

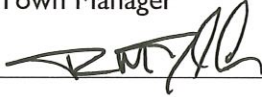


A-HR-062

People Policies

Authority: Town Manager

Effective Date: February 1, 2024

Signature: 

Future Review Date: 2025

Responsibility: Human Resource Services

Replaces: People Policies A-HR-044 (2019)

1.0 Purpose: See attached.

2.0 Scope: See attached.

3.0 Definitions: See attached.

4.0 Statement: See attached.

5.0 Standards: See attached.



PEOPLE POLICIES



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PURPOSE

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Town of Stony Plain. They should not be viewed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the Town. These policies supersede all previous personnel policies.

The objectives for this manual are to:

- Communicate the terms and conditions of employment;
- Ensure that personnel administration procedures are fair to both the employer and the employee and that adequate protection is provided for the interests of both parties;
- Ensure that provisions are consistent with the established principles of personnel management;
- Ensure that employees are familiar with these policies and any areas of doubt should be discussed with their direct supervisor. Supervisors will obtain direction from Human Resource Services in circumstances where this statement requires further consultation.

SCOPE

These policies apply to all employees of the Town. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. Members of Town Boards, Commissions, and Committees
3. Consultants and Contractors
4. Volunteers

If any specific provisions of the People Policies conflict with any current collective agreement, the collective agreement rules will prevail. Any policy or portion thereof, which does not conflict with a collective agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of provincial or federal law.

HUMAN RESOURCES PHILOSOPHY

The Town of Stony Plain has an extremely important asset, the people who choose to invest their lives each day in serving the residents of this unique community. As the Town continues to grow and change, our workforce must be dynamic, evolving and changing as well. This presents an opportunity for Senior Leadership and Human Resource Services to partner with all staff to create a healthy, exciting culture where employees are empowered to learn and grow while providing the most effective, efficient service to the community.



GUIDING PRINCIPLES

The Town of Stony Plain as your employer has established the following key elements affecting our services in the community.

Our Vision Statement

"A strong, vibrant, community where we respect our heritage, embrace the present and are excited about our future."

Our Mission Statement

Through a strong belief in community involvement and leadership we will:

- Nurture and preserve pride in our heritage
- Provide excellent service and value through good governance
- Maintain a strong sense of community while embracing opportunities for growth that enhance our quality of life.

Our Core Values

As people who care, we treat each other with respect and act with integrity by fostering:

- Collaborative Leadership
- Safety
- Innovation and Creativity
- Quality and Excellence
- Partnerships and Alliances
- Recognition of Achievements

Commitment to Good Governance

We are committed to leadership by example through the promotion of good government, strong values and partnerships that will provide the citizens of Stony Plain with quality services.

LEADERSHIP PRINCIPLES

WE ARE ONE ORGANIZATION

As an organization, we have a shared vision. We work together; we are integrated and communicate across departments and with the community. We share information and resources to achieve our shared vision. We realize and understand that our varied perspectives are a strength.

WE SERVE THE PUBLIC WITH PRIDE

Public service is a noble and needed profession. We earn the respect of the community through professionalism and being responsive and accountable. We earn the admiration of the community by always striving for excellence.

WE ARE STEWARDS OF THIS COMMUNITY

We are in a position of public trust and must embrace this responsibility with humility and respect. We have an impact on the community's future. We create an environment for good decision making and believe in ensuring a sustainable future. We undertake this responsibility with the seriousness it deserves and endeavor to help shape and achieve the community's aspirations. We are a link to the past and a bridge to the future. We understand that our utmost obligation is to this community and its long term benefit.

WE ARE EXCITED ABOUT OUR FUTURE

We believe in a better future. We understand and appreciate the complexity of our shared future and take purposeful and strategic steps to ensure we are prepared to meet the challenges that will shape our collective destiny. We will, by virtue of our attitude and preparation, shape what lies ahead.

WE ARE ALWAYS SEEKING TO LEARN AND GROW

We accept that circumstances are constantly evolving and we need to evolve as well. We challenge ourselves to learn, adapt, strategize and remain fluid through this evolution. We are not afraid to challenge current practice. We believe that investment in individual growth and education will lead to organizational excellence and expertise.

WE ARE ACCOUNTABLE

We believe in personal and organizational accountability. We believe this applies to individual and organizational goals and leadership values. We are accountable to each other and the community.

WE MAKE A DIFFERENCE AND WE ARE COMMITTED

We believe that each of us makes a difference, every day. We believe that leadership begins with the individual and that the choices we make in all our actions demonstrates this. We are committed to our community and our organization. We are committed to empowering others through formal and informal means. We believe that everyone in this organization can and does make a difference.

CODE OF CONDUCT

PURPOSE:

The Town of Stony Plain is committed to fostering an environment that promotes efficiency and professional success for employees. The achievement of success is dependent on an environment free of behaviors which can undermine the important missions of our organization. An atmosphere of mutual respect, fairness and trust is essential.

Appointed officials and employees of the Town are agents of the public and hold office for the benefit of the citizens. In that regard they are to uphold and carry out the bylaws of the Town, as well as applicable federal and provincial laws, so as to foster and enhance respect for local government. As public servants, they are to conduct a high standard of morality and to discharge faithfully the duties of their office regardless of personal considerations and interest. Their conduct in both official and personal affairs should be above reproach at all times.

SCOPE:

The Code of Conduct policy is to be followed by all Town of Stony Plain employees.

POLICY GUIDELINES

To preservice the Town's mission statement, the Town will promote and require ethical conduct. This ethical conduct includes, but is not limited to the following:

- Maintain a safe and healthy work environment;
- Ensure quality project, products and excellent customer service;
- Maintain honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships;
- Provide customers with information that is accurate, complete, objective, relevant, timely and understandable;
- Comply with all applicable rules and regulations of federal, provincial, and local governments, and other regulatory agencies;
- Act in good faith, responsibly, with due care, competence and diligence;
- Respect the confidentiality of information acquired in the course of one's work except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work will not be used for personal advantage;
- Responsible use of and control over company tools, material assets and resources employed or entrusted.

ACCOUNTABILITY AND REPSONSIBILITY:

- Employees shall adhere to the items outlined in this Code of Conduct;
- Employees are expected to treat each other with mutual respect, honesty and dignity. As such, every employee has the responsibility to refrain from behaviors that are, or could be perceived as discrimination, violence, bullying or harassment;
- Employees should not exceed their authority or breach the law or ask others to do so;
- Employees shall work in full cooperation with other employees unless prohibited from so doing by law or by officially recognized confidentiality of their work;
- No employee shall engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or may impair their official independence of judgment or action in the performance of their official duties. Employees must disclose all potential conflicts of interest, including those in which they have been inadvertently placed due to either company or personal relationships. This includes family members, customers, suppliers, or company associates;
- No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their duties;
- Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the Town, be such that no employee can be accused of showing favoritism or bias toward the vendor;
- No employee shall accept a gift, favor or service from any individual, organization or corporation, other than: the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together; tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

All employees will acknowledge an understanding and acceptance of the Town's Code of Conduct Policy in writing. Violation of any provision of this code may constitute a cause for employee suspension, or other disciplinary action. Any reported incidence of violation of these rules will be subject to investigation by the Town Manager.

ACKNOWLEDGEMENT AND AGREEMENT

I _____, acknowledge that I have read and understand the Code of Conduct policy of the Town of Stony Plain. I agree to adhere to this policy and will ensure that employees working under my direction will adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

PEOPLE POLICIES: EMPLOYEE ACKNOWLEDGEMENT

This people policy manual has been prepared for your information and understanding of the policies, philosophies and practices of the Town of Stony Plain. Please read it carefully. Upon completion of your review of this manual, sign the statement below, and return it to the Manager of Human Resource Services by the due date.

I, _____, have received and read a copy of the Town of Stony Plain People Policy Manual which outlines the policies, philosophies and expectations of the Town of Stony Plain, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. I acknowledge, understand, accept and agree to comply with the information contained in the People Policy Manual. I understand that this People Policy Manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the policies, practises, and expectations of the Town of Stony Plain.

I understand that the Town of Stony Plain's People Policy Manual is not a contract of employment and should not be deemed as such.

Employee Signature

Date

Please return by: _____

CONFIDENTIALITY

Employees shall not, without proper legal authorization, disclose confidential information concerning personnel, property, government, or affairs of the Town. Confidential information is not to be discussed outside of Town in any form, except as authorized by their immediate supervisor. A *Non-Disclosure Agreement* shall be signed by all employees of the Town of Stony Plain and shall be included in part of the employee Commencement Package.

Any confidential information, documents, reports, or any writing containing information on the above should not be taken from the work site without permission from the employee's immediate supervisor.

Requests for references, credit enquiries (verification of income) will not be provided unless written authorization is received from the employee concerned.

Links:

[Non-Disclosure \(Oath of Confidentiality\)](#)

ADMINISTRATIVE ITEMS

Dress Code

(Applies to non-union only)

It is the position of the Town of Stony Plain that each employee presents a professional and business-like image, at all times. The Town expects its employees to use good judgment and common sense when determining suitable dress in the workplace, particularly when interacting with the public both internally and externally. Workplace dress must meet acceptable social, professional and safety standards and be appropriate for the specific job.

Employees are expected at all times to present a professional, business-like image to fellow workers, members of Council and the public. Acceptable personal appearance, like proper maintenance and cleanliness of work areas, is an ongoing requirement of employment with the Town.

Supervisors are responsible for ensuring that their employees present themselves in an appropriate manner and for coaching those who are deemed to be in violation of this policy. Supervisors have the right to request that an employee go home and change into appropriate dress.

If there is any uncertainty with respect to the interpretation of the procedure, employees are encouraged to discuss any issues or concerns with their direct Supervisor.

Employees shall comply with the following personal appearance standards:

- Employees are expected to dress in a manner that is generally acceptable in similar business/office environments. Employees should not wear suggestive attire and should not wear items of casual attire that do not present a business-like appearance such as muscle shirts, tank tops, halter tops, athletic or recreation clothing (i.e. mini-skirts/shorts, non-dress sandals, athletic t-shirts, baseball hats, yoga pants).
- Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- At the discretion of a direct Supervisor and/or Town Manager, employees may dress in a more casual fashion than is normally required when performing certain job tasks. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, untidy, athletic, recreational wear, or inappropriate clothing. (See guidelines for casual dress below)

Additional Guidelines for Casual Fridays:

The Town recognizes Fridays as casual dress days. The following guidelines apply:

- Shall an employee choose to dress casual, then Town Logo clothing such as vests, shirts, sweaters, or jackets are to be worn.
- Denim jeans/ skirts/dresses/capris are allowed.

Scents and Fragrances in the Workplace

In recognizing that exposure to strong scents and fragrances in the workplace environment can cause discomfort, as well as directly impact the health of some individuals, we support a healthy environment for employees and visitors and strive for a fragrance-controlled workplace (workplace includes all Town-owned vehicles).

Respect for fellow workers extends to making compromises (i.e. not wearing perfumed products) for the comfort and well-being of others.

All concerns should be reported to your Manager or Human Resource Services.

Internet/Email

All staff must use the Town of Stony Plain's internet and e-mail systems in a responsible manner. E-mail and access to internet, is provided for the purpose of conducting business, however, staff may, with the permission of their direct supervisor, use company e-mail or the internet for personal use on their own time. Uploading, downloading or other transmitting of commercial software and copyrighted materials is forbidden. Employees accessing any illegal or unlawful site; will result in disciplinary action and depending on the seriousness may extend up to and including termination of employment.

The Town under the "Computer Use Policy" may access or monitor activity over the email system or Internet. Before monitoring will take place, the following conditions may exist:

- Identified need to monitor
- To investigate an allegation of a breach of any policies or procedures by the Town
- To investigate an allegation of fraud or other illegal behavior
- When disclosure is necessary to sustain the routine operation of the Town
- When disclosure is required, permitted or authorized under law (FOIP)
- Written request from a General Manager or Town Manager (CAO) to proceed with monitoring sent to the Help Desk

The Help Desk, using monitoring tools and/or logs, will provide the General Manager and Town Manager with a report based on the findings of the scan.

Media Relations

Corporate Communications owns and maintains the *Town's Social Media Policy*. All employees shall review and acknowledge the policy and demonstrate professional standards set within the parameters of the policy and ensure that accurate and coordinated statements are conveyed to the media. Any staff receiving a call from the media directly is to indicate that they are not the spokesperson on the file and forward the call to the Corporate Communications office. ([Refer to the Town's Social Media Policy](#)).

Town Owned Electronic Equipment

The employer will not lend Town-owned electronic equipment to any employee for personal use.

Personal Electronic Devices

The Town recognizes certain roles are required to be connected to Town systems to carry out their assigned duties or Health and Safety purposes. The *Authorized use of Personal Electronic Devices Policy* applies to Town Employee's who have been approved by the applicable Manager or General Manager to utilize Personal Electronic Devices.

Pay Periods

- The regular pay period will be Sunday to Saturday of each two (2) week period.
- Time Sheets or time entry in Employee Self-Service (ESS) shall be completed by employee, and then approved by direct supervisor. All approved entries are processed by Payroll by Monday of the pay week.
- Employees will be paid every second Friday (bi-weekly) by direct bank deposit.

Key Distribution and Access Cards

The Town of Stony Plain Facilities business unit maintains a record of all keys and access cards distributed to employees and others. Each Department Manager will be responsible for identifying which keys should be distributed to employees and all key distributions shall be recorded. Keys are to be returned when employment is terminated.

Smoking Policy

The Town has a no smoking policy. Smoking is prohibited in all Town facilities, vehicles and equipment.

Town Vehicles Usage Policy

The Town Vehicle Policy establishes responsibilities of the Town and clear expectations for Drivers who operate Town Vehicles and Equipment to reduce the risk for the Town and to encourage safe operation by all employees.

All Drivers operating Town vehicles shall comply with all Town policies, directives and procedures, as well as all applicable municipal, provincial, and federal legislation governing traffic laws. ([See Town Vehicle Usage Policy](#))

Town of Stony Plain Driver's Manual:

The Town of Stony Plain's Driver's Manual provides guidance on the Town Vehicle Usage Policy and requirements for operators of Town vehicles. The Town places great importance on the safety of employees and the public, and employees must be aware of the safety implications of operating Town vehicles. This manual applies to Town employees who operate a Town vehicle. It is essential that Drivers observe all rules of the road and follow the guidance related to the use and maintenance of Town vehicles in order to perform their jobs effectively, and to promote a positive public image. Please refer to the Drivers Manual located on the Town of Stony Plain Intranet site.

Use of Personal Vehicle:

Where Town owned vehicles are not available to employees for the purpose of performing Town business travel, the Town believes that employees using their personal vehicle shall be fairly compensated.

SALARY AND WAGE ADMINISTRATION

Purpose:

Assist management to formulate and apply equitable salary administration decisions for all employees of the Town of Stony Plain.

Scope:

This policy covers all non-unionized positions within the Town of Stony Plain

Objectives:

The objectives of this administrative policy are:

- Maintain a compensation program that will attract and retain qualified employees that will enable the Town to achieve its goals and objectives
- Assist in formulating and applying equitable salary and wage administration decisions for the employees of the Town
- Assist employees in understanding the manner and principles by which salaries and wages are allocated
- Ensure that salary levels are as consistent as possible with comparable communities through periodic reviews and surveys in the marketplace

Statement:

The Town of Stony Plain values the contributions of its employees and strives to ensure that all are appropriately compensated. The Town is committed to providing competitive and equitable staff compensation and compensation practices that support the goal of attracting, motivating, developing, and retaining qualified employees. Participating in ongoing market compensation surveys will support the ongoing development and adjustment of salary and rate

ranges, and will help the Town understand the trends within the industry and the tri-municipal area.

Standards:

Salary Setting Considerations:

Upon recruitment, Human Resource Services and the supervisor determine the appropriate step offered to the successful candidate. The following factors will be taken into consideration when determining the salary step for an employee:

- Employee's skill, job knowledge, experience level and the time required to become fully functioning in all aspects of the job
- Salary budgets (ability to pay)
- Internal equity
- Ability to recruit and retain (hot market)

All salaries offered are subject to the approval of the Manager in consultation with their General Manager and the Manager of Human Resource Services. In the case of a new hire reporting directly to the CAO, the CAO shall determine the appointment salary in consultation with the Manager of Human Resource Services.

Term positions performing the same work as an existing full-time position will be placed on the grid in accordance with the placement of a full-time position and will remain at that rate for the duration of the term.

Casual employees performing the same work as an existing full-time position will be paid a salary rate at Step 1 of the salary band. Where there is no position matching the duties of the casual assignment, the salary shall be determined by the General Manager in consultation with the Manager of Human Resource Services.

Level Step Movement:

The Town's base pay system and movement through the steps within a level, is dependent primarily on time. (Note: performance issues are dealt with on an ongoing basis).

A new employee will be placed in the appropriate level and step (see salary setting considerations above) upon commencement and then move a step annually until the maximum step of the level is reached.

An employee hired with a condition of employment, such as, they require further certification and/or specialized training, will not move beyond their hire step until such time as they have acquired the specified certificate and/or training.

Level Placement Appeal Process:

If an employee is not in agreement with the placement of their position in a specific level, the employee can request a review of the placement by consulting with the appropriate General Manager.

Job Classification:

Every job in the Town of Stony Plain will be evaluated and ranked into an approved pay band. The jobs will all be evaluated and compared to benchmark positions which have been selected to represent those positions within the Town of Stony Plain that are reasonably well established and broadly understood.

The three situations requiring a job to be evaluated or re-evaluated include:

1. A new job is created
2. A job undergoes significant changes due to work readjustment, reorganization or changing priorities of work;
3. Part of an appeal process

Process:

- A newly created position will have a job description prepared both by the supervisor/manager, and by Human Resource Services;
- Changes within the scope of job will require a revised job description prepared by either the employee and/or their supervisor/manager;
- The job description will be signed off by the employee and the supervisor/manager providing Human Resource Services with the assurance that the job description accurately reflects the scope of the job;
- Human Resource Services will evaluate the job ensuring that the Town of Stony Plain benchmarks are examined in the process (for comparison purposes). Human Resources will also assign the job to the appropriate pay band. Employees and supervisors may be asked to provide further clarification, additional examples or comparisons to Human Resources;
- The employee and/or their supervisor/manager will be advised of the job evaluation (classification) decisions and the salary assignment that corresponds to the pay band.

Note that individual performance, personal qualifications, workload, salary, market conditions and length of service are NOT matters which may be dealt with through the Job Evaluation System.

ONLY conditions which DIRECTLY AFFECT THE NATURE OF THE POSITION'S DUTIES can be considered under this process.

- Workload or volume does not affect the evaluation as it is essentially more of the same work, and should be resolved through overtime, staffing resources, or job design;

- Market, recruitment and long service issues are pay related issues and are NOT addressed through the job evaluation process;
- Incumbent experience and qualifications DO NOT impact the job evaluation process as the job evaluation assesses the level of duties performed and the minimum level of education needed to competently perform those duties;
- Incumbent performance DOES NOT impact the job evaluation process as the job evaluation process is not a performance appraisal;
- Confidentiality of material or subject matter dealt with is a performance expectation;
- Safety and Accuracy are performance expectations or work standards;
- Duties assumed – an employee may assume additional duties at the same level which have not been formally assigned and would not be required on an ongoing basis, this is addressed through the application of Acting Pay or Responsibility Pay;
- Technology – although new technology is implemented, existing duties remain unchanged;
- Stress in the workplace is personal and particular to individuals and is not measured in the job evaluation process

Appeal

An appeal may be considered after the initial decision has been communicated to the employee and supervisor. An appeal will be considered if the job description contains missing information or needs clarification. This should be done in consultation with the supervisor, General Manager and Manager of Human Resource Services. The appeal must be submitted, in writing or email, within 30 working days of being notified of the evaluation of the position.

Salaries upon Upward Reclassification

When a position is reclassified at a higher level, the incumbent will be assigned to the new level and the employee shall be placed at a step on the higher range which is nearest to but not less than the employee's former salary rate. This salary shall not be less than the minimum nor the maximum of the new range. At the discretion of the CAO, upon discussion with the General Manager, an additional step increase may be granted provided the resulting salary does not exceed the maximum of the salary range for the position.

Where an upward reclassification is approved midyear, the financial implications will be implemented during the next Budget cycle, retroactively to the date Human Resource Services received the initial request.

Salaries upon Downward Reclassification

Where an employee's position is reclassified and the maximum salary of the new pay grid is lower than the maximum salary of the pay grid for the employee's pre-classification level, the employee's new salary level (this may include being red circled) shall be determined by the CAO, upon discussion with the General Manager.

Overall Position Review

The Town will undertake a review of all job descriptions on an annual basis during the performance management process. Any revisions to job descriptions will be discussed, approved and finalized by Human Resource Services.

Demotions

A demotion occurs when an employee assumes a position in a lower salary level at his/her own request or as a result of unsatisfactory performance. In the case of a demotion, the employee is assigned to the lower level and his/her pay is administered based on the pay position in the range of the lower level. If the employee's pay exceeds the maximum of the pay range of the lower-banded position, his/her pay will be reduced to the range maximum.

Redeployment to a Lower Level Position

Redeployment to a lower level position occurs when an employee's job is eliminated as a result of a Town initiated event and the employee chooses a lower-level position. If the employee chooses to accept the lower-level position, they will be placed in the step equal to or greater than their current pay position in the range of the lower level position. If the employee's pay exceeds the maximum of the level of the lower position, the pay will be reduced to the level maximum. At the discretion of the CAO and upon discussion with the General Manager, the redeployed employee may be "red circled" until such time as the maximum salary for the new level meets or exceeds the employee's red circled rate.

Lateral Moves

A lateral move is a change from one position to another in the same pay level either within a department or unit, or between departments or units. There is no pay adjustment in the case of such a transfer.

Promotions

A promotion is an advancement of an employee to a position classified at a higher pay level. The amount of increase upon promotion is commensurate with the changes in duties and responsibilities. The pay provided will be the minimum pay step for the new position or an increase equal to at least one increment on the existing pay range, whichever is greater. A pay increase which reflects an increase greater than one step shall be reviewed and recommended by the responsible General Manager to the CAO who has final authority for any additional increase.

Temporary or Acting Incumbent

"Acting" means an employee is required to perform 75 percent or more of the principal duties of a position full time. Acting appointments will not apply where an employee is designated only limited additional duties.

Acting duties are to be recommended by the supervisor and approved by the appropriate manager.

To initiate Acting Pay, the employee's supervisor must notify payroll via email outlining the dates of the acting appointment and any additional salary information required.

When an employee is appointed to temporarily undertake additional duties, such that the maximum of the range for the temporary role exceeds the maximum of the range for the staff

member's pre-temporary position, the Town shall increase the salary of the staff member for the term of the temporary promotion, as follows:

- i) If the appointment is less than 5 work days the incumbent will receive an additional \$1.00 per hour;
- ii) If the appointment is 5 work days or greater up to the period of 30 calendar days, the incumbent will receive an additional 5% of their current wage;
- iii) If the appointment exceeds or is reasonably expected to exceed 30 calendar days AND the staff member is performing a substantial portion of the duties of the position to which he or she has been temporarily promoted, the staff member's wage shall be placed either at a rate in the range for the position which the staff member is acting, which represents at least a one-step increase on the former range or at the maximum of the new range, whichever is the lesser. (the new rate cannot exceed the top of the selected range).

The specific amount of the employee's salary or wage increase resulting from the temporary promotion or acting incumbency appointment shall be determined by the responsible department head, in consultation with the CAO. In the case of an appointee who will report directly to the CAO, the CAO shall determine the appointment salary.

Payment for temporary promotion or acting incumbency appointments, which meet the criteria outlined above, shall be based on the full term of the period of temporary promotion and acting incumbency.

The designation of acting incumbency shall normally not exceed a period of one year.

To facilitate the day to day Town operations and provide succession planning experience to other staff, the CAO, General Managers and Managers are expected to appoint an acting incumbent whenever they expect to be absent from work in excess of five working days.

While receiving acting pay, an employee will continue to accrue benefits and be eligible for salary increases on the employee's regular position and salary. Any increases in regular pay while in an acting capacity are processed normally.

Market Compensation Survey

In carrying out its compensation philosophy and commitment to fair, equitable and competitive compensation practices, the Town will:

- Maintain a balanced consideration of internal and external pay relativities;
- The Salary Grid will reflect pay at the 50th percentile (median or P50) rate of the peer comparator group of similar municipalities;
- Maintain cost of living adjustments (COLA) each year, subject to Council approval.

The Town's peer comparator group will include municipalities which are deemed comparable and similar in terms of population size, geography, and/or proximity to the Town.

Annual Wage/Salary Adjustments

Salary Survey years – on January 1st of the following year, the adjustment to salary ranges will take into account the market adjustment (based on salary survey results) and COLA will be equivalent to the Alberta Consumer Price Index (ACPI).

ACPI is calculated based on the average year over year of the Alberta CPI

COLA is approved by Council and is applied annually to the salary grid to all positions. Full-time and part-time employees may be eligible to receive annual salary/wage adjustments based on the following:

- Meeting the requirements of the performance evaluation/year of service
- Cost of Living Adjustment (COLA)

Casual and/or Term employees will receive only COLA adjustments when approved.

Any employee who has a red-circled salary will not receive COLA.

Annual Grid Step Adjustment

Based on eligibility, full-time and part-time employees may have the opportunity to advance on the salary grid by one step each year (in January). This Annual Grid Step Adjustment may be granted to eligible full-time and part-time employees who have completed the required service and met the requirements of the performance evaluation process for the previous year.

Effective Date

Typically annual Grid Step Adjustments shall take effect the first full payroll in January, when possible. If applied later, any adjustment will be retroactive to the first payroll in January.

Eligibility

To be eligible for an Annual Grid Step Adjustment, full-time and part-time employees must be employed by the Town at the point the adjustment is given, whether given in January or at a later date and paid retroactively; and, have successfully completed the required performance objectives of the previous year, as documented in the Performance Evaluation form, signed off by all parties, on file for the period, which indicates that they have successfully met all requirements.

If the employee was on probation during the previous year, the employee must have successfully completed the required probationary period as of December 31. This includes having a completed Performance Evaluation Form, signed off by all parties, on file for the probationary period and which indicates having successfully met the requirements of the probationary period objectives.

Those employees in the midst of their probationary period as of December 31 of a given year will not receive an Annual Grid Step Adjustment in January of the following year. However, the employee may be eligible to receive a Grid Step Adjustment upon successful completion of their probationary period during the year, given that they have a completed Performance Evaluation Form, signed off by all parties, on file for the probationary period and which indicates having successfully met the requirements of the probationary period objectives.

Only one Grid Step Adjustment will be given per year. On recommendation by the employee's immediate supervisor, Annual Grid Step Adjustments greater than one step shall be reviewed and recommended by the responsible General Manager to the CAO who has final authority for any additional increase. For employees reporting directly to the CAO, the CAO has final authority for any increase.

Salaries at the Maximum of the Range

The salary of an employee may not exceed the maximum of the band range; therefore, once an employee's salary has reached the maximum of the band range, the employee will no longer be eligible for an Annual Grid Step Adjustment.

HOURS OF WORK

Town Office building is open to the public from 8:30 a.m. to 4:30 p.m., Monday to Friday with the exception of named holidays.

Public Works (Operations) building is open to the public from 8:00 a.m. to 4:30 p.m., Monday to Friday with the exception of named holidays.

All other facilities such as the R.C.M.P. Detachment, Golf Course, Arena, Pool, etc. will vary due to operational requirements.

Full-time hours of work may vary due to operational requirements. Full-time hours are generally either thirty-five (35) hours per week, with a one-hour unpaid lunch break or forty (40) hours per week, with a one-half hour unpaid lunch break. The Town will assign work schedules and daily hours of work contingent to the position held.

Management reserves the right to change hours of work with twenty-four (24) hours' notice.

Flexible Work Arrangements

(Applies to non-union only)

The Town recognizes that there may be situations where flexible working arrangements are appropriate. Flexible work arrangements offer alternative approaches to getting work done through non-traditional work hours, locations, and/or job structures. They offer employees creative approaches for completing work, while promoting balance between work and personal commitments.

Flexible work arrangements offered at the Town include:

Earned Day Off Program (EDO): The start time, end time and/or days of work may be altered while still maintaining the standard number of bi-weekly hours of work.

Remote Work: Allows for a portion or all of your job to be performed off-site on a regular recurring basis.

Flextime: Offers flexibility in arrival, departure, and/or lunch times typically designed during core business hours and requires manager approved schedule.

Compressed Work Week: an arrangement that consists of fewer workdays in the work week and more hours of work in a work day. This arrangement is paid at the regular rates and overtime averaging agreement is required.

Earned Day Off Program Criteria:

- Employees must:
 - be out of scope (non-union)
 - be a full-time permanent employee who has preferably completed probation
 - be in good standing and performance is above average; employee is not eligible if performance is being managed.
- There is one option for an EDO every third week
- The arrangement must be consistent and approved by the manager beforehand.
- EDO must not be banked and must be taken within the three-week period; deviations from this practice must be approved by the manager prior and only in extenuating circumstances
- Any time missed must be made up by the employee within the three-week period prior to using the EDO
- Employee performance level and quality of work must be maintained or improved while enrolled in the program

Remote Work Program Criteria:

- Employees must:
 - be out of scope (non-union)
 - be a full-time or part-time permanent employee who has preferably completed probation (unless otherwise arranged at time of hire)
 - occupy a position that management has deemed suitable for remote work - ability to maintain service standards and quality of work from a remote location
 - work regular office hours
 - have a designated workspace/office in their remote work location
 - have appropriate technology and equipment to work efficiently
 - have appropriate high-speed internet
 - have a remote work address within 75 km of the town office
 - have completed the remote work from home checklist – Section 4 of application form
 - remain cost neutral – no additional cost to have employee work remotely
 - be in good standing and performance is above average; employee is not eligible if performance is being managed.

Procedure:

1. Employee to initiate conversation with manager to express interest in flexible work arrangement, discuss the opportunity, and review operational requirements.
 - ❖ **Four options include:** 1) Earned Days Off Program 2) Remote Work Arrangement 3) Flextime 4) Compressed Work Week
2. Employee to complete the “[Flexible Work Application](#)” located on the Town Intranet site

3. Employee complete, sign and send “Flexible Work Application” to Department Manager for review and approval.
4. Department Manager review application and approve or deny request.
5. All Manager approved applications will be forwarded to the General Manager for final decision and approval.
6. Department Manager to notify employee of decision, approved schedule, arrangement start date, and expectations going forward.
7. Approved application will be sent to HR
8. For approved EDO applications - HR will send the employee the “EDO & Flexible Averaging Agreement” to complete, sign and return for their employee file.

Flexible Work Arrangements will continue to be monitored and will require an annual renewal, being reviewed during the annual performance evaluation process. Shall it be determined that the Flexible Work Arrangement is no longer meeting criteria as outlined; two weeks’ notice must be given to the employee in order to terminate the Flexible Work Arrangement.

Breaks

(Applies to non-union only)

Employees are eligible for one paid fifteen (15) minute work break, for each half-day worked (minimum 3.5 hours). **These breaks cannot be used to accrue time off outside the given day. This time cannot be banked.**

Overtime

(Applies to non-union only)

Overtime means time authorized by a Manager and worked by an employee in excess of the normal daily work period. In general, the Town of Stony Plain does not encourage employees to work overtime, however, from time to time overtime will be required specifically for the purpose of attending evening/weekend meetings and/or events. When an employee’s work schedule falls outside the parameters of regular hours of work, employees in conjunction with their direct Supervisors are expected to balance/alter their work schedule to meet both organizational and personal needs. (Refer to Flexible Work Options).

When altering of a work schedule is not possible, permanent full time employees, working overtime will receive Time-off-in-lieu and will be equivalent to one and one-half (1 ½) times the number of hours worked to a maximum of 8 days in a calendar year (January 1 – December 31). Once an employee has reached the maximum allowed in a calendar year, any overtime from this point will be paid out. Any exceptions to this rule will be at the discretion of the CAO.

An employee will not be authorized to bank worked overtime until an Overtime Agreement form has been signed and is on file with Human Resource Services.

Paid time off shall be provided, taken and paid within six (6) months of the end of the pay period in which it was earned. Any balance appearing in the employee's overtime bank at year end will be paid out. Overtime calculations are based solely on regular hourly rates and do not include shift differential or other premiums.

"In lieu of overtime", Management positions: will be granted five (5) additional working days off per year over and above annual earned vacation.

All other employees less than full time status shall be subject to the Employment Standards Code.

Shift Differential

(Applies to non-union only)

Employees employed as R.C.M.P. Clerks are eligible for shift differential pay. The rate of pay for shift differential is outlined in the Appendix Section of this policy under "[Rates and Allowances](#)".

GROUP HEALTH BENEFIT PLANS

- The Town recognizes the importance of promoting a healthy lifestyle and for that reason offers a group health insurance plan.
- Eligibility for enrollment in the benefit plans:

➤ Permanent Full Time	• Participation is mandatory in the Group Benefits package. • If employee has documented coverage for, Dental, Extended Health with their spouse, participation is not required • Premiums are 100% paid by the employer for all Full Time Permanent employees
➤ Permanent Part Time working a minimum of 0.5FTE	• Participation is optional in the Group Benefits Package. • The Town will pay a pro-rated share of premiums based on the employees FTE. • Employee's share of premiums will be automatically deducted off their payroll
➤ Temporary non-union (working not less than 6 months of the year and a minimum of 0.5FTE)	• Participation is optional in the Group Benefits package. (Extended Health and Dental only) • The Town will pay a pro-rated share of premiums based on the employee's FTE • Employee's share of premiums will be automatically deducted off their payroll
➤ Part Time working less than 0.5FTE ➤ Temporary less than 6 months ➤ Seasonal ➤ Casual	• Not eligible to participate unless General Manager deems the position as high risk and then EAP will be provided.

Commencement of Benefits

- 1(one) month for non-union employees
- (90) days for union employees

Group Health Benefits Offered

Alberta Health Care (covered by Alberta Government)	Accidental Death & Dismemberment
Dental	Dependent Life
Employee Assistance Program	Extended Health (including Vision)
Life Insurance	Long Term Disability (minimum 20 hrs/week to qualify)
Short Term Disability (Weekly Indemnity)	
Optional Benefits (employee paid)	
Optional Life Insurance	Critical Illness Insurance

Pension Plans

Employees currently receiving a pension from LAPP or APEX are not eligible to contribute to the plan(s).

Local Authorities Pension Plan (LAPP)

Membership and contributions shall be made in accordance with the provisions of the Plan. Details of the plan are available from Human Resource Services.

- Permanent full time employees - Compulsory benefit
- Permanent part time working seventeen-point five (17.5) hours per week or more, have the option to enroll after (12) months of continuous service. Option to Buy Back first year service at that time.
- Once an employee has opted to participate, they must remain on the plan until they terminate employment with the Town.

APEX Supplementary Pension Plan

Optional plan offered to permanent full time Management, Level 7 or higher.

Participation in this plan is sponsored by The Alberta Urban Municipalities Association. Details of the plan are available from Human Resource Services.

Termination of Benefits

Upon termination of employment, all benefits will cease, on the last day worked. Pension contributions will terminate at retirement or when the employee has reached the thirty-five (35) years of pensionable service.

ADDITIONAL BENEFITS

Child Care Assistance

The Town realizes the need to maintain a proper work-life balance, which encompasses family obligations. This program is intended to assist employees with accessing adequate childcare for their children.

Procedure

The members of the Town of Stony Plain organization as listed below are eligible for assistance under the Employee Child Care Assistance Program:

- All permanent full-time employees;
- All temporary full-time employees (minimum employment of 6 months)

Each eligible member is entitled to receive financial support up to a maximum of \$500.00 per year. Eligible amounts will be pro-rated for new employees hired in the current year.

If an employee chooses not to utilize the program, or uses only a portion of it, funds will not be carried from one fiscal year to the next.

Employees are required to reapply each fiscal year for funding.

Eligible Circumstances

- Employees must have child care costs directly related to the employee's work schedule.
- In the case of two Town employee parents, funds will be awarded to a single individual on behalf of the family
- Children, birth through age 10, are eligible under the following circumstances: by birth and adoption, as a foster child or stepchild living with the Town employee, or as a child placed by court order in an employee's household.
- Childcare must be through a certified care provider and/or be at a licensed childcare center or certified childcare group home.

Non-Eligible Circumstances

- Programs offering experiences such as camp or recreation, and whereby participants are allowed to sign themselves in/out, are not eligible for program submission.
- A certified relative care provider may not be the parent or guardian of the child (ren) and may not live in the same home as the parent.
- No assistance will be awarded when a public school alternative is available.
- Assistance may not be used for optional classes offered at an additional cost during regular childcare hours.

Acquiring Funds

To access funding, employees must receive pre-approval by submitting a [Child Care Assistance Program Approval form](#) to Human Resource Services. This will ensure that there are no misunderstandings between the Town and the employee on whether the particular childcare provision is eligible.

Upon Human Resource Services authorizing approval, the employee will be responsible to make full payment for the child care program they enroll their child in.

Clothing Allowance

(Applies to non-union only)

The purchase of corporate identity clothing to be worn on Casual Fridays will be allocated as follows:

Permanent full time and part time Administrative (including ATS & Community Peace Officers): Up to two (2) articles of clothing will be offered.

Temporary (assignment working 1 year i.e. Maternity Leave): Up to two (2) articles of clothing will be offered.

Temporary (assignment less than 1 year), Casual (including Summer Students working out of the Town Office): One (1) article of clothing will be provided as approved by the General Manager or designate and will be taken from promo stock at the department's expense.

Wellness Program

The Town of Stony Plain encourages employees in their healthy living efforts and as such offers a *Wellness Program* that employees can use to help offset the cost of physical fitness activities, wellness items, and lifestyle related expenses. The Town offers eligible staff an annual Wellness Allowance of five hundred dollars (\$500). This is considered a taxable benefit.

The Town urges all staff to take advantage of this opportunity to improve health and lifestyle choices.

Eligibility

Permanent Full-time, Permanent Part-time, Temporary, Seasonal, Casual, Mayor and Council are entitled to receive five hundred dollars (\$500.00) each calendar year to fund wellness initiatives. Employees who work less than one (1) full year, including those on Leave Without Pay will be pro-rated by number of months worked.

Permanent employees, Mayor and Council: A permanent employee (including Mayor and Council) can submit multiple claims up to their maximum eligible amount, they must complete the **Wellness Form** and submit to payroll for reimbursement of funds to be paid out on the next available pay period.

Temporary, Seasonal, Casual, employees: Employees will be paid on the employee's last working payroll of the current year.

Should an employee voluntarily leave employment prior to year-end, the Town reserves the right to reclaim overpayment of funds.

Criteria

- Expenses must be attributed to the employee, not family member(s).
- Employees wishing to participate in this program must submit the [Wellness Allowance Form](#) along with receipts and appropriate signatures to Payroll before the last pay period of the calendar year (approximately December 15th).
- If an employee chooses not to utilize the program, or uses only a portion of it, funds will not be carried from one fiscal year to the next.
- Reimbursement under this program will be completed through payroll for the maximum or pro-rated eligible amount. Employees should note that wellness related items are reimbursed as a taxable benefit and will be taxed at the time it is included in their payroll.

Eligible Items

The following table lists eligible items that can be submitted under the Wellness Program. If you are **unsure** if an item is eligible, speak to Human Resource Services **before** making your purchase.

Wellness Related Items (Taxable Benefit):

Taxable Items eligible for reimbursement:

Physical Fitness
• Fitness facility fees or membership • Individual Tri-Leisure Membership ○ Please note that the tri-leisure will give you the corporate discount of 20%, the employee portion paid can be reimbursed through the wellness program. • Personal trainer fees/fitness consultation • Organized fitness lessons, classes, or program fees led by a certified instructor (i.e.: yoga, kickboxing, martial arts, dance, etc.) • Membership/league fees for sports (i.e.: curling, hockey, volleyball, softball, etc.) • Purchase or rental of equipment/accessories for any physical activity or sport (i.e.: golf clubs, Stand Up Paddleboard (SUP), squash racquet, soccer ball, tennis racquet, skates, hiking or running shoes, rollerblades, skates, bike helmet, skis/snowboard etc.)

- Exercise equipment (i.e.: treadmill, elliptical, bicycle, home gym, weights, etc.); Fitbits/Garmin Sports Watch - Fitness DVDs, Fitness/Nutrition Apps or virtual fitness classes - Sport specific apparel - hiking apparel, running gear, soccer apparel etc.
Nutrition
- Weight loss program (e.g. weight watchers) - Nutrition education programs - Over the counter herbs and supplements (Protein powder, Pre-Workout, Vitamins) - Dietician/ Homeopath - Professional Health Assessments
Personal Development
- Art/sewing classes and supplies - Music, instruments, lessons and supplies - Drama and theatre classes - Literacy programs - Second-language books and courses - Post-secondary or community courses of personal interest - Relaxation and meditation programs - Hypnosis - Tuition or courses not covered by Town of Stony Plain professional development fund - Text books not covered by Town of Stony Plain professional development fund - Professional dues or subscriptions not covered by Town of Stony Plain
Ergonomics
- Ergonomic Equipment for home office or items not covered by Town Policy (office chair, keyboard, mouse, blue screen, web cam) - Home office equipment (desk)
Other
- Pre-natal Classes - Stress Management Programs

Wellness related items NOT eligible for reimbursement:

- iPads, iPods, Smart phones, items similar in nature*
- Gaming Consols*
- Computers, printers, computer accessories or items similar in nature*
- Fuel for leisure activities*
- Large gardening equipment (lawn mowers, weed trimmers, etc.)*
- Smoking cessation*
- Clothing & apparel (except sport specific apparel as stated above)*
- Fees/memberships for family members or family passes*
- Firearms/weapons or accessories*
- Campsite fees and camping, boating accessories, items similar in nature*

- *Spectator/ Entertainment activities*

Trans Alta Tri Leisure Corporate Membership

Eligible to participate in this program are as follows:

- All permanent full-time and permanent part-time employees
- Mayor and Council
- Casual Fire Fighters

Eligible members receive a **20% discount** from the Trans Alta Tri-Leisure Centre.

Tri Leisure memberships can be claimed through the Wellness Program by submitting the Wellness Allowance Form.

Eligible participants interested in registering for this program are required to contact Human Resource Services (780-963-8593). Human Resource Services require at least 5 days' notice prior to registering at the Trans Alta Tri-Leisure Centre to allow for completion and approval of the appropriate forms.

Golf Course Employee Discount

All interested employees (includes Mayor, Council and Casual Fire Fighters) are eligible to participate. As the startup date for the golf course changes on an annual basis, an email from Human Resource Services in regards to the process on how to register for this program will be sent out in early Spring. The Golf Course Employee Discount is only available for eligible employees to participate, and is non-transferable to other people.

The Golf Course Employee Discount will allow for full paying customers to have priority, as the discount does not apply to primetime tee times. Moreover, as these are not primetime fees, there will also be no subsidy from the town to offset the rest of the rate cost. This discount will simply add revenue during times where there was little to no booked tee-times before.

Employees can book 2 days in advance, as availability allows. This will allow the pass holders and green fee players their regular access to tee times, as regular pass holders are allowed 7 days advanced booking, while green fee players are allowed 3 days advanced booking. If the course is closed for a tournament, then the course will also be closed for employees. League play will take precedence over an employee booking. (this discount will be subject to change if necessary).

For further information on how discount applies (days, times & prices), contact the Golf Course at 780-963-2133.

Outdoor Swimming Pool Employee Pass

All interested employees (includes Mayor, Council and Casual Fighters) are eligible for an annual 12-admissions family swim pass. Please contact the Programs and Services Administrative Assistant to register.

Employee Monthly Draw

All current employee names will be submitted into a draw. Once a month, a name will be drawn, and the winner will receive a \$50.00 gift certificate from a local restaurant

Birthday Day Off

Eligible to participate in this program are as follows:

- All permanent full-time and permanent part-time employees
- Temporary employees with a term greater than 6 months

All eligible employees are entitled to receive a paid day off in recognition of their birthday. If the employee birthday falls on a regular day off, or on a General Holiday in which the employee is required to work, the employee will take the day off on another scheduled work day within one-week of their actual birthday as mutually agreed upon with their manager.

GENERAL HOLIDAYS

Specific days are legislated as General Holidays (statutory) throughout the year, along with four (4) other days granted by the Town as General Holidays. Employees who qualify for general holiday pay shall receive the following general holidays with pay:

General Holidays *(Applies to non-union only)*

General Holidays mandated by the Employment Standards Code of Alberta	Additional General Holidays granted by the Town of Stony Plain
New Year's Day - January 1	
Alberta Family Day - 3 rd Monday in February	
Good Friday	
	Easter Monday
Victoria Day - Monday before May 25	
Canada Day - July 1	
	Heritage Day – 1 st Monday in August
Labor Day - 1 st Monday in September	
	Day of Truth and Reconciliation – September 30
Thanksgiving Day – 2 nd Monday in October	
Remembrance Day – November 11	
Christmas Day – December 25	
	Boxing Day – December 26
	Christmas Floater

And, any such day proclaimed as a General Holiday by the Municipality or the Alberta Provincial Government.

When a General Holiday falls on a Saturday or Sunday the following Monday will be observed as the holiday. (With the exception of New Year's Day, if New Year's Day falls on a Saturday, the Friday December 31st will be observed as the holiday).

The Christmas Floater is designed to allow five consecutive days off at Christmas:

1. If Christmas falls on a Tuesday, Thursday, Friday or Saturday, December 24 shall be the holiday.
2. If Christmas falls on Monday or Wednesday, December 27 shall be the holiday.
3. If Christmas falls on Sunday, December 28 shall be the holiday.

The CAO may choose to close the Town Office during the Christmas break. This closure will be considered unpaid for all Town Office employees; however the Town will pay for all required general holidays as listed above. If an employee wishes to use vacation, banked overtime or EDO time during this closure, they may choose to do so with approval from their supervisor or manager.

Part time (working less than scheduled hours of 17.5 per week), Temporary part time, Seasonal, and Casual employees shall receive 5 % pay on every pay in lieu of day off. (Effective January 1, 2018)

In the event that the Provincial Government removes Family Day as a General Holiday, it will no longer be observed as a paid holiday.

Eligibility:

As per the Employment Standards Act, all employees shall receive the recognized General Holidays for which they are eligible with pay, or other days with pay in lieu of such General Holidays, providing they are available for work in accordance with their regular scheduled hours of work preceding, during and following the designated day for observance of the holiday or on approved leave (i.e. Vacation, Earned Day Off, Time off in Lieu).

Employees not available for work in accordance with their regular scheduled hours of work preceding and/or after due to a sick leave, shall receive compensation of wages for the General Holiday through their Sick Bank entitlement upon providing proof of illness. Should proof of illness not be provided, compensation of wages shall be deducted from the employee's vacation bank.

Performing Work on a General Holiday

Any eligible employee who is required to attend and perform work on a recognized general holiday will be paid an amount that is at least the employee's average daily wage for each hour of work that the employee worked on the general holiday, and be allowed a day off in lieu at their average daily wage at a time mutually agreed between the employee and the direct Supervisor. If such a day cannot be provided, the employee shall receive overtime paid (banking time shall not be permitted) at the rate of two (2) times their average daily wage.

Special Circumstances:

In the event that an employee is away on an unpaid leave of absence, away while receiving Workers' Compensation benefits, or on long term disability at the time of the holiday, the employee shall not be eligible for general holiday pay.

In the event a day designated as a General Holiday falls within a period of time an employee is absent due to **Sick Leave**, payment from the Sick Bank benefits will be applied, and under no circumstances shall an employee receive any additional entitlement in respect of that day.

General Holiday Pay on Termination:

- If an employee has not taken a holiday to which they are entitled under the Employment Standards Code and they terminate their employment relationship with the Town of Stony Plain, the employee is entitled to be paid at least their average daily wage for the holiday.

VACATION LEAVE

The Town recognizes the importance for employees to take time away from work for rest, relaxation and to attend to personal matters. This section establishes vacation entitlements for Town employees and explains the guidelines and procedures that ensure all employees are treated fairly and consistently in the application of vacation leave.

Responsibilities:

Employee:

- Submit requests for vacation time to their supervisor
- Vacation earnings are reported on each pay run. It is the responsibility of the employee to monitor and manage their vacation earnings to avoid accumulating excess.
- Ensure that vacation accrual does not exceed 100% of their maximum from one year to the next;
- Work with their supervisor to ensure coverage is in place during their vacation time

Supervisor:

- Support employees under their supervision in taking their earned vacation leave at times that are mutually convenient for the employee and the Town;
- Ensure coverage is in place when an employee is on vacation;
- Monitor vacation accruals

Payroll:

- Ensure employees are receiving vacation entitlement upon commencement of employment as specified under the "Vacation Accrual" section.
- Administer the vacation bank and ensure that employees advance to the next level of vacation entitlement when they've obtained the required years of service
- Provide supervisors with vacation entitlement report for their employees after each pay run.
- Maintain an annual accumulated vacation list

Vacation Scheduling:

Employees are expected to use their earned vacation leave. Special circumstances for payout of vacation benefits will require the approval of Management.

Vacation is a benefit provided to the employee during the time of employment with the Town. Upon retirement or voluntary/involuntary termination, employee vacation bank will be paid out on their final payroll. Employee's requesting to use their vacation bank after their last official day of work will not be granted. Employees must be present on their last day of work sequentially, or benefits will be cancelled effective the last day physically attended.

Every effort shall be made to have vacation schedules completed, approved and posted by April 1st of each year. In the event that the employee and the direct Supervisor cannot agree to a vacation schedule, Management shall reserve the right to assign the vacation period.

Vacation Accrual: *(Applies to non-union only)*

Anniversary date for vacation accruals: is the commencement date in a permanent position of at least seventeen-point-five (17.5) hours a week or more.

Vacation entitlements are earned on an accrual factor per pay period.

Vacation entitlements will be calculated based on the continuous years of employment regardless of the number of hours worked in any given year. Calculations for continuous service in this manner shall be effective January 1st, 1996 and onwards.

Years of Service	Annual Entitlement
First 5 years of service	15 days
6 years of service up to and including the 12 th year	20 days
13 th year of service up to and including the 20 th year	25 days
After 21 years of service	30 days
Management level and up receive an additional week on top of these numbers in lieu of overtime	

Permanent part time employees: (working scheduled hours of seventeen-point five (17.5) per week or more) shall be eligible for vacation entitlements pro-rated on their F.T.E. for vacation entitlements.

Part time (working less than scheduled hours of seventeen-point-five (17.5) per week), Temporary, Seasonal, and Casual employees shall receive pay in lieu of vacation entitlement on every pay in accordance with the provisions of the Employment Standards Code.

Temporary full time shall be eligible for vacation entitlement to accrue at 6%.

Vacation accruals shall not accumulate during periods of sick leaves and leaves of absence with or without pay in excess of 15 days or when an employee is in receipt of benefits under Workers' Compensation.

Employees may not accrue more than 10 days earned vacation entitlements or go into a negative position without prior approval of management.

Requests to carry over any vacation in excess of 10 days into the following year must be submitted in writing to the General Manager. The General Manager will then review the request in conjunction with Human Resource Services and provide their recommendation to the Town Manager for final approval or denial. Authorization may be granted for special circumstances, such as illness or absence late in the year which prevented the use of vacation, or planning for a major holiday. The request must indicate a specific date by which the carry-over will be used, within that year.

Vacation pay shall be at the employee's regular rate of pay and all days paid shall be deducted from the employee's vacation credits accumulation.

Employee illness during vacation:

- If an employee becomes ill or is injured while on authorized vacation leave, they may request to use sick leave credits in place of vacation credits. In order to qualify for sick leave under this provision, an employee must have been hospitalized or under a doctor's care. The request is to be made to their direct supervisor and must include all the necessary documentation, medical certificates and details to support the request.
- Vacation credits are not intended to be used as a substitute for sick leave.

LEAVES

The Town has adopted this policy to ensure that its employees are provided with authorized time off as per applicable legislation without fear of a negative impact on their employment status or opportunities within the organization. The Town of Stony Plain is committed to providing a work-life balance for its employees and understands that situations can and will arise that call for immediate, emergency leave.

This policy covers instances where employees may need to take planned or unplanned leave of absence in order to attend to situations that directly affect their families or dependents.

Guidelines

Unless otherwise noted in this policy, all requests for leave shall be submitted in writing at least fourteen (14) calendar days prior to the beginning of the leave and shall include reason for requesting leave and schedule of dates required (except in situations of an unforeseen or emergency nature, in which case the employee's request shall be made as soon as the employee becomes aware of the situation which prompted the request for leave).

Any employee, who has been granted a leave of absence and fails to return on the date granted by the employer, may be deemed to have abandoned his/her position, unless such a delay has been satisfactorily explained.

Effect of Leave on an Employee's Benefits

Where an employee is on a leave of absence without pay the following shall apply:

- An employee will not accumulate vacation or sick credits.
- Sick leave cannot be drawn while on leave without pay.
- Payments shall not be granted for any named holidays occurring during a leave without pay, or occurring prior to actual resumption of normal duty.
- Contributions to Local Authorities Pension shall be administered in accordance with legislation and regulations of the Local Authorities Pension Plan.
- Should the Leave request be granted, the employee's health benefits will be affected in the following way:

Maternity/Parental Leave

All Group Health Benefits coverage will be continued for the maximum duration as required by provincial legislation. During this time, the Town will continue to pay premiums for all Group Health Benefits. After the legislated period, the employee will have the option to maintain all Group Health Benefits coverage or to waive all Group Health Benefits coverage. Shall the employee wish to continue Group Health Benefits; the employee shall pay in advance by providing post-dated cheques for the full premium cost of insurance benefits for all related "Group Health Benefits." In the event that post-dated cheques are not received

by the date that the leave commences, or if any cheque is returned due to non-sufficient funds, all benefits will be terminated.

○ **Leave of Absence**

The employee will have the option to maintain all group health benefits coverage for a maximum period of three (3) months or to waive all group health benefits coverage. Shall the employee wish to continue group health benefits, the employee shall pay in advance by providing post-dated cheques for the full premium cost of insurance benefits for all related “Group Health Benefits.” In the event that post-dated cheques are not received by the date that the leave commences, or if any cheque is returned due to non-sufficient funds, all benefits will be terminated.

Protected Leaves

- Maternity Leave
- Parental Leave
- Compassionate Care Leave
- Long-Term Illness and injury leave
- Personal and family responsibility leave
- Bereavement leave
- Domestic Violence leave
- Citizenship ceremony leave
- Critical illness of a child leave
- Death or disappearance of a child leave
- Reservist leave

Eligibility for Protected Leaves:

- Any employee who has completed at least 90 days of employment with the Town of Stony Plain is eligible for protected leaves, subject to the specific eligibility requirements for each leave.
- For more information on eligibility for Protected Leaves, please refer to the Employment Standards website for Alberta

Bereavement Leave

In the event of death in the immediate family or family relative (refer to Definitions), an employee so bereaved is allowed time off from work according to the following guidelines:

Permanent full time, and part-time employees (working scheduled hours of seventeen-point five (17.5) per week or more) shall be entitled to bereavement leave up to a maximum of five (5) days with pay at their regular rate of pay (pro-rated on their F.T.E.) upon the death of an immediate family member or family relative as defined the definitions section of this manual.

Up to one (1) day paid bereavement leave may be granted to permanent full time and part time employees for the death of any other relative or friend as approved by Management. Temporary, Seasonal and Casual employees shall be entitled to three (3) days per year unpaid leave upon the death of an immediate family member or family relative as defined in the definitions section of this manual.

Additional time off for bereavement may be granted at the discretion of Management however such time off will be considered as vacation time, earned time off in lieu of overtime, or possible leave of absence without pay.

Citizenship Ceremony Leave

If an employee is becoming a citizen of Canada, they may take up to a half-day of unpaid leave to attend a citizenship ceremony to receive a certificate of citizenship, as provided for under the *Citizenship Act (Canada)* and regulations made under that Act.

Compassionate Leave

Eligible employees can take up to 27 weeks of leave to care for gravely-ill family. Employees eligible for compassionate care leave may also be eligible for Employment Insurance benefits for compassionate care. For more information, contact Service Canada.

Domestic Violence Leave

Employees may take up to 10 days of unpaid leave per year for any of the reasons listed on the Employment Standards website under “criteria” for this leave.

Long Term Illness and Injury Leave

Eligible employees are entitled to up to 16 weeks of unpaid leave per calendar year due to the injury, illness, or quarantine of the employee.

Employees may be eligible for Short Term and/or Long Term Illness leave under the Town of Stony Plain’s benefit plan. Please refer to “Weekly Indemnity” and “Long Term Disability” sections in this Policy manual.

Maternity, Parental and Adoption Leave

Eligible employees shall be granted maternity, parental or adoption leave in accordance with Employment Standards legislation.

Employee requesting Leave must provide at least six (6) weeks’ notice in writing of the date in which the leave is to commence to Human Resource Services, unless there are medical reasons or circumstance related to adoption that prevent you from doing this.

In the event that the employee requires leave before the actual birth due to medical reasons, with the confirmation of a doctor's sick note, sick days shall be used.

While Maternity Leave is considered an unpaid leave of absence, there is deemed to be a health-related portion of the leave. From the date of birth of the child, the birth mother can receive six (6) weeks of sick leave benefit. If the delivery was caesarean delivery the birth mother will receive an additional two (2) weeks sick leave benefit. Part-time employees will be paid sick leave pro-rated to their normal working week. The health-related portion of the leave shall begin on the date of the birth of the child.

In the event the health-related portion extends beyond the number of days accrued, employees may be eligible for Weekly Indemnity benefits. (Please refer to the Weekly Indemnity section of this manual for details)

Benefits during Maternity, Parental and Adoption Leave – refer to section “Effect of Leave on an Employee's Benefits”

Employees must give four (4) weeks' notice regarding their expected date of return to work. Human Resource Services should be contacted as soon as possible in the event of any changes. On return from maternity/parental leave, the employee shall be placed in former position. If the former position no longer exists, the employee will be placed in an equivalent position (as per the Labor Standards Act).

Personal/Family Responsibility Leave

- Employees are entitled to up to five (5) days of unpaid leave per calendar year, but only to the extent that the leave is necessary for the health of the employee or for the employee to meet their family responsibilities in relation to a family member.
- Before taking this leave, employees must provide as much notice as reasonable and practicable in the circumstances.
- The Town of Stony Plain shall grant an eligible employee (as described below) this leave as follows:
 -

Personal/Family Responsibility leave days do not accumulate from year to year.

Permanent full time employees - shall be entitled to four (4) paid work days per year; and one (1) unpaid work days per calendar year

Permanent part time employees – (working scheduled hours of seventeen-point five (17.5) per week or more) shall be entitled to paid leave up to a maximum of four (4) days per year calculated based on their pro-rated F.T.E; the remainder unpaid to a maximum of 5 days per calendar year.

Temporary non-union employees – working not less than 6 months of the year and working

scheduled hours of (17.5) per week or more shall be entitled to paid leave up to a maximum of four (4) days per year pro-rated on FTE & length of assignment; the remainder unpaid to a maximum of 5 days per calendar year.

Reservist Leave

Eligible employees who are Reservists can take leave for deployments and training.

Other Leaves

Birth or Adoption of Child

Parents of a newborn/adopted child shall be eligible to take two (2) days off with pay at the time of the birth or adoption of their child, unless they are already participating in maternity/adoption leave.

Elections

Employees will be allowed three consecutive hours to vote in any federal, provincial or municipal election. However, if the employee has three (3) consecutive hours to vote outside of regular business hours prior to the polls closing, no time off work will be provided.

Jury Duty/Court Leave

Leave with pay will be granted to employees who are called to Court as members of a jury or as subpoenaed witnesses. The employee will remit to the Town the jury stipend or witness fee set by the Court substantiated by a submitted statement of fees received.

Employees will, whenever possible, perform their work between periods of Court duty or while awaiting jury call.

If an employee is required to attend Court as a plaintiff or defendant, leave without pay will be granted. Lieu time may be used to cover such absences.

When an employee is required to appear in Court as a witness on behalf of the employer or as a function of their job during non-working hours, the employee will be reimbursed at a rate of one-and-one-half (1.5) times their regular pay.

Leave of Absence without Pay

Since a leave of absence without pay is normally for personal reasons, the following considerations shall be taken into account prior to authorizing:

- Adequate coverage is available to perform employee's duties and responsibilities
- The employee's performance evaluation sufficiently warrants such a leave

Terminal Illness Days (Applies to non-union only)

A permanent full time or part time employee may take an extra two (2) days paid leave of absence to attend to a terminal illness of an immediate family member or relative. Such additional time off shall be deducted from accumulated sick leave. Terminal illness days do not accumulate from year to year.

SICK LEAVE POLICY

The intent of sick leave is to provide salary and position continuance during periods of absence from work due to illness or non-work related injury. Sick leave is intended to cover medical appointments, short-term health related absences, as well as provide income protection during the qualifying period for Short Term Disability (Weekly Indemnity Benefits) and Long Term Disability Benefits.

Approved sick leave pays at 100% of employees' salary and is inclusive of benefits and pension. Any employee who is on approved sick leave greater than 15 days will no longer accrue vacation and sick time.

Definitions:

- **Casual Sick Leave**- Casual Sick Leave means any bona-fide sickness, injury, disability, or quarantine restriction that causes an employee to be absent from work up to three (3) consecutive work days or less. Casual sick leave must be approved by the Manager/Supervisor. Casual sick leave includes appointments for medical, optical, dental, or physiotherapy. Employees must attempt to schedule such appointments when they least interfere with the Town's operations.
- **General Sick Leave** -Means any bona-fide sickness, disability, injury or quarantine restriction that causes an employee to be absent from work for more than three (3) consecutive work days. General Sick Leave will be approved by the Manager and requires a medical certificate. All medical certificates are sent to Human Resources.
- **Licensed Medical Practitioner** - may include legally certified physician, psychiatrist, chiropractor, nurse practitioner or dentist.
- **Sick Leave Period** - Is the total number of days an employee is on approved sick leave. The length of the sick leave period is dependent on their available sick leave accrual bank. Employees are to exhaust their sick leave accrual bank prior to converting to Short Term Disability (STD) or Long Term Disability (LTD). The maximum amount of sick leave that can be utilized prior to applying for STD or LTD is 17 weeks.
- **Totally Disabled** – An employee must be unable to perform the essential duties of their own position. Availability of their own position is not relevant when assessing disability from their own position.

Eligibility and Accrual

Sick leave shall mean the period of time an eligible employee (as described below) is absent from work with full pay due to casual illness, general illness or considered to be totally disabled and does not fall under the provision of the Workers' Compensation Act.

- **Non-union Permanent full-time employees** - shall be entitled to sick leave continuation credits computed from their date of commencement of employment at the rate of one-and-one-half (1.5) working days per month for each full calendar month of employment cumulative to a maximum credit of eighty-five (85) working days as applied towards authorized sick leave.
- **Non-union Permanent part-time employees (working 0.5 FTE or more)** - shall be entitled to sick leave continuation credits computed from their date of commencement of employment at the rate of one-and-one-half (1.5) working days per month pro-rated based on their F.T.E. for each full calendar month of employment cumulative to a maximum credit of eighty-five (85) working days pro-rated to their average full-time equivalency (F.T.E) as applied towards authorized sick leave.
- **Non-union Temporary employees (working 0.5 FTE or more and in a term not less than six (6) months of the year)** - shall be entitled to sick leave continuation credits computed from their date of commencement of employment at the rate of one-and-one-half (1.5) working days per month for each full calendar month of employment pro-rated on their FTE.
- **Union employees** – please refer to article “Sick Leave and Benefits” as per the Collective agreement.

General Guidelines

- 1) Employees shall, prior to or within thirty minutes of the commencement of their scheduled shift, notify Management that they will be unable to report to work due to illness or injury.
- 2) All sick leave is subject for review and approval.
- 3) Approved sick leave pay shall be the employee's regular rate of pay and all days paid shall be deducted from the employee's sick leave accrual bank.
- 4) Medical appointments are considered “casual sick leave”, all hours used are deducted from the sick leave accrual bank.
- 5) Sick leave is a benefit provided to the employee during the time of employment with the Town and therefore ceases to exist and is not paid out upon retirement or termination.
- 6) Sick leave credits will not accumulate during periods of leaves of absence with pay in excess of fifteen (15) days or when an employee is in receipt of benefits under Workers' Compensation.
- 7) Shall an employee resign from the Town and then return to employment with the Town, their sick bank will commence at zero (0).
- 8) Employees wrongfully claiming sick leave or abusing the privilege will be subject to disciplinary action as per Town of Stony Plain People Policies and pay deductions.

WEEKLY INDEMNITY (Short Term Disability)

The Weekly Indemnity provides reduced salary to employees, who are eligible, in the event they are unable to work due to illness or injury and have insufficient or minimum accrued sick leave.

Employee Responsibilities

- Employee's must contact their supervisor to advise they will be unable to attend work due to illness or injury (not WCB related)
- Employee must provide their supervisor with a medical certificate to substantiate any absence
- Employees have the responsibility to cooperate with the Town or any 3rd party adjudicator who has been retained to administer a claim for Weekly Indemnity

Guidelines

Eligibility (As set out in the provider booklet)

- To be eligible the employee must have exhausted their sick leave accrual
- Employee must complete a Short Term Disability claim form through the Town's benefit provider

Employees are not eligible for weekly indemnity benefits if they are absent due to an injury that is covered by worker's compensation or if injured while working for another employer.

Benefit Provided

- The weekly indemnity will provide 66.67% of your weekly earnings to the next higher \$1.00 to a maximum benefit of \$750 per week, or the Employment Insurance (EI) maximum, if greater.
- Benefits paid under the Weekly Indemnity plan are taxable and subject to deductions mandated by law.
- The maximum benefit period is 17 weeks (85 working days).

Maternity Leave Coverage

- A female employee, while on maternity leave, can be eligible for an amount during the health-related period of their maternity leave (up to the first 6 consecutive weeks following the date of her non-caesarean delivery or for up to the first 8 consecutive weeks following the date of her delivery by caesarean section), if they have exhausted their sick leave accrual.
- The benefit amount is equal to the amount of Short Term Disability (STD) the employee is eligible to receive under this Policy

Return to Work

- An employee who returns to work on an approved modified work schedule will receive a

combination of their regular salary for the hours worked and Weekly Indemnity benefits for the time absent from work.

- An employee on a modified work schedule is not eligible for earned time off or overtime.

Termination of Benefits

Weekly Indemnity payments will cease on the earliest of:

- The date the employee is no longer “totally disabled” as determined by the insurance policy
- The date on which the maximum benefit period has been reached
- The date the employee retires or would normally have retired
- The date the employee starts employment for pay or profit
- The date the employee refuses to participate in any rehabilitation assessment, program or employment considered appropriate by the Insurer
- The date the employee fails to provide satisfactory evidence that they are still “totally disabled”
- The date the employee stop receiving regular and(or) appropriate medical treatment (that is satisfactory to the Insurer) by a physician or surgeon
- The date of the employee’s death

Exclusions

While receiving Weekly Indemnity, no employee is eligible for Cost of Living Allowance (COLA) or step increases.

Implementation of a COLA increase will occur when the employee returns to their full time regular duties and will not be retroactive.

Step increases may be considered based on performance and time in the position, prior to the absence, and will not be retroactive.

Benefit Coverage during a Short Term Disability Claim

The Town will continue to pay all benefit premiums while an employee is on Short Term Disability.

LONG TERM DISABILITY

The Long Term Disability benefit can replace a portion of your employment earnings that you lose if you cannot work because you become totally disabled, as defined by the insurance policy, from an injury (accident) or sickness prior to your 65th birthday and while you are insured under the Town's benefit plan.

Long Term Disability benefits are administered by the Town's benefit provider. For further details regarding this benefit, refer to the Benefits Booklet provided to you or available through Human Resource Services.

Employee Responsibilities

- Employees have the responsibility to cooperate with the Town or any 3rd party adjudicator who has been retained to administer a claim for Long Term Disability Benefits.
- If an employee has been disabled for a period of three (3) months and has been advised by a physician that the disability may continue past 17 weeks (85 working days), the employee must complete the Long Term Disability forms.

Guidelines

Eligibility

- To be eligible the employee must be participating in the Town's Group Benefits Package including the Long Term Disability benefit and must meet the definition of eligibility as outlined within the Group Benefit Employee Booklet.
- Long Term Disability benefits will not commence until the maximum benefit period for Weekly Indemnity has been reached.

Benefit Provided

- The Long Term Disability benefit will provide 66.67% of your weekly earnings to the next higher \$1.00 to a maximum benefit of \$9,000 per month. (satisfactory evidence of insurability must be approved for amounts over \$6500)
- Benefits are paid once a month, at the end of the month
- Benefits paid under the Long Term Disability benefit are taxable and subject to deductions mandated by law.
- The maximum benefit period is to your 65th birthday

Maternity Leave Coverage

- A female employee, while on maternity leave, can be eligible for an amount during the health-related period of their maternity leave (up to the first 6 consecutive weeks following the date of her non-caesarean delivery or for up to the first 8 consecutive weeks following the date of her delivery by caesarean section), if they have exhausted their sick leave accrual.
- The benefit amount is equal to the amount of Long Term Disability (LTD) Insurance the employee is eligible to receive under this Policy

Return to Work

- An employee who returns to work on an approved modified work schedule will receive a combination of their regular salary for the hours worked and Long Term Disability benefits for the time absent from work.
- An employee on an approved modified work schedule is not eligible for earned time off, overtime, or Flexible Work Arrangement.

Termination of Benefits

Long Term Disability payments will cease on the earliest of:

- The date the employee is no longer “totally disabled” as determined by the insurance policy
- The date on which the maximum benefit period has been reached
- The date the employee reaches their 65th birthday
- The date the employee retires or would normally have retired
- The date the employee starts employment for pay or profit
- The date the employee refuses to participate in any rehabilitation assessment, program or employment considered appropriate by the Insurer
- The date the employee fails to provide satisfactory evidence that they are still “totally disabled”
- The date the employee stop receiving regular and(or) appropriate medical treatment (that is satisfactory to the Insurer) by a physician or surgeon
- The date of the employee’s death

Exclusions

While receiving Long Term Disability benefits, no employee is eligible for Cost of Living Allowance (COLA) or step increases.

Implementation of a COLA increase will occur when the employee returns to their full time regular duties and will not be retroactive.

Step increases may be considered based on performance and time in the position, prior to the absence, and will not be retroactive.

Benefit Coverage during an Active Disability Claim

The Town will continue to pay premiums for benefits for a period of one (1) year from the date of disability. Group Life, AD&D, Family Group Life and LTD premium may be “waived” by the Benefit Carrier once a Long Term Disability claim has been approved. After one (1) year the Dental and Extended Health coverage and Employee Assistance Plan will be terminated. The employee will have the option to convert the Dental and Extended Health Care Benefits to an individual policy at their own expense.

ABSENTEEISM

The Town of Stony Plain places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day and that they use our time-in/time-out procedures properly. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness and standards of Town of Stony Plain and its business operations.

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

The Town of Stony Plain considers an employee absent if he or she does not attend work as scheduled, regardless of cause. The primary objectives of this policy are to:

- Reduce instances of unscheduled and/or disruptive absenteeism/attendance, as well as foster responsible leave usage by employees.
- Improve employee morale by reducing the negative effects of absenteeism on employees who perform the duties of their absent colleagues.
- Enhance service to clients, customers, and business partners by promoting excellence in employee attendance.

Employee Responsibilities

- Employees are expected to be at their workstation and not walking into the building at the required starting time. Continued tardiness will reflect in the annual performance review of the employee and may result in disciplinary steps being taken as outlined in this manual.
- Each employee is responsible for notifying his or her supervisor/manager of absence for each day 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 disciplinary action. Employees who fail to arrive for their scheduled shift and have not contacted management regarding their absence (No Call No Show) will be subject to disciplinary action.
- 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 – either by telephone or e-mail message – within 30 minutes of the employee's regularly scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action.
- Employees who are absent for three (3) or more consecutive working days are required to submit a note from a licensed physician or medical practitioner stating the nature of the illness and/or medical condition that led to the absence.

- Any employee who remains absent for more than three (3) consecutive business days, without excuse or authorization, may be terminated or may be considered as having abandoned and resigned his or her position.

Abuse of sick days will not be tolerated

An excused absence occurs when the employee notifies Management that they will not be able to work a particular day and Management approves that absence.

An un-excused absence occurs when the employee is absent and does not notify Management. Employees will not be paid for time missed due to un-excused absences.

Management of Absenteeism

Management staff shall hold responsibility for managing attendance in their respective areas, and shall ensure that appropriate documentation is collected and filed. Management staff shall communicate the organizational requirements for attendance, maintain attendance records, and provide appropriate assistance to staff members.

Disciplinary Action

In the event that a Town of Stony Plain staff member fails to meet the stated expectations for attendance, a meeting will take place between the employee and their manager to discuss the situation, and determine any valid explanation that may exist. Where the rationale is determined to be unsatisfactory, appropriate disciplinary action may be implemented.

Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy may be administered, in progression, according to the procedures outlined in the Town of Stony Plain's Progressive Discipline Policy

TRAINING & DEVELOPMENT

Purpose

The Town of Stony Plain believes in the development of our workforce to enhance employee engagement, commitment to the company, and to ensure continued excellence of our organization.

The Town is committed to providing a regular program of relevant, accessible and affordable opportunities for employees to develop knowledge, skills and abilities to support position competencies, management responsibilities, and leadership roles.

The Town and its employees share responsibility for continued learning and development appropriate to work duties and for the pursuit of individual, departmental, and organizational success.

Definitions

- Education:** credit courses that leads to an approved designation, certificate, license or degree.
- Training:** the acquisition or improvement of specific skills or knowledge directly related to the functions of a position through participation in courses, workshops, conferences and seminars.
- Development:** an increase or expansion of an individual's work knowledge and understanding, through participating in courses, workshops, conferences and seminars.

On an annual basis all Managers and permanent full time and part time employees are jointly responsible to assess skills, knowledge and abilities. Through the "Performance Management Process," direct Supervisors and staff are to identify skills and knowledge required to perform existing functions and those, which may enable employees to progress within the organization or to develop long term skills. Managers will review their employee training and development needs, outline training and development plans and budget for the funds required to meet the identified needs.

Compensation/Assistance:

Employees, who attend a course, seminar, conference, or write an exam during his/her regular scheduled hours of work, will be entitled to their regular rate of pay. Employees, who attend a course, seminar, conference or write an exam outside of regular scheduled hours of work, may be compensated by altering their regular work schedule to account for additional attended hours, while still maintaining the standard number of bi-weekly hours of work. **No overtime will be considered when travel extends outside normal working hours. No compensation will be provided for travel time outside of normal working hours.**

Costs to be reimbursed may include (but not limited to) the following:

- Registration
- Exam Fees
- Travel, Parking and Subsistence
- Accommodation

Town of Stony Plain Initiated Education:

The Town will pay the full costs of all job-related courses required to maintain specific job required licenses or certifications. The employee is required to show proof of successful completion of the required course. If the employee is not successful (a passing grade is achieved according to the course provider) then the employee will be subject to reimbursing the Town for the cost of tuition.

Employee Requested Education:

- Employees may request education assistance for courses, certifications or licenses that have neither been suggested nor required by the employer.
- The Town may provide assistance with the costs associated with employee requested education at their discretion, should the education requested present a perceived benefit to the Town.
- Employee education requests need to be pre-approved in the departmental training and development plan and the employee must show proof of successful completion of the course. If the employee is not successful (a passing grade is achieved according to the course provider) then the employee will be subject to reimbursing the Town for the cost of tuition.

All requests for educational assistance require pre-approval from the employee's Manager. Employees need to complete a "Training and Development Request" form and submit it to their Manager for approval.

In-Province Training and Development

Manager level approval is required for in Province training sessions and the associated costs. This approval is subject to the department's approved training program plan, and to budget funds being available.

Out-of-Province Training and Development

Town Manager and General Manager's approval are required for out of Province training sessions and the associated costs. This approval is subject to the department's approved training program plan, and to budget funds being available.

Out-of-Country Training and Development

Town Manager approval is required for out of Country training sessions and the associated costs. This approval is subject to the department's approved training program plan and to budget funds being available.

Involvement in Work Related Professional Organizations

The Town of Stony Plain encourages employees to become involved in relevant work related professional organizations. The Town encourages this involvement so that employees will obtain knowledge and understanding of current and future issues in their particular area of expertise and be better able to relate the potential impact of these issues on the Town of Stony Plain.

The Town of Stony Plain encourages staff to represent the Town of Stony Plain as an elected or appointed member of a professional organization providing the staff person has received the approval of their immediate supervisor. In considering the request the employee's direct Supervisor will review the employee's workload, potential costs, available budget and the value of the involvement to the Town of Stony Plain.

Links:

[Training and Development Request Form](#)

RECRUITMENT PHILOSOPHY

The Town of Stony Plain is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times. We have adopted this policy to ensure that our hiring processes are free of any conflict of interest.

Job Posting

(Applies to non-union only)

To fill a vacant or a new position, the Town shall post an internal notice of the position at Town facilities for a period of five (5) working days. However, external advertising may be conducted parallel to internal advertising.

Deviations from this policy are at the discretion of the Town Manager.

Where the position is required to be filled immediately, a temporary appointment may be made.

Interviewing and Selection

Human Resource Services and Management will form a selection committee to review applications. The Selection Committee is responsible to shortlist candidates based upon education, training, experience and personal fit in the organization.

The Town recognizes that it may occasionally be necessary to rely on the services of outside management consultants for recruitment and selection.

The selection process may be waived for temporary and casual positions, with a General Manager's approval. Secondments will be considered to support staff development or to help fill hard to fill temporary positions.

Hiring Relatives (Nepotism)

In accordance with Human Rights Legislation, the Town of Stony Plain will not discriminate in its hiring practices on the basis that a person is a relative or close friend to a current employee. To this end, relatives and close friends of Town of Stony Plain employees are eligible for employment with the Town of Stony Plain provided that:

- The hiring process is open and equitable, and candidates are selected in accordance with the Town of Stony Plain's hiring-related policies;
- The Town of Stony Plain shall accept applications from, and consider a member of an employee's immediate family and close friends for employment if the candidate has all the requisite qualifications;
- Town of Stony Plain employees do not directly or indirectly influence the selection and hiring process in which their relative and/or close friend is a candidate;

- Managers and supervisors disclose and exclude themselves from any hiring process where their relative and/or close friend is a candidate;
- A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or
- Relatives and/or close friends are not employed in positions where a real or perceived conflict of interest exists. If a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest:
 - The employees will notify their manager/supervisor or Human Resources
 - The manager/supervisor and Human Resources will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest, the General Manager will be informed.
 - The General Manager, in consultation with Human Resources and the manager/supervisor, will make reasonable efforts to investigate suitable options within the Town of Stony Plain for one of the employees.

Hiring Minorities or People with Disabilities

The Town of Stony Plain will assess all qualified candidates for employment without regard to 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 or sexual orientation.

In order to qualify for consideration, candidates may be required to possess certain qualities, skills or characteristics essential to performance of the job, such as the ability to operate specialized equipment, lift or move heavy objects or expertise with accounting or word processing programs.

Criminal Records Check

A Criminal Records Check is required for all persons hired. Employees returning to the Town within less than 1 year shall be considered exempt. All persons awarded positions with the Town shall be provided a “waiver fee” form that must accompany them at the time of visiting the RCMP Detachment to request a Criminal Records Check.

The individual must supply the RCMP with a photo ID and their date of birth. Upon completion of the Criminal Record Check, the form is to be forwarded to Human Resource Services, Town Office.

Should the search result in “Possible Match”, the individual will require confirmation by the submission of fingerprints. The Town of Stony Plain will reimburse the individual for the fee charged upon providing Human Resource Services with a copy of paid receipt and proof of a clean record.

(All information obtained from any criminal records check shall be kept confidential).

Medical Determination

As a condition of employment, successful job applicants may be required to undergo a medical examination by a medical doctor designated by the employer. Also, from time to time an employee may be required to take a medical examination by a medical doctor designated by the employer. Such examinations will be aimed at providing proof that the employee or prospective employee is physically fit and able to perform the bona fide requirements of the job. The cost of such medicals will be borne by the employer. The cost for medical examinations required by the Workers' Compensation Board or the Weekly Indemnity or Long Term Disability plans for coverage or continued coverage are the responsibility of the employee.

Secondary Employment

An employee shall inform their direct Supervisor of any form of secondary employment. Providing there is nothing in their employment agreement to the contrary, an employee may be allowed to take a secondary job in their off hours providing that the employment does not conflict in any way with the provisions established under the employer's Policies and Procedures.

Orientation

The orientation program in the Town will vary in some aspects depending on the various departments' requirements. All new employees however, will receive an orientation to complete the necessary documentation (commencement package) and receive a Safety orientation.

Letter of Employment

Human Resource Services will ensure that each new employee receives a letter of employment. The letter of employment must include, but is not limited to the following:

- Official Job Title
- Department in which the position exists
- Welcome
- Immediate Supervisor
- Remuneration
- Overtime/time in lieu
- Starting date
- Hours of work
- Location
- Initial contact person

- Length of Probationary Period
- Unusual circumstances
- Circumstances, which the employment offers, are contingent on, e.g. reference, medical, criminal records check, drivers abstract

Probationary Periods

(Applies to non-union only)

All non-management employees will be subject to a minimum of 90 days probation. The Town may terminate the employee without notice and without cause during this probationary period.

All management level positions will be subject to a minimum of six months' probation.

The direct supervisor will conduct a performance review prior to the end of the probation period. This performance review will not be directly related to salary compensation.

The employer reserves the right to extend the probationary period for any given position. Probationary employees terminated by the Town shall not have recourse to the Grievance Procedure.

When an employee is working in a temporary position and the appointment becomes permanent, time served may be recognized towards completion of the probationary period at the discretion of the General Manager.

Unionized employees please refer to the current, applicable Collective Agreement

Performance Management

The Town of Stony Plain recognizes the importance of establishing and maintaining a policy of evaluating the job performance of employees as a means of measuring efficiency and effectiveness.

During the initial year of employment, employees will be evaluated before the end of their required probationary period. Thereafter, evaluations will be conducted annually or more frequently as deemed appropriate by Management personnel. Copies of Performance Reviews will be maintained in Employee Self Service.

Each employee is to be given an opportunity to meet with the evaluating Supervisor to discuss the evaluation before it is finalized, where upon the employee shall sign the evaluation. The employee shall have the right to place their comments on the evaluation or to append their comments to the form. An employee's evaluation shall not be released by the employer to any person without the written consent of the employee except as required by law.

Performance Management- Interim

Interim reviews are an additional, and more focused, opportunity for the supervisor and employee to share feedback to ensure performance continues to remain on track with the required job duties, and agreed upon goals and expectations. Along with ongoing value-added feedback, Interim Reviews help minimize surprises and provide documentation in preparation for the end of year performance review.

The Interim Review meetings also provide the employee with an opportunity to discuss significant accomplishments or identify issues or obstacles related to his or her performance that require attention from the supervisor. This is a coaching opportunity in which the supervisor can reinforce how he or she can help the employee, in words and in actions. When, in the opinion of Management change arises in the employee's quality of work, work habits, interpersonal relations, and adaptability to job conditions, an unscheduled, interim performance review will be completed in the same manner as a regular annual review. These are reviewed with the employee, and placed in the personnel file. If significant corrections need to be made, a more formal and timely Performance Improvement Plan can be put in place.

Personnel Files

Human Resource Services will be responsible for maintaining individual employee personnel files. These files will be kept in a secured location.

Employee Files will be treated as confidential. Access to files will be pursuant to the FOIP Act and any other applicable legislation.

Employees found tampering or removing documentation from a Personnel File, may be subject to disciplinary action.

PROGRESSIVE DISCIPLINE

All employees are required to obey and abide by all policies.

The Town of Stony Plain has adopted a policy of progressive discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. The Town of Stony Plain has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of Town employees, property, and our business practices.

Employees will be given five opportunities to correct the unwanted behavior, unless the behavior or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

1. **Coaching–Informal:** this should happen with the employee’s manager or immediate supervisor; it is not disciplinary and is meant to provide guidance.
2. **Verbal Reprimand - formal:** This should only happen after the manager has attempted to coach the employee for improvement; A verbal reprimand is a verbal statement by the direct supervisor to an employee, usually pointing out an unsatisfactory element(s) of job performance or improper behavior.
3. **Written Warning – formal:** A written warning outlining the problem(s), corrective action and the consequences of non-compliance will be provided to the employee who will in turn acknowledge receipt of the written warning as a matter of record.
4. **Final Written Warning and Suspension- formal:** The appropriate direct Supervisor, in conjunction with the Manager, Human Resource Services shall have the authority to suspend an employee to a maximum of five days. Suspensions of a longer duration require approval by the Town Manager. Suspension of an employee may be without pay at the discretion of the Town Manager. When a suspension action is taken, a written account of the circumstances relating to the suspension will be given to the employee. A copy will go to the Town Manager.
5. **Termination:** A General Manager must consult with the Manager, Human Resource Services and the Town Manager prior to any disciplinary action beyond suspension. An employee who has been terminated with cause shall receive from the appropriate General Manager in writing, the reason(s) for termination. A copy of the letter of termination shall go to the Town Manager.

With each violation or apparent problem, the employee will be provided with a written document to: (1) alert them to the problem, provide review of the correct company policy

regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide a suggestion towards a method of improvement. All formal warnings will be kept on employee's personnel file for a period of twenty-four (24) months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

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 of Stony Plain reserves the right to skip any step of the process and move straight to termination where necessary.

The Town Manager or designate has the authority to discipline or terminate any member of the Town staff.

Suspension with Pay – Pending Investigation:

In the event that a Town employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that the decision was based.

This form of suspension is not disciplinary but is intended to allow the Town the time to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, the Town will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employee fails to make him/herself available, the Town will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Town of Stony Plain representative present at any such interview, and will be given 24 hours' notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any Town of Stony Plain employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and Town of Stony Plain identification and credit cards. Any and all Town of Stony Plain property, business information and

confidential information are to remain at the worksite. In the event that any Town employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of the Town, he/she will be required to turn these items over to a Town of Stony Plain representative, until such time as the investigation is completed.

Town of Stony Plain employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

Loss of License and/or Change in Status to Criminal Records Check

Employees required to maintain a valid Operator's License and/or clean Criminal Record Check for the purpose of their work with the employer may be terminated from their employment in the event of:

- Loss and/or suspension of an Operator's License
- Change in status of Criminal Records Check

Employees hired into a position requiring a designated operator's license will be required to supply an up-to-date driver's license and a driver's abstract as a condition of pre-employment at the cost of the employee.

An employee required to maintain an Operator's License and/or clean Criminal Records check, must notify the employer immediately when a change occurs.

Theft and Vandalism

Where it is proven that an employee is involved in theft, vandalism or concealment of Town property, that employee may be subject to immediate dismissal.

Discipline may not necessarily be restricted to inappropriate behavior at work. There are legal precedents when an employee's off-duty conduct has resulted in an employer taking disciplinary action, up to and including dismissal. The following are examples only and are not intended to be an inclusive list:

- a) Off-duty conduct that damages, or has the potential to damage, the Town's reputation and/or public image such as an employee who posts racial comments on social media, or, an employee who is charged with possession of child pornography;
- b) Off-duty conduct that has resulted in an employee unable to perform his/her duties such as a driver who loses his/her license, or an employee who loses a professional designation required for the position;
- c) A criminal charge and/or criminal conviction of an employee which impacts or has the potential to negatively impact the reputation and/or public image of the Town;
- d) Off-duty conduct that leads to the refusal, reluctance or inability of co-workers and colleagues to work with that employee, because of that person using social media to post hurtful, disparaging, harassing remarks, comments, or malicious gossip about Town employee(s);

- e) Off-duty conduct of a personal nature, that causes poor morale and/or friction and/or conflict and/or disruption in the workplace, such as the start up or the end of a workplace romantic relationship, physical assault of another employee, violence or drug use, or cyberstalking.

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Progressive Discipline Policy of the Town of Stony Plain. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

TERMINATION OF EMPLOYMENT

Termination of employment with the Town may occur in two (2) ways:

1. Voluntary Termination occurs when an employee resigns from the Town at their request. If an employee intends to resign, the Town requests a minimum two weeks' notice in writing to the immediate supervisor. An employee who fails to report to work for three consecutive days will be considered to have voluntarily terminated.
2. Involuntary Termination is a termination of employment that is initiated by and occurs at the request of the employer.

Layoff

(Applies to non-union only)

Layoff means a separation from employment as a result of lack of work or other causes as determined by the employer. Layoff of non-union full time employees is not a normal occurrence but may be necessary in certain circumstances.

The employer will have the final decision as to which employees have the required knowledge, abilities and skills to perform the remaining functions. When these attributes are deemed to be relatively equal, years of service on the job will be the determining factor. The employer will notify employees who are to be laid-off in accordance with Employment Standards.

Exit Interviews

(Applies to permanent full-time and permanent part-time employees)

Upon being notified of a Voluntary Termination (resignation), Human Resources (HR) shall send an off-boarding email to the exiting employee which includes information regarding the option to participate in the Exit Interview process. Employee participation shall be on a voluntary basis. If an employee declines participation in the Exit Interview process, HR will notify, by email, the Town Manager and respective General Manager of the exiting employee's decision to decline participation.

Information shared during this process will become property of the Town and will be utilized at the discretion of the organization and for the purposes of compiling information for an annual turn-over report including:

- appropriate statistical information regarding the number and distribution of employee departures during the preceding year and reasons for leaving.
- an analysis of any trends, common themes, opportunities, actions taken and recommendations for any further action.
- Turn-over statistics and analysis.

HR will ensure that any significant concern, allegation and/or comment that may require immediate action to resolve, conclude and/or protect the organization or an individual from reputational harm is brought to the immediate attention of the Town Manager and appropriate General Manager.

ALCOHOL, SUBSTANCE ABUSE AND ADDICTIONS

The Town does not tolerate any substance use, abuse or misuse that affects the performance of duties, the safety of any operation or negatively affects the image of the Town. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, the Town of Stony Plain reserves the right to prohibit certain items and substances from being brought on to, or to be present on company premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the Town, whether on or off Town property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Roles and Responsibilities

Town of Stony Plain will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Management Will

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation where possible) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees will

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of the shift;
- Perform work in a safe manner in accordance with the company's established work practices;

- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty; refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment when required;
- Communicate dependency or emergency dependency; and
- Follow the care program, where established.

Suspicion of Impairment

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager/supervisor will first seek another manager and/or supervisor's opinion to confirm the employee's status.
2. Next, the manager/supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. The employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgement of two members of management and DOES NOT require a breathalyzer or blood test. The employee will be advised that the Town of Stony Plain has arranged a taxi to safely transport them to their home address or to a medical facility, depending on determination of the observed impairment. The employee may be accompanied by a manager/supervisor.
4. An impaired employee will not be allowed to drive. The employee should be advised that if they choose to refuse organized transportation and make the decision to drive their personal vehicle, the Town is obligated to and will contact the police to make them aware of the situation.
5. A meeting will be scheduled for the following work day to review the incident and determine the course of action. All attempts will be made by the employer to take action to assist the employee in correcting any abuse/misuse problem. If however, the employee fails to co-operate and refuses assessment and/or treatment, the employee will be subject to progressive disciplinary action. Should treatment be required, and where there is absence from work to keep appointments or to take treatments, such absences will be covered by sick-leave credits to the extent they exist.

Employee Assistance for Substance Abuse

A substance is defined as any drug which, when taken, changes the way the user's body or mind functions. Substance abuse is defined as the overuse or improper use of a substance. Substance misuse is defined as the use of a substance at an inappropriate time or place. Possession of an illegal substance, whether used or not, is defined as misuse.

The Town of Stony Plain understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies.

The Town promotes early diagnosis and therefore, employees who feel they have a problem with alcohol or substance abuse/misuse are encouraged to seek help through their direct Supervisor or Human Resource Services. Any decision on the part of an employee to seek help will not interfere with their position of employment. Discussions will be held in the strictest confidence. Employees can be presented with options about appropriate treatment resources and assistance may be available in making arrangements in accordance with the employee's wishes.

Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on Town of Stony Plain premises).

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Alcohol, Substance Abuse, and Addictions Policy of the Town of Stony Plain. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

GRIEVANCE PROCEDURE

(Applies to non-union only)

A grievance is an issue that cannot be resolved through informal problem solving techniques. The issue will require formal investigation and reply. A single employee or a group may lodge a grievance.

Prior to initiating a formal grievance, every effort will be made to resolve the problem informally.

The grievance process is comprised of three steps:

Step 1:

The employee discusses and documents the issue with their direct supervisor within seven days of the incident given rise to the grievance. The employee will forward a copy of the document to the next level of management.

The supervisor may address the issue immediately or take up to three working days to research and respond. The reply will be discussed with the employee and documented. Copies of the response will be forwarded to Human Resource Services.

Step 2:

Should the employee feel the situation has not been adequately addressed, they may, within three working days of receipt of the written decision, request the grievance be taken to the next level of management. The employee will forward copies of the documentation to Human Resource Services.

The next level of management will review all the necessary documents and provide a written decision within four working days of the receipt of the appeal. Copies of the response will be forwarded to the next level of management.

Step 3:

Should the employee feel the situation has still not been adequately resolved, they may, within three working days of receipt of the written decision, request the grievance be taken to the Town Manager. Following a meeting to hear the grievance, the Town Manager or his designate shall render a decision within ten working days of the day that the grievance was submitted. The decision of the Town Manager is final and binding.

EMPLOYEE COMMITTEES

Town employees are eligible to sit on a variety of Employee Committees. These committees include but are not limited to the following:

- Joint Workplace Health and Safety Committee
- Labour Management Committee
- Operations Department Social Club (refer to Guidelines located in the Town's Electronic Document Management System)

Meetings scheduled for employee committees may be held during regular work hours provided that notification is given to Department Managers. Committee meetings scheduled for after hours will not be used to accumulate overtime.

Joint Workplace Health and Safety Committee

(refer to "Health and Safety Manual")

The Town of Stony Plain encourages employees to be safety conscious in the workplace. A Joint Health Safety Committee, comprised of non-managerial and managerial employees from all departments, meets regularly to identify and resolve health and safety issues within the Town. An Occupational Health and Safety Policy Manual and listing of committee members is available at each work site.

Membership: Refer to Section 8 of the Health and Safety Manual

Labour Management Committee

(refer to "IUOE Local 955 Collective Agreement")

A Labour Management Committee has been established consisting of up to 3 representatives of the Union and up to 3 representatives of the Employer. The committee enjoys the full support of both parties in the interest of improved relations between the employer and employees.

The committee does not have any jurisdiction over wages, or any matter of collective bargaining, including the administration of the Collective Agreement. The committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members, or the Employer to any decisions or conclusions reached in their discussions and conclusions.

STAFF RECOGNITION

Recognition – Employee Educational Accomplishments

The Town wishes to recognize all permanent full time and part time employees' when successfully completing a program that results in a degree or diploma.

Eligibility:

- All permanent positions are eligible for this recognition.
- Educational accomplishment must be measurable and directly related to the employee's responsibilities and job description. Excluded would be completion of programs that focus on personal development.

Procedure

- Employees shall be responsible to inform their direct supervisor upon successfully completing any work-related professional development;
- Employee's direct supervisor in turn is responsible to send out a congratulatory announcement in the form of a town-wide email, if the employee gives consent to do so;
- Employee's direct supervisor shall be responsible to ensure Human Resource Services is apprised of the accomplishment in a timely fashion. The direct supervisor will provide Human Resources with a copy of the employee's results along with a brief description of the program and length of time to complete for their personnel file and for tracking purposes
- Human Resource Services will maintain a record of all employees' career related educational accomplishments;
- recognition from the CAO and the Mayor (or designate) will occur in a format chosen by the CAO. Staff considered for a formal recognition at the Town's Employee Recognition event, shall be notified in advance by the Executive Assistant.

Recognition - Long Service Awards

The Town wishes to recognize permanent full time or part time employees' service on the anniversaries of their 5th, 10th, 15th, 20th, 25th, 30th, 35th, 40th, and 45th years of employment.

Service: the number of calendar years of continuous service with the Town including periods of parental leave, disability of less than 12 months, and approved leaves of absence of less than 12 months.

Eligibility:

- Permanent full time/part time positions are eligible for this award. Seasonal, Temporary and Casual employees are not eligible for this award; Employees returning

to employment with the Town after a break in service will commence years of service at zero (0);

- Employees resigning in good standing and who would have been eligible to receive a Long Service Recognition at the current year's annual event shall receive such entitlement prior to their last day of work.

Human Resource Services will maintain a record on employees' years of service with the Town and the type of gift presented.

The CAO and Mayor (or designate) will present the "Long Service Recognition Award", at the annual designated Town Event.

The recognition award will consist of an appropriate gift with the Town logo, distinguishing the years of service, and a cheque in the amount equal to \$20 per year of service (amended by 398/11/05/SP) which is taxable in accordance with Canada Revenue Agency rules.

Recognition - Retirement or Resignation

The employer recognizes an employee's past service at the time of their retirement. In many instances the employee will express their preference as to the format of the formalities and those wishes should be accommodated where possible.

- Years of service are determined in conjunction with the Personnel Vacation Guidelines, (refer to that section in this manual). This means that years of service are based on continuous years of employment regardless of the number of hours worked per year. However, prior to 1996, calculation of years of service were determined on the basis of: Inside staff 1820 hours/year (35 hours/week X 52 weeks); Public Works & Golf Course Staff 2080 hours/year (40 hours/week x 52 weeks); RCMP Detachment Clerks 1950 hours/year (37.5 hours/week X 52 weeks);

Procedure - Retirement

- Recognition may be by way of gift and/or function;
- The gift and/or function will be chosen by the Department Head, or designate, with input of fellow employees and/or employee's family;
- The gift and/or function should be of a value of approximately \$10 - \$15 for each year of service. Funds for the purchase of the gift are to be drawn from the department budget;
- The function format at which the presentation is made is at the discretion of the department.

Procedure – Resignation

- Purchase of a gift and/or function for the departing employee is at the discretion of the Direct Supervisor and must be paid for via voluntary donations from staff.

RETIREMENT

Purpose

To ensure that all employees are aware of their requirements and responsibilities when reaching retirement age, as well as to ensure that all documentation is completed in accordance with this policy.

Procedures

The Retirement Policy applies to all permanent full-time and permanent part-time employees.

This Policy will comply with the Local Authorities Pension Plan (LAPP). Employees can garner information of the Local Authorities Pension Plan through Human Resource Services or contact LAPP: <https://www.lapp.ca> OR <https://mypensionplan.apsc.ca/lapp>

Retirement

Employees approaching retirement are required to contact Human Resource Services at least six months prior to retirement. Human Resource Services will provide LAPP contact information, as well as any other information regarding any other entitlements, and sign any required documentation.

The Employee must also meet with their direct Supervisor and submit their intention to retire during this time.

Phased Retirement

The Town is committed to assisting those individuals with a smooth transition into retirement. The phased retirement program is designed to accommodate requests for reduced hours of work prior to retirement.

An employee requesting to participate in this program must receive approval by the Town Manager, General Manager, and Human Resource Services. Requests will be reviewed on an individual basis.

Salary will be reduced commensurate with the reduced work hours. During the reduced hours, the employee has the option to discontinue their Group Benefits and the Local Authority Pension Plan. Shall the employee choose to participate in these optional Health Benefits; the same rules would apply as Group Benefits offered to permanent part time employees (refer to the section "Group Health Benefits" and "Pension Plans").

Paid leave benefits, such as vacation, statutory holidays, sick leave, family illness and overtime shall be earned on a proportionate basis in accordance with the ratio that the employee's scheduled bi-weekly hour's bears to the full-time hours. Paid leave benefits when requested, shall be paid on the pre-scheduled hours of work only.

DEFINITIONS

Average Daily Wage: Average daily wage calculated as 5% of the employee's wages, general holiday pay and vacation pay earned in the 4 weeks immediately preceding the general holiday.

Casual Employee: is employed for a periodic assignment to provide holiday, sick, workload, or other approved relief on an as needed basis.

Employee - shall mean an individual coming under the terms of this Policy in whole or in part, and has been assigned to a position, which is within the scope of this Policy.

Employer - shall mean the Town of Stony Plain and includes such officers as are designated or appointed to carry out administrative duties in respect to the operation and Management of the municipality.

Family Immediate - Includes spouse/common law, child, stepchild, current or former foster parent of employee, current or former foster child of employee, current or former ward of the employee, parent, parent of spouse, current or former guardian of employee, brother, sister, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandparent of spouse, grandchild, niece or nephew, aunt/uncle and step-parent, and any relative permanently residing in the employee's household.

General Manager: shall mean a Senior Manager who reports directly to the Town Manager and is responsible for the administration and co-ordination of a number of units of operation.

Lieu time: Paid time off work at a rate of at least 1.5 times the overtime hours worked as compensation for overtime hours worked. Lieu time is paid at the employee's regular wage rate.

Manager: shall mean one who reports to one of the General Managers and is responsible for administering services of a certain component of operation.

Overtime: Pay of at least 1.5 times the employee's wage rate as compensation for overtime worked.

Permanent Full Time Employee: is an employee who is filling a permanent position, and is subject to the full schedule of normal working hours.

Permanent Part Time Employee: is an employee who is hired to work in a permanent position and has been assigned working hours that are less than the regular working hours specified for a permanent full time employee.

Seasonal Employee: is employed for the purpose of additional staffing for a specified area dependent on seasonal working conditions for a set period of time, will have a pre-determined start & end date, be it full-time or part-time, which may be extended for an additional period of time.

Temporary Employee: is an employee who is hired to work in a position for a specified period of time filling in for a permanent position due to the absence of the incumbent or for a specified project, be it full-time or part-time, which may be extended for an additional period of time.

Town Manager: shall mean the Chief Administrative Officer of the Town of Stony Plain a position with powers, duties and functions established by bylaw.

APPENDIX AND FORMS

Rates and Allowances

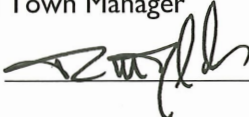
- | | |
|--|---|
| 1. Shift Differential | <u>R.C.M.P. Watch Clerk Shift Differential</u>
Weekday evening shifts \$2.00 per hour
Weekends all shifts \$2.00 per hour
(Rate of pay increased in 2018 to remain consistent with the Federal Clerks) |
| 2. Mileage Allowance | Annual Canada Revenue Agency Rate |
| Personal Vehicle Business Insurance provided | Up to \$500 per year as per proof of payment |
| 3. Meal Allowance | Rate per day = \$50.00
\$10.00 Breakfast
\$15.00 Lunch
\$25.00 Supper |
| 4. Safety Boot Allowance | \$150.00 per year maximum (applies to non-union staff only) |



Social Media Policy

Authority: Town Manager

Effective Date: March 14, 2019

Signature: 

Future Review Date: 2023

Responsibility: Corporate Communications

Last Review/Revision: 2018

References: People Policies, Workplace Violence, Bullying and Harassment, Records Information & Management Policy, Alberta Human Rights Code, *Freedom of Information & Protection of Privacy Act*, *Municipal Government Act*

Replaces: Social Media Policy A-C-019

1.0 Purpose: This policy governs the Personal, Public and Town Social Media posts of all Town of Stony Plain Employees.

2.0 Scope: This policy applies to all Town of Stony Plain Employees.

3.0 Definitions:

Employees: includes permanent, part-time, temporary, union, casual, contract, and interns who are employed by the Town of Stony Plain.

Personal Social Media: refers to the private accounts belonging to Employees.

Public Social Media: refers to all other Social Media pages including, but not limited to, chat groups, business pages, members of Council pages, and other public figure pages.

Social Media: refers to websites and applications that enable users to create and share content or to promote communication. Examples of Social Media include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, and YouTube.

Town Social Media: refers to the Social Media pages owned by the Town of Stony Plain.

4.0 Statement: Social Media is a strategic component of the Town of Stony Plain that promotes professional communication practices with residents.

5.0 Standards:

Roles & Responsibilities

5.1 Corporate Communications

5.1.1 creates and maintains Town of Stony Plain Social Media accounts;

- 5.1.2 creates and schedules content, monitors accounts, and responds to questions and comments from residents and stakeholders;
- 5.1.3 ensure guidelines are in place to address controversial and sensitive online content about the Town, members of Council, and Employees;
- 5.1.4 ensures Town Social Media accounts are not used to promote individual or political opinions or campaigns;
- 5.1.5 ensures all Town Social Media accounts are registered using the same handle @StonyPlainAB, if available;
- 5.1.6 will not create content to promote external organizations. External content may be shared by a Town Social Media account at the discretion of the Corporate Communications Officer;
- 5.1.7 ensures Town Social Media accounts are not used to promote religious views;
- 5.1.8 ensures Town Social Media accounts have an auto-response to private messages stating Town Social Media accounts are monitored during regular business hours;
- 5.1.9 will not engage in hostile back and forth dialogue with anyone via Social Media; and
- 5.1.10 will remove offensive content from Town Social Media accounts including comments deemed harassment or bullying, comments that jeopardize the safety of Council or Employees, or comments containing racist, sexist, slanderous, or profane content.

5.2 Employees

- 5.2.1 shall be respectful on Social Media at all times and use the same professional standards as expected in public meetings;
- 5.2.2 must be conscious of what they post on Personal, Public, and Town Social Media and not share anything that could influence public opinion or Council decisions;
- 5.2.3 must be aware that common disclaimers such as “retweets don’t imply endorsement” or “all views are my own” do not absolve the responsibility of the Employee to adhere to this policy;
- 5.2.4 must be aware that inappropriate content, such as threatening, offensive, or harassing language, posted by Employees on Personal, Public, and Town Social Media accounts will be brought to the attention of the Human Resources Manager, Corporate Communications Officer, and relevant members of the Senior Leadership Team to determine the appropriate course of action.

6.0 Policy Review: This policy will be reviewed by Administration every four years with any changes being submitted to the Town Manager for approval.

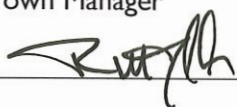


A-HS-049

Town Vehicles Usage Policy

Authority: Town Manager

Effective Date: March 8, 2021

Signature: 

Future Review Date: 2025

Responsibility: Corporate Services

Last Review/Revision: 2008

References: *Alberta Traffic Safety Act* and Regulations, National Safety Code for Motor Carriers, *Alberta OHS Act*, Regulation and Code, Town of Stony Plain People Policies

Replaces: Vehicles Policy 099/03/08/SP

1.0 Purpose: This policy establishes responsibilities of the Town and clear expectations for Drivers who operate Town Vehicles and Equipment to reduce the risk of liability for the Town and to encourage safe operation by all Employees.

2.0 Scope: This policy applies to Town of Stony Plain Employees but does not include elected officials.

3.0 Definitions:

Collision: means an incident where a Town Vehicle contacts another vehicle, object, individual or roadway and the contact results in any property damage to any vehicle, object or roadway, regardless of degree, or results in injury or death to any person involved.

Damage: means the loss or harm to a Town Vehicle of which requires repair, other than normal wear and tear.

Driver: means an Employee of the Town of Stony Plain, who is driving, using, or has care and control of a Town Vehicle.

Employee: shall mean any individual employed by the Town on a full time, part time, temporary or casual basis, but does not include elected officials.

Town Vehicle Driving Authorization means authorization issued to an Employee authorizing the operation of a specific class of vehicle owned or leased by the Town.

Town Vehicle: means any car, truck, bus, Equipment, or similar self-propelled conveyance, including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the Town. Town Vehicle shall include transit or ATS vehicles when operated by Employees, and vehicles operated by sworn members of the Town's Municipal Enforcement Services, in respect to Traffic Infractions.

Traffic Infraction: means a contravention of municipal, provincial, or federal traffic legislation which contravention is issued to the Town of Stony Plain or to a Town Driver while the Driver is operating or has the care and control of a Town Vehicle. Traffic infractions include but are not limited to parking violations, and violations issued via automated enforcement systems (photo radar, intersection safety cameras, etc.)

Traffic Violation Notice: means an official document received via mail or in-person for an alleged Traffic Infraction.

4.0 Statement: The Town of Stony Plain endeavors to improve traffic safety on all roadways and requires Employees to operate Town Vehicles in a safe, courteous, and responsible manner, and remain compliant with legislation. Traffic safety will be promoted through the management of this policy by striving to reduce collisions and demonstrate an improved Driver safety culture.

5.0 Standards:

5.1 Driver Responsibilities:

- 5.1.1 Employees who drive, use, or have care and control of Town Vehicles must have Town Vehicle Driving Authorization approved by a direct supervisor;
- 5.1.2 Drivers must conduct themselves professionally, ensuring they are always fit for driving (i.e. sober, alert and not fatigued); and must always drive defensively to ensure their own safety and the safety of others;
- 5.1.3 Drivers must possess a valid Alberta Operator's License with the appropriate classifications and endorsements for the type of Town Vehicle operated.
- 5.1.4 Persons being considered for an employment position with the Town that may be required to operate a Town Vehicle will be required to provide a Standard Driver's Abstract prior to being considered for hire. Persons being considered for positions that involve the operation of Town Vehicles requiring a Class 1, 2, 3 or 4 Operators License will be required to provide a 5-year Commercial Drivers Abstract prior to being considered for hire;
- 5.1.5 Employees operating Town Vehicles will be required to sign a Provincial Abstract Consent Form. By providing the Town with a signed Provincial Abstract Consent Form, the Employee agrees to allow the Town to obtain a driver's abstract every three (3) years while the Employee is employed with the Town;
- 5.1.6 Drivers must ensure that Town Vehicles are in proper working condition before operation;
- 5.1.7 Drivers must report any mechanical defects discovered with a Town Vehicle to their direct supervisor;
- 5.1.8 Drivers operating a Town Vehicle shall immediately report all Collisions, Traffic Infractions, or any damage to their direct supervisor;
- 5.1.9 Drivers are responsible for the payment of Traffic Violation Notices issued for Traffic Infractions involving Town Vehicles;

- 5.1.10 Drivers can take Town Vehicles home when authorized by a direct supervisor; however, are not authorized to use Town Vehicles for personal use.
- 5.1.11 No Town vehicle will be assigned to one individual on a permanent basis for work purposes. All Town vehicles are part of the Town fleet and must be accessible as required for work. Managers and supervisors will not be assigned a Town Vehicle unless it is required for work and permission is granted by the General Manager.
- 5.1.12 Transportation of members of the public or family is strictly prohibited (public transit buses are exempt).

5.2 Direct Supervisor Responsibilities:

- 5.2.1 Direct supervisors or designated foreman shall be responsible for investigating Collisions involving Town Vehicles, and any reports of loss or damage to any Town Vehicle;
- 5.2.2 Ensure this policy is adhered to and communicated to all Employees who operate Town Vehicles;
- 5.2.3 Responsible for reporting any concerns with this policy to their Manager.

5.3 Manager/General Manager Responsibilities:

- 5.3.1 Ensure this policy is adhered to and communicated to all Employees who operate Town Vehicles;
- 5.3.2 Responsible for reporting any concerns with this policy to the Occupational Health and Safety Advisor.

6.0 Compliance:

- 6.1 All Drivers operating Town Vehicles shall comply with all Town policies, Directives and Procedures, as well as all applicable municipal, provincial, and federal legislation governing traffic laws. Where it is not possible to comply with both the provisions in this policy and with legislative regulations, the legislation shall prevail.
- 6.2 Progressive discipline, as outlined in The Town of Stony Plain's People Policies, may be enforced if this policy is not followed.

7.0 Policy Review: This administrative policy shall be reviewed within four years of being implemented, with any changes being submitted to the Town Manager for approval.

Table of Appendices:

Appendix A Town of Stony Plain Driver Safety Program – Driver's Manual



NON-DISCLOSURE AGREEMENT

(Employee - Oath of Confidentiality)

I understand that, during the course of my work, I may deal with information that is confidential.

I pledge not to discuss or disclose any confidential information to any other employee, nor to person or organizations outside of the municipality, except as authorized by my immediate supervisor or my Department Director.

I understand that:

1. Confidential information shall not be communicated to anyone or divulged in any manner except as authorized.
2. I shall not disclose any personal information known by reason of employment. This may include, but is not limited to:
 - Personal information (including information about staff or members of the public),
 - Details of accidents or incidents,
 - Discussions held during an in-camera meeting of Town Council, Council committee, or any Town committee or board.
 - Any personal information about another employee, Councillor, or town resident as defined in the *Freedom of Information and Protection of Privacy Act of Alberta (and amendments thereto)*.
 - Client and customer information
 - Any other information, which would be reasonably regarded to be confidential.
3. Any violation on my behalf in whole or part will cause the Town of Stony Plain to enact disciplinary measures up to and including termination of employment. I understand that I may also be subject to legal action either by the Town of Stony Plain or any other party(s) impacted by my actions.
4. The prohibited disclosure of Town's information does not extend to information which is already public information or when the disclosure is required by law.
5. I understand and agree that, in the performance of my duties and upon termination of my employment with the Town of Stony Plain, I will hold personal information in confidence.

Employee Name: _____ Witness Name: _____

Employee Signature: _____ Witness Signature: _____

Signed and witnessed the _____ day of _____, 20_____.

To be retained in the Employee's Personnel File



Flexible Work Application

Section 1: Employee Information

First Name _____

Last Name _____

Department _____

Manager Name _____

Employee Position Title _____

Total hours worked per week _____

Union Position (Y/N) _____

Section 2: Application Type

I am applying for the following flexible work arrangement(s) and have read and understand the program(s) as stated in the Town of Stony Plain's People Policies

- ☐ **Earned Day Off (EDO) Program** - *Complete Section 1, 3 & 6*
- ☐ **Remote Work Arrangement**- *Complete Section 1, 4 & 6*
- ☐ **Flextime or Compressed Work Week** – *Complete Section 1, 5 & 6*

Proposed Program Start Date:

Section 3: Earned Day Off (EDO) Program

By selecting the **EDO Program**, you are requesting that your start and end time and/or days of work may be altered while still maintaining the standard number of biweekly hours of work. Your options are listed below, please select one.

- ☐ **Request to work an additional 30 minutes per day over a three (3) week period to receive one (1) day off in lieu every third week**

Start Time: _____ **End Time** _____

Day of the week are you planning to use your EDO: _____



Section 3: Earned Day Off (EDO) Program - Continued

Provide information or special considerations that your manager should know or consider prior to making their decision.

Should application be [approved](#) you will be directed to complete and sign the “**Earned Day Off (EDO) & Flexible Averaging Agreement**” located on the Pathway.

Section 4: Remote Work Arrangement

By selecting **Remote Work Arrangement** you are requesting to work remotely, allowing for a portion or all of your job to be performed off-site on a regular recurring basis.

Your options for Remote Work Arrangement are listed below, please select one:

- ☐ Request for a hybrid work from home arrangement (Flexibility to work from both office and home)
- ☐ Request for a full-time work from home arrangement (Most workdays are spent working remotely with potential for on-site visits for meetings determined by your manager)

Include details of your proposed arrangement (schedule: days of week & hours of work, location, additional equipment or resources required)

Provide details in respect to the effect of working remotely and the impact to departmental operations.



Section 4: Remote Work Arrangement - Continued

Please select the statement(s) that apply:

- ☐ I have a designated workspace/office at my remote location
- ☐ I have the appropriate technology and equipment to work efficiently
- ☐ I have reliable and high speed internet at my remote work location
- ☐ My remote work location is also my home address
- ☐ My remote work location is located within 75km of the town office
- ☐ There will be no additional cost to my employer and this arrangement will remain cost neutral
- ☐ I am in good standing with my performance to date

For statement(s) above that remain **unchecked**, please provide additional information:

Remote Work from Home Checklist

Maintaining a safe home office is the employee's responsibility. The following checklist is designed to assess the overall safety of an alternative worksite.

General	Yes	No	Comments
Workspace is away from noise, distractions, and is devoted to your work needs?			
Workspace accommodates workstation, equipment, and related material?			
Floors are clear and free from hazards?			
File drawers are not top-heavy and do not open into walkways?			
Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?			
Temperature, ventilation, and lighting are adequate?			
All stairs with four or more steps are equipped with handrails?			
Carpets are well secured to the floor and free of frayed or worn seams?			
Equipment	Yes	No	Comments
Type P (or better) first aid kit is available in the workspace			



Carbon monoxide detector installed and functional			
Working smoke detector in the workspace/area			
Equipment	Yes	No	Comments
Multi-use fire extinguisher that is serviced; arrow on the dial is in the green zone			
Fire Safety	Yes	No	Comments
You are knowledgeable and familiar with fire extinguisher and it is easily accessible			
Walkways, aisles, and doorways are clear and unobstructed			
Workspace is free of trash, clutter, and flammable liquids			
All radiators and portable heaters are located away from flammable items?			
You have an evacuation plan in the event of a fire			
Electrical Safety	Yes	No	Comments
Sufficient electrical outlets are accessible			
Electrical outlets are not overloaded			
Computer equipment is connected to a surge protector			
All electrical plugs, cords, outlets, and panels are in good condition. No exposed/damaged wiring			
Equipment is placed close to electrical outlets?			
If a power/extension cord is required, you are only using one cord and it is taped down to eliminate tripping hazards.			
Equipment is turned off when not in use?			
Computer Workstation	Yes	No	Comments
Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?			
Chair is adjustable?			
Your back is adequately supported by a backrest?			
Your feet are on the floor or adequately supported by a footrest?			
You have enough leg room at your desk?			



There is sufficient light for reading?			
The computer screen is free from noticeable glare?			
The top of the screen is at eye level?			
There is space to rest the arms while not keying?			
Other Safety/Security Measures	Yes	No	Comments
Your remote work location is secure, private and dedicated to your use only.			
If the remote work location is NOT dedicated to your use only, is the work area private and secure from unauthorized individuals viewing information or overhearing confidential conversations?			
Electronic and paper files and data are locked or secure?			
Materials and equipment are in a secure place that can be protected from damage and misuse?			
You have an inventory of all equipment in the office including serial numbers?			
You have arranged for scheduled check-ins with supervisor when working alone			

Section 5: Flextime & Compressed Work Week Arrangement

By selecting the **Flextime Arrangement**, you are opting for flexibility in arrival, departure, and /or lunch times typically designated during core business hours. Requires manager approved schedule.

By selecting the **Compressed Work Week Arrangement**, you requesting to work fewer work days in the work week and more hours of work in a work day. This arrangement is paid at the regular rates and overtime averaging agreement is required.

Please select the option that applies to you:

- ☐ Flextime Arrangement
- ☐ Compressed Work Week Arrangement

Include below details of your proposed arrangement (schedule: days of week & hours of work, and impact to departmental operation:



Section 6: Signature and Approvals

I understand that Management has the right to modify or cancel flexible work arrangement agreements at any time due to operational/financial requirements, service levels, changes to employee status or employee performance. I acknowledge that any approved arrangement will be reviewed annually and Management will provide the employee two weeks notice of program cancellation should requirements change. I have read and understand Flexible Work Options terms and conditions in the People Policies.

Submitted by:

Employee Name (Print)

Employee Signature

Date (mm/dd/yy)

Approved by:

Manager Name (Print)

Manager's Signature

Date (mm/dd/yy)

☐ Approved

☐ Declined

Approved By:

General Manager Name (Print)

General Manager Signature

Date (mm/dd/yy)

☐ Approved

☐ Declined

HR/PR USE ONLY:

HR Initials _____ PR Initials _____ Date: _____

Flexible Work Arrangement Start Date: _____



Child Care Assistance Program Approval Form

The Town will reimburse the employee for the approved amount, up to a maximum of \$500.00, as a taxable benefit on the employee's final payroll deposit of the same fiscal year. (i.e. December). A copy of all receipts must be provided. Expenses must relate to the current year and submission of expenses will not be accepted later than the week prior to the final pay period in December of the current year.

Employee Information

Name:

Employment Status: Permanent Temporary Seasonal

Department:

Date of Hire (if hired in the current year):

Employment End Date (if the last day is in the current year):

Number of months employed in the current year:

Maximum Amount Approved ($\$500.00/12 = \$41.67 \times \text{number of months employed}$):

Family Information

Full name of child(ren)

Date(s) of Birth (yyyy/mm/dd)

Child Care Information

Provider name:

Phone number:

Address:

The cost of this childcare provision is \$, of which I will be claiming reimbursement of up to a maximum of \$500.00. This is a taxable benefit. A copy of receipts must be provided prior to receiving a reimbursement. The approved amount will be refunded on the final payroll deposit of the fiscal year.

Employee's Signature

Date

Human Resource Services Approval Signature

Date

Reimbursed on Pay Period:

Earning Code: WELL

Amount:

G/L Code: 2-10-10-00-00-138-00

The personal information collected on this form is collected under the authority of the Town of Stony Plain Employee Child Care Assistance Program Policy and will only be used for the purposes of this program. Should you have any questions please contact the FOIP Coordinator for the Town of Stony Plain at (780) 963-2151.



Wellness Allowance Application Form

Please reference the Town of Stony Plain Wellness Account overview in the People Policies when completing this application.

Name:

Employment Status: Permanent Temporary Seasonal

Department:

Date of hire (if hired in the current year):

Employment End Date (if last day is in the current year):

Number of months employed in the current year:

Maximum Amount Approved ($\$500.00/12 = \$41.67 \times$ number of months employed):

The Wellness Category I am submitting my request for reimbursement is:

Physical Activity/Fitness

Personal Development

Nutrition

A copy of the paid receipt has been attached to this form. I am aware this is a taxable benefit and will be refunded on my payroll as specified in this policy. In the event of interpretative differences in eligibility, the direct supervisor's decision will prevail.

Employee's Signature

Date

Direct Supervisor's Signature

(Direct Supervisor is responsible to forward *Approval Form* to Payroll for processing)

Date

To be completed by Payroll

PY03200: Employee #:

Amount claimed during this year:

Amount of claim: \$ amount paid this year: \$ = \$ amount approved

Earning Code: WELL G/L code: 2-10-10-00-00-138-00

Reimbursed on Pay Period:

Date:**Entered (initials):**

The personal information collected on this form is collected under authority of the Town of Stony Plain Wellness Program Policy and will only be used for the purposes of this program. If you have any questions, please contact the FOIP Coordinator for the Town of Stony Plain at (780) 963-2151.

I have reviewed and agree to the terms and procedures set forth under the Town of Stony Plain's Training and Development Policy. I understand that if I drop or fail to pass the approved course/training, I will be required to repay the Town of Stony Plain the cost of tuition paid by the Town under this application.

I agree to report my course/training grade by submitting an official transcript to my manager within 60 days of completion of this course/training.

Employee Signature

Date

Manager's Comments and Recommendations:

Approved

Not Approved

G/L Funding Code:

Direct Supervisor's Signature

Date

Date Employee Notified