entitled to one (1) additional week of vacation with pay, annually.

4.17.3 EXECUTIVE ASSISTANT

Employees in positions designated as Executive Assistant and who are not entitled to overtime pay, may be entitled to one (1) additional week of vacation with pay, annually.

4.17.4 COMMUNICATIONS COORDINATOR

Employees in positions designated as Communications Coordinator and who are not entitled to overtime pay, may be entitled to one (1) additional week of vacation with pay, annually.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.17 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.17 VACATION (Continued)

4.17.5 DIRECTORS

Employees in positions designated as Directors, and who are not entitled to overtime pay, may be entitled to two (2) additional weeks of vacation with pay, annually.

4.17.6 APPROVAL PROCESS

Department Managers will approve vacations for staff. Directors will approve vacations for Department Managers. The CAO will approve vacations for the Directors. The Mayor or Deputy Mayor will approve vacations for the CAO.



Town of Vegreville Policy

Policy No.:	HR-4001-4.18
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
Revised Date:	September 10, 2018
Department:	Corporate Services

4.18 AQUATIC CENTRE FACILITY PASS

Employees hired to full time/permanent positions, upon successful completion of their probation period, are eligible to receive annually a full facility family Aquatic & Fitness pass.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.19 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.19 SAFETY AWARD PROGRAM

The purpose of this procedure is to establish guidelines for awarding employees for their role in maintaining a safe working environment for all Town employees.

Eligibility:

- Full time, permanent employees of the Town.

Procedure:

1. Safety Awards will be awarded to employees who have remained accident free and in compliance with the Safety Program. "Accident" is defined as an incident which is considered being the employee's fault and resulted in time off from work or resulted in property damage (at the discretion of the CAO). "Compliance" means the employee has not received written notification of non-compliance of the Health and Safety Program.
2. November 1* is the anniversary date of the program at which time the Safety Officer and senior management will review the accident reports for the year with Senior Management to determine the employees eligible for the Safety Awards, based on the number of years they have remained accident free.
3. Any employee who has an accident of his or her own accord and resulted in time off from work or has received written notification for non-compliance will be required to start the accident free time-period over.
4. The cost of the Safety Awards is allocated to the applicable department.
5. Safety Awards will be presented at a safety meeting.



Town of Vegreville Policy

Policy No.:	HR-4001-4.19
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
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Department:	Corporate Services

4.19 SAFETY AWARD PROGRAM – Continued

Award Values (consecutive years):

One (1) year	\$20.00
Three (3) consecutive years	\$60.00
Five (5) consecutive years	\$100.00
Ten (10) consecutive years	\$200.00
Fifteen (15) consecutive years	\$300.00
Twenty (20) consecutive years	\$400.00
Twenty-five (25) consecutive years	\$500.00
Thirty (30) consecutive years	\$600.00



Town of Vegreville Policy

Policy No.:	HR-4001-4.20
Policy Title:	Employee Policy Manual
Approval Date:	May 25, 2016
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Department:	Corporate Services

4.20 LONG SERVICE AWARD

Employees are recognized for long service milestones. Awards are to be given to those who reach the milestones between November 1 and October 31 and presented at the Annual Town Christmas Party.

Employees hired in part-time or non-permanent positions will be eligible at 50% of the award values.

Award Values:

Five (5) consecutive years	\$50.00
Ten (10) consecutive years	\$100.00
Fifteen (15) consecutive years	\$200.00
Twenty (20) consecutive years	\$300.00
Twenty-five (25) consecutive years	\$500.00
Thirty (30) consecutive years	\$1000.00
Thirty-five (35) consecutive years	\$1500.00

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-4.21 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

4.21 RETIREMENT

Retirement recognition is provided to Town employees. Retirement is described as retiring from a full-time/permanent position with the Town and must be the minimum age of 55 years (LAPP) with minimum of 5 years with continuous service.

Coffee or luncheon will be hosted by the department on or near the last day of the retiree's employment. They will be given a gift in value of \$20.00 per year of service. Part time employees will be eligible for 50% of the gift value.

The retiring employee will be invited to the Town's Christmas Party and recognized as a recently retired employee. They will receive six complimentary tickets (retired employee and 5 guests) to the party.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.0 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

SECTION 5 – COMPANY POLICIES

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.1 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.1 CONFIDENTIALITY

During the course of employment, the employee will have access to both the Town and third party confidential information in which the employee may develop or participate in the development of confidential information. Confidential information may include, but is not limited to the following:

- Names of clients and private information relating to them
- Client lists
- Planning strategies including but not limited to; strategic planning, budget planning and preparing tenders
- Proprietary technical information
- Financial information
- Commercial arrangements which the Town may have with its agents, financial institutions, or other entities
- Employee's salaries, remuneration and other labour issues
- In-camera sessions discussions

It is important that the employee not disclose confidential information to anyone and that he/she not make use of such information, other than as required for purposes of the Town's business.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.2 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.2 DISCIPLINARY PROCESS

Corrective action may be taken in relation to an employee in response to a violation by the employee of the Town policies, or any conduct (whether or not covered by a specific policy) contrary to the interests of the Town, or to the employee's duty to provide faithful service to the Town.

Employees will be given the opportunity to correct the unwanted behaviour through a progressive discipline process that may include the following steps:

1. Documented Verbal Warning
2. Written Discipline
3. Final Written Discipline
4. Termination

With each issue/incident, the employee will be provided with either a documented verbal warning or written warning to alert him/her to the problem, provide a review of the correct policy regarding the violation, advised of the consequences associated with further issues/incidents and be provided a suggestion towards a method of improvement.

If no further infractions of the policy in question occur after the initial verbal or written warning, no further disciplinary action shall follow.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, the Town reserves the right to skip steps in the disciplinary process and ultimately move straight to termination where necessary with the approval of the CAO.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.3 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.3 HARASSMENT

The Town is committed to providing a workplace in which all individuals are treated with respect and dignity in an atmosphere that promotes equal opportunities and prohibits harassment and discriminatory practices of any kind. The municipality believes that every employee has the right to equal treatment without regard for race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, or any other prohibited ground covered by Alberta Human Rights Legislation. Every employee has an irrevocable right to freedom from harassment in the workplace.

Employees whose conduct or comments towards another are perceived to be intimidating, annoying, hurtful or malicious, whether intentional or unintentional, may be considered guilty of harassment; and as such, the offending employee may be subject to disciplinary action up to and including termination.

The Town believes it is the responsibility of all employees to ensure that support practices in the workplace. The municipality encourages employees to bring to the attention of their Manager any actual or perceived violations of their rights, or any other issues that are important to them. All complaints will be handled with strict confidentiality.

All complaints of harassment will be thoroughly and confidentially investigated (to the extent it is possible to preserve confidentiality), and where necessary appropriate disciplinary action will be taken. Employees should follow proper grievance procedures for making complaints via the applicable department manager. (See "Grievance Procedures" section 5.5 of Policy.)

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.4 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.4 PROBLEM RESOLUTION

The Town seeks to deal openly and directly with its employees and believes that effective communications between the employee and management is critical to solving problems.

Co-workers who may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their immediate Supervisor. If the problem concerns the immediate Supervisor, then the employees should approach the next level of management who will work with the employees to reach a resolution.

If a resolution is not reached through this channel, employees should follow proper grievance procedures for making complaints via the applicable department director. (See "Grievance Procedures" section 5.5 of Policy.)

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.5 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.5 GRIEVANCE PROCEDURES

Informal conflicts should be solved through the Problem Resolution procedure. (See "Problem Resolution" procedure section 5.4 of policy). Although not required, employees are encouraged to follow the informal approach to problem resolution prior to making a formal complaint.

Formal conflict resolution and complaint policy:

1. Employees who have a complaint or require management intervention in relation to a work-related conflict and wish to initiate the formal problem resolution process must prepare written documentation, with supporting details, of the conflict situation or complaint and submit it to their Manager including the informal channels they have pursued.
2. In conjunction with the Corporate Services Director, the Manager will investigate the merits of the conflict resolution request or complaint. The Manager will consult with other relevant individuals, if necessary. Upon completion of the investigation, a formal written response will be provided to the parties.
3. The Corporate Services Director will forward a copy of the response to the involved parties.
4. If the complaint has not been resolved, the employee can request the complaint be investigated by the CAO. The decision and recommendations made by the CAO will be final.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.6 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.6 DRESS CODE

The Town believes establishing and maintaining a proper professional atmosphere determines the success of the municipality. Therefore, employees are expected to dress in attire that is consistent with the nature of the work performed, use good judgment and show courtesy to their co-workers and associates by dressing in a fashion that is professional, presentable and appropriate to their department.

The Town recognizes that different departments have different dress code requirements:

Business and Business Casual

- Town Administration Office
- Family and Community Support Services Office
- Economic Development Office
- Planning and Development Office
- RCMP Clerical and Municipal Enforcement Clerical

Casual

- Public Works
- Parks and Fleet
- Recreation
- Facilities

Examples of business and business casual attire: suits, sweaters, blazer, collared shirt, blouse, and dress pants.

Examples of casual: jeans, t-shirts, sweat shirts, and hoodies.

Footwear should be consistent with the dress code for the Department.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.7 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.7 MANAGEMENT RIGHTS

Management reserves the right to manage the Town’s administration and operations. This includes, but is not limited to the following:

- Administer and manage policies approved by council
- Create, administer, enforce and make alterations to procedures and/or Standard Operating Guidelines (SOGs)
- To determine the organization of the departments, the number of employees, the work functions, and the technology to perform them
- To determine the numbers, types, and grades of positions or employees assigned to a department, work project, or to any location, task, vehicle, building, station or facility
- To determine the methods, means and personnel by which the Town’s operations are to be carried out
- To manage and direct employees
- To maintain and improve orderly procedures and the efficiency of operations
- To hire, promote, assign, discipline and terminate employees
- To take whatever actions may be necessary to carry out its responsibilities in situations of emergency

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.8 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.8 EMERGENCY MANAGEMENT SERVICES

Upon instruction by the CAO, all employees will be expected to respond during emergencies and will be eligible for compensation.

All bylaws and policies related to emergency management can be found in the Municipal Emergency Plan.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-5.9 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

5.9 HEALTH & SAFETY

All policies relating to Health & Safety can be found in the Health & Safety Manual.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	HR-4001-6.0 Employee Policy Manual May 25, 2016 September 10, 2018 Corporate Services

6.0 END OF POLICY



 Mayor Tim MacPhee



 Cliff Craig CLGM, Town Manager

EMPLOYEE ACKNOWLEDGMENT

I, _____ (Employee's Name) acknowledge that I have read, understand and agree to this Employee Policy Manual. I understand that this Employee Policy Manual forms part of my employment agreement with the Town, and that I am bound to its terms. I further understand and agree that if I have any questions or require clarification of any part of this Employee Policy Manual, that I am encouraged and expected to seek any clarification or information from my supervisor/manager or Director.

 Employee's Signature

 Date