

WHEATLAND COUNTY

PERSONNEL POLICY

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EMPLOYEE POLICY SECTION 6.1.1	EMPLOYEE WELCOME MESSAGE Page 1/1
PURPOSE	To welcome employees to Wheatland County
Effective Date: January 1, 2005	Revised:

EMPLOYEE WELCOME MESSAGE

We believe that each employee contributes directly to the municipality' s growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with this municipality.

We hope that your experience here will be challenging, enjoyable and rewarding.

Sincerely,

ON BEHALF OF WHEATLAND COUNTY:

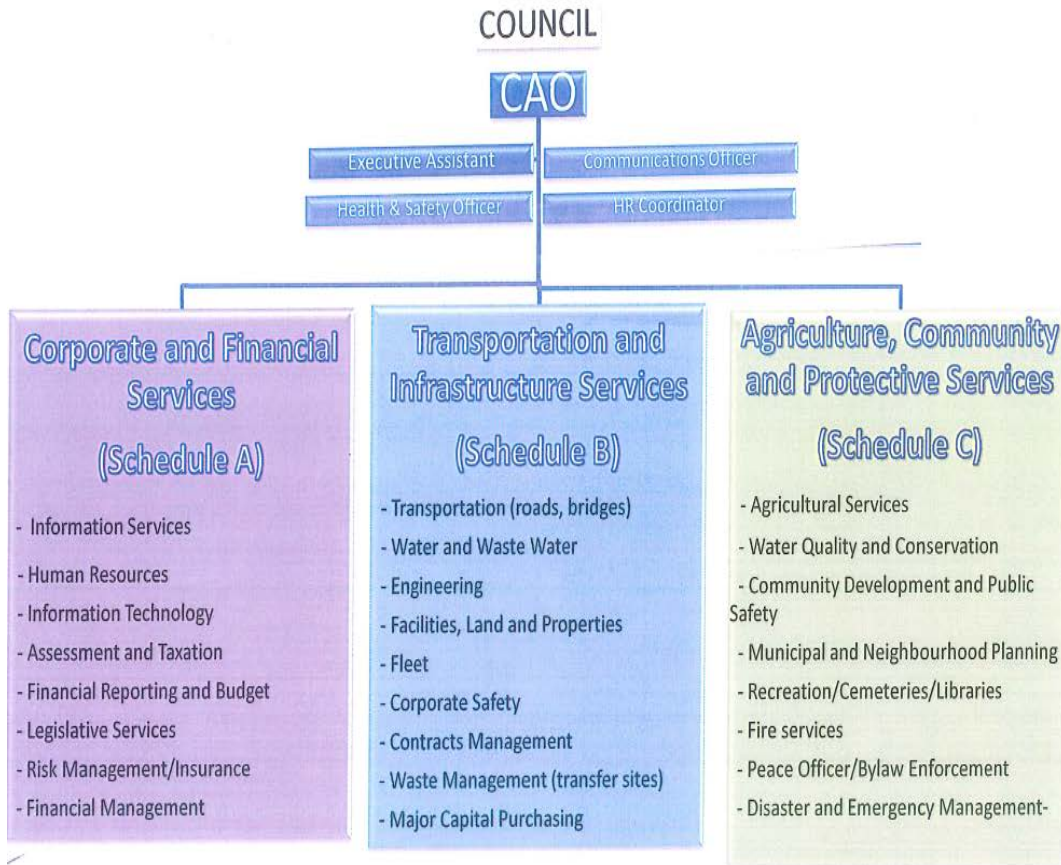
Mr. Alan Parkin, R.E.T., CLGM
Chief Administrative Officer

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EMPLOYEE POLICY SECTION 6.1.2	ORGANIZATIONAL CHART Page 1/3
PURPOSE	Define Organizational Relationships
Effective Date: January 1, 2005	Revised: Oct 15/07 06-727 Revised: Dec. 1/09 CM – Res. 09-744 Revised: May 4/10 CM – Res. 10-271 Revised: Feb. 19/13 CM – Res. 13-02-112 Revised: Mar. 5/13 CM – Res. 13-03-07 Revised: Oct. 1/13 CM – Res. 13-10-41 Revised: Feb. 18/14 CM – Res. 14-02-93 Revised: Feb. 10/15 CM – Res. 15-02-57

(Organizational chart also included in Organizational Policy 1.6 – Organizational Chart)

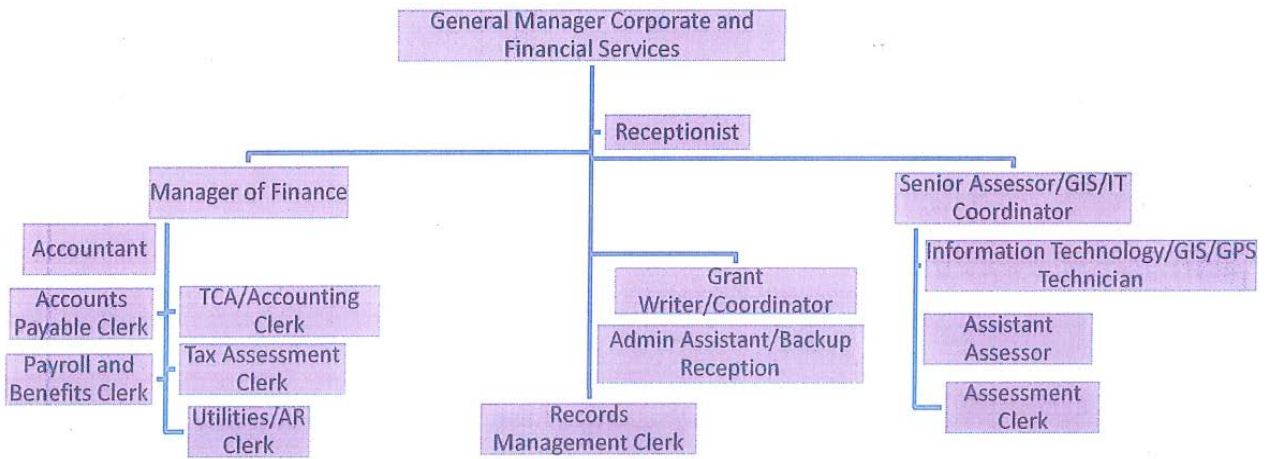
Approved by Council on February 10, 2015



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SCHEDULE 'A'

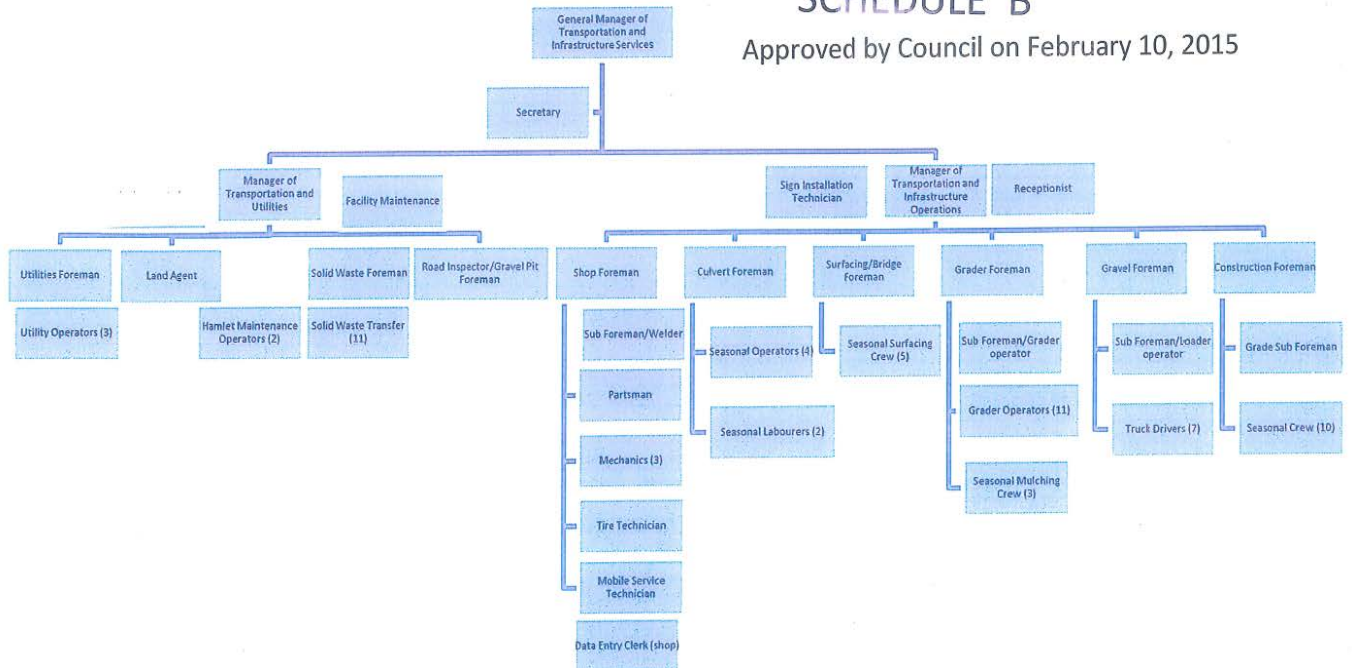
Approved by Council on February 10, 2015



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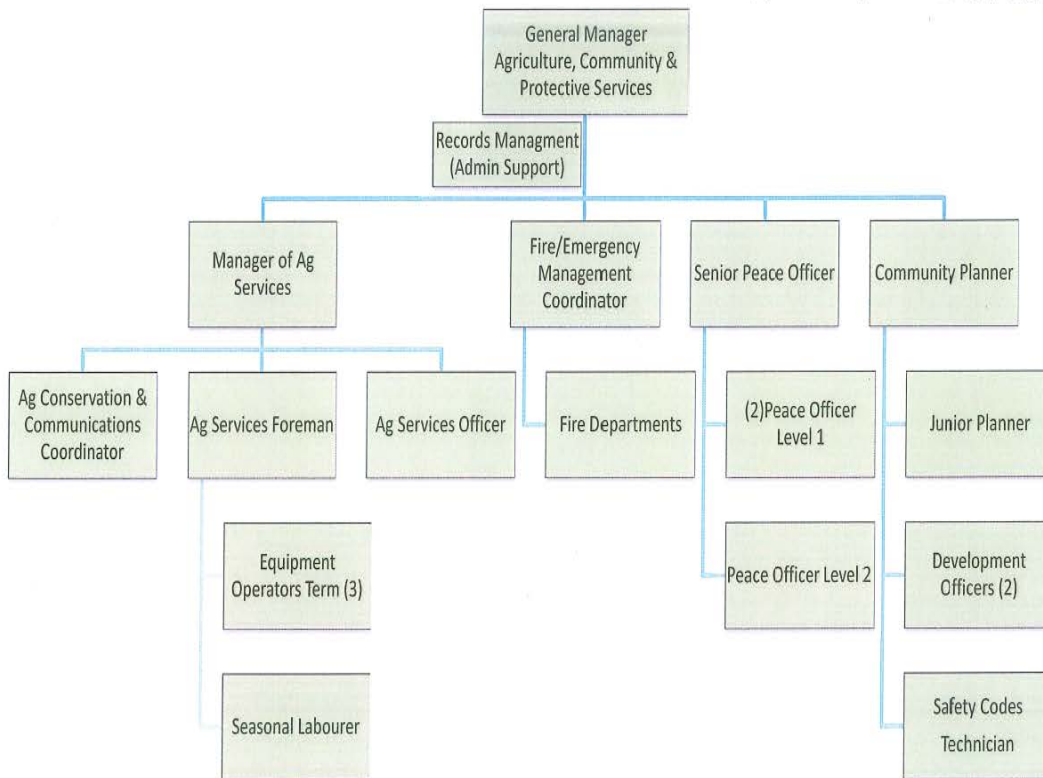
SCHEDULE 'B'

Approved by Council on February 10, 2015



SCHEDULE 'C'

Approved by Council on February 10, 2015



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EMPLOYEE POLICY SECTION 6.1.3	INTRODUCTORY STATEMENT Page 1/1
PURPOSE	To introduce staff to the use of the policy handbook
Effective Date: January 1, 2005	Revised:

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Wheatland County and provide you with working conditions, benefits, and employment policies. No employee handbook can anticipate every circumstance or question about policy. Wheatland County reserves the right to revise, supplement, grant exceptions to, or rescind any policies or portion of this handbook from time to time as it deems appropriate. Employees will be notified of such changes to the handbook as they occur. You are encouraged to read this handbook. It describes and outlines your responsibilities as an employee along with the municipality's obligations as your employer.

Wheatland County acknowledges and respects its employees and one of our objectives is to provide a working environment that is conducive to both personal and professional growth. It is recognized that to succeed, a working relationship that reflects both teamwork and effective communication by all involved parties is required. We welcome your feedback and comments on any aspects of our operations and shall take under consideration any suggestions or proposals that may enhance our workplace, the community or ratepayers we serve.

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EMPLOYEE POLICY SECTION 6.1.4	EMPLOYEE ACKNOWLEDGEMENT FORM Page 1/1
PURPOSE	Ensure employees are made aware of changes to the Personnel Policy.
Effective Date: January 1, 2005	Revised:

EMPLOYEE ACKNOWLEDGEMENT FORM

(TO BE FILED IN THE EMPLOYEE'S PERSONNEL FILE)

The employee handbook describes important information about this organization, and I understand that I should consult my supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Council has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (typed or printed)

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EMPLOYEE POLICY SECTION 6.2.1	VALUES Page 1/1
PURPOSE	To state the values of the organization and expectations for employees.
Effective Date: January 1, 2005	Revised:

We recognize our role in providing effective and responsible government to the citizens of Wheatland County.

We Value:

- Excellence in performance**
- Efficiency and accountability**
- Continuous improvement in operations**

We will be responsive to the needs of our customers and stakeholders.

We Value:

- Consistently high quality service to our customers and stakeholders**
- Timely, easy to use service**
- Rewards based on performance results and customer satisfactions**

We will perform our responsibilities with integrity and professionalism.

We Value:

- High professionalism and ethical standards**
- Public safety and respect for the environment**
- Fair and open government**

We work as a team and advocate teamwork.

We Value:

- Open, honest and timely communication**
- Participation and innovation**
- Empowerment**

We are committed to personal growth and organizational development and will seek ways of constantly expanding our capabilities.

We Value:

- Each employee and their contribution to the success of Wheatland County**
- A competent, skilled organization**
- Continuing personal and professional development**

We recognize the benefits of diversity in our workforce and will continue efforts in recruitment, promotion and retention toward this goal.

We Value:

- The worth and dignity of each member of our organization**
- Respect for our differences**
- Maximizing the potential of our workforce**

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EMPLOYEE POLICY SECTION 6.2.2	CODE OF ETHICS Page 1 / 2
PURPOSE	To establish performance guidelines to assure compliance with the basic principles
Effective Date: January 1, 2005	Revised: Dec. 1/09 CM – Res. 09-744 Revised: June 7/11 CM – Res. 11-423 Revised: Feb. 19/13 CM – Res. 13-02-112 Revised: Dec. 1/15 CM – Res. 15-12-13

GENERAL POLICY STATEMENT

This policy does not apply to elected officials. For elected officials refer to Legislative Policy Section 5.1.

It is essential that Wheatland County maintain a high standard of honesty and fairness when dealing with staff. In this regard, employees should always observe the highest ethical standards when dealing with municipal business, with the business community, and with any individuals on any other matters that could directly or indirectly affect the County's reputation.

This code of ethics establishes performance guidelines to assure compliance with this basic principle. It is the responsibility of all employees to become familiar with the provisions of the Code of Ethics. Employees are introduced to the County's Code of Ethics during the new employee orientation ("on-boarding").

Any employee who is uncertain as to whether an action may be prohibited by this Code should seek advice from their Supervisor. Any violation of the Code will be cause of prompt and appropriate disciplinary action in accordance with the Code of Conduct and Disciplinary Policy 6.8.1.

Business Conduct

- All assets and liabilities of the County shall be recorded in the regular books of account. No undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.
- No false or artificial entry or entry that obscures the purposes of the underlying transaction shall be made in the books and records for any reason.
- No payment of any nature using County funds or assets, which is in violation of any applicable law or regulation, will be made.
- Meetings conducted away from the office during and after business hours, with parties that have dealings or a potential interest in Wheatland County, are required to be disclosed to the Chief Administrative Officer.

Conflict of Interest

- Employees of Wheatland County have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
- Business dealings should not result in unusual gains for any of the involved parties.

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- A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative as a result of the municipality's business dealings.
- If an employee has any influence in transactions involving purchases or contracts, it is required that full disclosure be made to the Chief Administrative Officer (CAO) so safeguards can be established.

Oath of Confidentiality

All employees will be required to subscribe to an oath of confidentiality. Employees will be expected to maintain the conditions of the oath, and disclosure of personal or confidential information will be considered a breach of confidentiality, and is a reason for dismissal.

Obligations

- ❖ Employees shall, in the course of their duties, uphold the laws.
- ❖ Employees shall ensure that their conduct, whether in a personal or official capacity, does not bring the County into disrepute, or damage public confidence.
- ❖ Employees shall treat all other persons honestly and fairly, and shall at all times, act responsibly in the performance of their public duties.
- ❖ Employees shall be professional and courteous with their co-workers and the public and resolve any work related disagreements in a mature manner, based on reasonable expectations.
- ❖ Employees shall ensure that their position is not used improperly for personal advantage.
- ❖ Employees shall ensure that personal or confidential information obtained in the course of their employment is not divulged except in accordance with the Alberta Freedom of Information and Protection of Privacy Act (FOIP Act).

Nepotism

An employee shall not use improperly his or her influence in order to obtain advantage on behalf of a family member or relative.

Political Activity

Employees must be and appear to be politically neutral in their official employment duties in order to sustain public trust in local government.

Use of Municipal Property

No employees shall use County property or permit County property to be used for activities not associated with the performance of his or her duties.

Penalty

Any employee who contravenes any section of this Code of Ethics may be subject to the Code of Conduct and Disciplinary Policy 6.8.1.

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EMPLOYEE POLICY SECTION 6.2.3	HIRING Page 1/2
PURPOSE	To ensure a consistent method of hiring competent, reliable and efficient staff for the municipality's operations.
Effective Date: January 1, 2005	Revised: Dec. 1/09 CM – Res. 09-744 Revised: Mar. 2/10 CM – Res. 10-140 Revised: Mar. 30/10 CM – Res. 10-198 Revised: Feb. 18/14 CM – Res. 14-02-83

For all employees hired (exception CAO – see below):

1. All applications/resumes for employment shall be forwarded to the human resources professional or supervisor originally posting for the position.
2. Hiring of all employees shall be processed by the human resources professional, CAO and/or supervisor responsible for the position.
3. Whenever possible, Wheatland County promotes employee advancement within the organization provided the employee and the position are the best fit from all applicants applying for the position.
4. When filling a position in any department, the most qualified applicant will be awarded that position, based upon knowledge, skills, education and organizational fit as determined by the individual(s) conducting the hiring.
5. An employee shall not be employed in a position that is directly and/or indirectly supervised by a family member or relative, unless approved by the CAO prior to the hiring.
6. The CAO shall be advised immediately of all resignation and employment opportunities by the General Manager and/or supervisor prior to posting to fill the position.
7. Council shall hire the CAO.

Permanent Employees:

1. Some positions shall be posted internally for one week prior to or in conjunction with an external posting. If a suitable internal candidate is not available then the position shall be advertised at least two consecutive weeks in the local newspaper, and posted on the website and other sites as deemed necessary in order to secure the best candidates. This process will be administered by the CAO and/or General Manager(s) in their respective departments.
2. After the position deadline has closed, the human resources professional or supervisor shall prepare a short list of the applicants and provide this information to the applicable interview panel and General Manager.
3. The interview panel shall consist of the immediate supervisor, the department head or his/her designate, and the General Manager for the department or his/her designate.
4. The CAO will be advised and approve the final selection made by the interview panel.
5. The human resources professional, General Manager and/or CAO will process the required documentation to complete the hiring process.
6. Council shall hire the CAO.

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Seasonal/Permanent Term Employees:

1. Seasonal/Permanent Term positions may be advertised internally for one week and if no suitable internal candidate is available then shall be advertised at least two consecutive weeks in the local newspaper, posted on the website and posted internally. This process will be administered by the human resources professional, supervisor, and/or General Manager.
2. The human resources professional and/or supervisor shall prepare a short list of prospective candidates for the required position and forward this information to the applicable General Manager and interview panel members.
3. The interview panel shall consist of the immediate supervisor, General Manager and/or his/her designate, and any other individuals deemed necessary.
4. Once a suitable candidate is selected for the position, the human resources professional, supervisor, General Manager and/or CAO will process the required documentation to complete the hiring process.

Casual Employees:

1. Casual positions may be advertised.
2. Once a suitable candidate is selected for the position, the human resources professional, supervisor, or General Manager will process the required documentation to complete the hiring process.

Unsolicited Resumes/Applications:

1. At times, the County may receive resumes or application forms that are not in response to a position advertised.
2. These resumes or applications will be forwarded to the human resources professional or CAO for distribution to the applicable General Manager or supervisor when positions become available.
3. These resumes and applications will be retained for a period of six months.
4. After six months, the resumes will be destroyed.

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EMPLOYEE POLICY SECTION 6.2.4	EMPLOYMENT OF RELATIVES Page 1/3
PURPOSE	To establish how relatives of members of Council and current employees may be employed
Effective Date: January 1, 2005	Revised: March 7/16 CM – Res. 16-03-11 (note: replaces version dated Jan. 1/05)

In keeping with Wheatland County’s Code of Ethics policy, a high degree of integrity, objectivity and professionalism of Wheatland County employees is expected. As a result of a supervisor/manager's responsibilities to supervise, assign work, deal with potential performance problems and conduct performance appraisals, a potential or real conflict of interest arises when immediate relatives are within their supervisory scope. Similar problems can arise when related employees share the same work unit.

1. Scope

This policy applies to all Council members and employees of Wheatland County, and to all employment statuses.

2. Definitions

Immediate relatives

Include spouse (including adult interdependent relationships and same gender spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew, or an individual who has acquired such a relationship through marriage/ adult interdependent relationships, or a relation who is dependent on the employee for care or assistance.

Step children/grandchildren/parents and foster children/grandchildren/parents are considered children, grandchildren and parents for the purpose of this policy.

Adult Interdependent Relationship

Any two (2) persons who are in a relationship outside of marriage in which two people: share one another's lives; are emotionally committed to one another; and, function as an economic and domestic unit, or intend to live together in a relationship of interdependence.

Reporting/supervisory relationship

This policy pertains to all direct or indirect reporting or supervisory relationships within the chain of command. An example of a direct reporting relationship is between an employee and his or her immediate supervisor/manager. An example of an indirect reporting relationship is between an employee and his or her General Manager (with a number of managers/supervisors in between, but within the same chain of command).

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Employment status

Relevant employment statuses include full-time, part-time and temporary positions, acting appointments, seasonal positions, contract positions, and casuals.

Work unit

An operational entity within an office location or a crew with employees who share the same manager or functional responsibilities.

3. Policy application

New hire

Immediate relatives of members of Council and current employees may be employed only where:

- Prior approval has been obtained by the Chief Administrative Officer;
- No opportunity exists to exercise favoritism;
- The relative will not be in direct supervision of another member of their immediate relative(s).
- Provided that no potential or real conflict of interest exists from an indirect reporting relationship.

Situations that develop

It is the responsibility of each employee to avoid situations that create a conflict of interest. Should two (2) employees become immediate relatives during their employment and find themselves in a direct/indirect reporting or supervisory relationship, where a real or potential conflict of interest arises, one (1) of the two (2) employees will be given ninety (90) days to find alternate employment. Wheatland County will consult with the two (2) employees affected prior to making a determination of whom of the two (2) will be seeking alternative employment.

Wheatland County reserves the right to make the final decision concerning which employee will seek alternative employment.

Existing situation

Any existing situation must be brought to the attention of management and Human Resources for discussion, with a view to resolving the conflicts outlined in this policy.

Summer students

Summer employment for the children of Council members, and employees is acceptable, provided there is no direct or indirect reporting relationship.

4. Selection committee

An employee may not sit on a selection committee when one (1) of the candidates is an immediate relative.

Note: Wheatland County has the discretion to withhold employment, promotion of employment, transfers of employment and ultimately, has the right to terminate the employment of an employee who finds him/herself in a situation contrary to this policy.

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5. Responsibility

Human Resources, is responsible for advising stakeholders, maintaining, monitoring, and revising this policy; and for recommending exceptions to the CAO.

Members of the Wheatland County Leadership Team are responsible for applying and implementing this policy in each of their respective areas.

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EMPLOYEE POLICY SECTION 6.3.1	PAYROLL CATEGORIES Page 1/1
PURPOSE	To divide employees into groups based on hours worked and employment status.
Effective Date: January 1, 2005	Revised: Dec. 1/09 CM – Res. 09-744 Revised: Mar. 30/10 CM – Res. 10-199 Revised: Dec. 1/15 CM – Res. 15-12-25 (Effective Date: Dec. 23, 2015)

1. Payroll Categories

- a. Salaried - An employee who receives an annual rate of pay.
- b. Hourly – An employee who is paid an hourly wage for hours worked. Part-time, Temporary, Casual and Seasonal employees are normally included in this category.

2. Employment Categories

- a. Permanent -An employee who has been selected for an established permanent position, who normally works the full weekly hours for that department.
- b. Permanent Part Time -A permanent employee who works less that the standard working hours as defined for that department.
- c. Permanent Term Employee - A seasonal employee who returns to work for a second consecutive summer season. A summer season being five months or more consecutive work per calendar year.
- d. Seasonal - A summer season employee selected for a position of a temporary duration and who has not achieved Permanent Term Employee status.
- e. Casual - An employee selected for a position of a temporary duration where there is no intention of Permanent Term Employee status.
- f. Independent Contractor Personnel are **not** considered employees of the County. Contracts are duly executed by the C.A.O., and Contract Personnel are paid via invoice through Accounts Payable. However, contract personnel are expected to observe the relevant policies and practices of the County when working on Municipal premises.

3. Seniority

- a. An employee's length of unbroken service shall determine seniority standing.

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EMPLOYEE POLICY SECTION 6.3.2	PROBATIONARY PERIOD Page 1/1
PURPOSE	To provide a period of time to evaluate the capabilities, attitude and work habits of a new employee
Effective Date: January 1, 2005	Revised:

An employee will be required to complete a probationary period prior to assuming permanent status.

1. The employees will use this period to determine if the position meets their expectations.
2. The supervisor will use this period to evaluate the capabilities, attitude and work habits of a new (or reinstated) employee.
3. The probationary period may be at the discretion of the supervisor. The employee will be advised in writing.
4. The length of the probationary period may vary from the waiting period for benefits.
5. If during or at the conclusion of the employee's probationary period, in the employer's opinion, the employee has performed unsatisfactorily or is otherwise unsuitable for the position, the employee may be terminated without notice or pay in lieu of notice. Written notice of such termination will be given.
6. An employee will be advised in writing of a satisfactory completion of the probationary period.

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EMPLOYEE POLICY SECTION 6.3.3	VOLUNTEERS Page 1/1
PURPOSE	To provide roles and responsibilities for volunteers in Wheatland County.
Effective Date: July 15, 2014 July 15/14 CM – Res. 14-07-72	Revised:

Volunteers are individuals who provide services with nominal or no remuneration to not-for-profit organizations and/or Wheatland County

Wheatland County as per Section 14(5) of the Workers Compensation Act R.S.A. 2000 Chapter W 15 will make application for Volunteer Firefighters to be covered with Workers Compensation and will provide Insurance Coverage while working for Wheatland County Fire Services. Other volunteers will not have the same application made.

Fire Services Policy Section Personnel 11.0- 11.9 provide policies applicable to Volunteer Firefighters with the Wheatland County Fire Services Department.

Personnel records of Wheatland County Volunteer Firefighters are kept in the Wheatland County Administration Office.

Wheatland County Volunteer Firefighters include firefighters from; Carseland Fire Department and Strathmore Rural Fire Department and are covered in this policy and the policies included in section 11 of the Wheatland County Policies.

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EMPLOYEE POLICY SECTION 6.4.1	BENEFITS Page 1/2
PURPOSE	To assist employees and their families in dealing with losses or expenses that arise from an unpredictable event.
Effective Date: January 1, 2005	Revised: Nov 22/05 CM 05-583 Revised: July 15/08 CM 08-368 Revised: Dec. 1/09 CM – Res. 09-744 Revised: Jan. 15/13 CM – Res. 13-01-57 Revised: July 2/14 CM – Res. 14-07-11 Revised: Sept. 2/14 CM – Res. 14-09-10 (effective Sept. 1, 2014)

The County will provide a group health benefit plan to all eligible employees. Group plan health coverage and premium rates are negotiated by the Plan Administrator and the benefit provider in consultation with the CAO.

Group Benefits – All eligible employees will be provided with a group benefit booklet outlining the group benefit plan details.

Benefits (Permanent)

All permanent employees working a minimum of 14 hours per week are eligible to participate after a 6 month waiting period. Employees with Extended Health and Dental benefit coverage through another benefit provider may request approval from the CAO to opt out of the County Benefit coverage. The CAO has the authority to waive the six month waiting period.

Benefits (Temporary, Casual, Seasonal)

Temporary, Casual and Seasonal employees are not eligible for benefits.

Benefits (Permanent Term Employees)

Will commence group benefits at the beginning of their second consecutive season, providing a minimum of five months consecutive employment has been achieved in the previous year. Coverage will continue year round with payment of premiums compressed and paid by the employee over the term of active employment.

Premiums for group benefits are cost shared between the employee and employer as follows:

Long Term Disability - Premiums are shared at the rate of employee 20% and employer 80%.

Group Life - Premiums are paid 100% by the employee.

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Accidental Death and Dismemberment - Premiums are paid 100% by the employee.

Dependent Life - Premiums are paid 100% by the employee.

Extended Health Care Insurance - Premiums are paid 100% by the employer.

Dental - Premiums are paid 100% by the employer.

Vision Care - Premiums are paid 100% by the employer.

Critical Illness – Premiums are paid 100% by the employer

Retiring or Disabled Employees

Employees may apply to continue their pre-retirement or pre-disability group health plan coverage provided by Wheatland County's current benefit provider as outlined in the benefit booklet so long as the employee will be in receipt of Local Authorities Pension (LAPP) or Canada Pension Plan (CPP) upon retirement or is receiving long term disability benefits. Short term and long term disability would be excluded from coverage.

Participation in post-retirement group health plan coverage will require a written request at time of notice of termination or upon becoming eligible for long term disability. Each request will be dependent upon Wheatland County entering into a Memorandum of Agreement with the group health benefit provider. Premium costs will be borne by the retiree or disabled employee.

Pension Plan

Permanent Employees working 30 hours per week or more must enrol in the Local Authorities Pension Plan (LAPP). Employees will enrol in the LAPP after completing one year of continuous employment, unless previously enrolled in LAPP. The CAO has the authority to waive the one year waiting period if the employee was previously enrolled in LAPP or a pension plan with a reciprocal agreement, as long as the contributions have not been withdrawn.

Permanent Employees working 14-29 hours per week may voluntarily opt to enrol in the Local Authorities Pension Plan. Should an employee make a choice to opt out of the plan they cannot change their decision unless their employment status changes to one that would require mandatory participation (30 hours per week). When making a decision on membership eligibility, employees must be made aware of the implications of their choice, provided with a member handbook and encouraged to discuss the implications of their choice with APA Corporation.

Premiums are shared between the employer and employee as per the Local Authorities Pension Plan regulation.

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EMPLOYEE POLICY SECTION 6.4.2	VACATION	Page 1/1
PURPOSE	To determine the amount of vacation time earned by an employee	
Effective Date: January 1, 2005	Revised: May 16/06 Res. 06-357 Revised: June 1/10 Res. 10-348	

1. Permanent Staff, vacation time will be earned as follows:

a	After 1 year of employment	3 weeks of vacation
b	After 8 years of employment	4 weeks of vacation
c	After 20 years of employment	5 weeks of vacation
d	After 30 years of employment	6 weeks of vacation

2. Temporary Staff – (Permanent Term and Casual/Seasonal employees who are not construction workers)

Are not eligible for vacations, but must be paid 4% vacation pay on gross earnings for the period. Vacation pay will be included on the final cheque in any salary year.

3. Construction Workers

Vacation pay will be earned as follows:

For all employees under this category, 6% vacation pay shall be paid on the wages earned during his/her period of employment.

4. Other Information

- a. All vacation requests must be approved by the employee's Supervisor.
- b. Extension of vacations may be granted at the discretion of the Chief Administrative Officer, and shall be without pay.
- c. Vacations must be granted in accordance with the Province of Alberta Employment Standards Code.
- d. Employees will be given the opportunity to choose the time of their vacation, provided the vacation meets the following criteria:
 - (a) All employees shall strive to take their vacation entitlements by July 1st of the following year unless approval by the C.A.O. is granted to carry forward.
 - (b) Employees requesting to take their vacations prior to June 30th before their complete entitlement is earned, must receive approval by their supervisor prior to commencement.
 - (c) No two employees in the same department, who are backup for one another, will be allowed to be off on vacation at the same time.

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- (d) While every effort will be made to accommodate employees, in the event that agreement cannot be reached, their Department Manager will give the employee at least two weeks notice in writing of the commencement date of his/her vacation.
- (e) Vacation entitlement may be increased by adding two vacation periods together, with prior approval of the Department Manager.
- (f) In exceptional situations, approval may be sought from the elected authority to deviate from this policy.

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EMPLOYEE POLICY SECTION 6.4.3	GENERAL HOLIDAYS Page 1/1
PURPOSE	To define the paid holidays and determine eligibility.
Effective Date: January 1, 2005	Revised: Dec. 1/09 CM – Res. 09-744

i) Staff (Permanent)

Shall be paid for the following General Holidays

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Labour Day
Heritage Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
Christmas Floater Day

Holidays falling on Saturday or Sunday will be determined to fall on the day designated by the Interpretation Act unless otherwise established by Council.

The Christmas Floater Day will be determined by Council each year.

Employees who fail to report for work on the day prior to or following a General Holiday without reasonable excuse, will not receive payment for the holiday.

ii) Staff (Temporary)

Employees must work a minimum of 30 days in the preceding 12 month period to receive pay for General Holidays.

iii) Construction Workers and Permanent Term Employees

Employees shall be paid in addition to vacation pay, in the amount of 3.6% of gross pay earned in each year, excluding vacation pay, in respect of a general holiday.

iv) Exception

If employees and Supervisor agree, an alternate day may be taken in lieu of the General Holiday providing this will be more effective for work scheduling.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.4.4	SICK LEAVE	Page 1/2
PURPOSE	Provide Income Protection when short term illness/accidents occur and to recognize and payout sick day entitlements in excess of certain threshold amounts.	
Effective Date: January 1, 2005	Revised: Nov 22/05 CM 05-584 Revised: March 17/09 CM 09-175 – Effective Date: January 1, 2009 Revised: Dec. 1/09 CM – Res. 09-744 Revised: Mar. 30/10 CM – Res. 10-200 Revised: Feb. 19/13 CM – Res. 13-02-112	

Sick leave days must be earned, that is sick days can only be accumulated during the time an employee is actively at work.

If an employee requires time off from work for a doctor's appointment, dentist appointment, etc., the individual must supply their Supervisor with a memo requesting to be excused from work.

Employees requiring medical or dental treatment and who obtain appointments that enable them to minimize the time away from work to a maximum of 1.5 hours per day, will not be deducted sick leave time providing that this appointment is approved by their Supervisor and scheduled so that the time away from work is a mutually agreed upon time that benefits the employee and the employer and has the least disruption to the County operations.

An employee may be required to submit satisfactory proof to the employer of any illness, non-occupational accident or quarantine. A Supervisor may request an employee to provide a medical certificate for any medical absence. An employee must provide a medical certificate for an absence of more than three (3) continuous days.

Sick leave entitlements will not accrue during any period an employee is on sick leave for a period greater than one calendar month or is on long term disability.

Sick Leave (Permanent Employees)

Permanent employees are eligible to accumulate twenty (20) days of sick leave in any one year at the rate of 1.67 days per month. An employee may use up to a maximum of five (5) sick days per calendar year for immediate family as defined in the Bereavement Policy 6.7.2. Sick day entitlements will be capped at ninety (90) days. Employees are entitled to apply for the County's group health long term disability plan once they have been off work due to illness for ninety (90) calendar days.

WHEATLAND COUNTY

Sick Leave (Permanent Term Employees)

Permanent Term employees are eligible to accumulate one (1) day per month while actively employed with the County. An employee may use up to a maximum of two (2) sick days per calendar year for immediate family as defined in the Bereavement Policy 6.7.2. Sick days can accumulate during the calendar year but will not carry over from one year to another.

Pay out of Accumulated Sick Days:

Permanent Employees:

Effective January 1, 2009, Permanent Employees who have accumulated their ninety (90) sick day entitlements, will be eligible for payout of fifty percent (50%) of any sick days in excess of their ninety (90) sick days. This payout will be calculated at the employees current rate of pay, be paid in December of each year and will be subject to any applicable taxes and other deductions, as required by legislation. Should any adjustments be required for the December timesheet regarding a sick day entitlement, this adjustment will be processed in the January payroll. At retirement, sick day entitlements will be accrued to retirement date and paid according to policy.

Permanent Term Employees:

Effective January 1, 2009, Permanent Term Employees, who have completed five consecutive years of employment with the County at the beginning of the year, will be eligible for payout of fifty percent (50%) of any sick days earned and not used during the current calendar year. This payout will be calculated at the employees current rate of pay, paid out with their last paycheque for the current year and will be subject to any applicable taxes and other deductions, as required by legislation.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.4.5	PERSONAL DAY Page 1/1
PURPOSE	To allow an employee to take time off from work with pay to conduct personal business.
Effective Date: January 1, 2005	Revised: Mar. 30/10 CM – Res. 10-201

Each permanent staff member is entitled to one (1) personal day per calendar year. Eligibility commences upon successful completion of probationary period. Authorization must be granted by the Department Manager prior to taking the personal day.

Permanent Term and Casual employees are not eligible for personal days.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.4.6	EDUCATIONAL/PROFESSIONAL DEVELOPMENT Page 1/1
PURPOSE	To encourage employees to maintain and update their qualifications.
Effective Date: January 1, 2005	Revised: July 2, 2013 CM – Res. 13-07-15 - Effective Date – July 1, 2013 Revised: January 21, 2014 – Res. 14-01-66

1. County Council may, at their discretion, upon the recommendation of administration, provide for the further education of all employees in such areas as is deemed beneficial to the overall operation of the County. Consideration may also be given for community related courses such as firefighting and ambulance as well as law enforcement (Peace Officers).

2. Courses and Conferences.

When the employer requests or recommends that an employee take a course, training, or attend a conference; the County will be responsible to pay expenses as follows:

1. Registration, tuition and textbooks.
2. Reimbursement is paid at the same rate as elected officials (in accordance with Policy 5.2.1 – Courses and Conferences).
3. Mileage is payable at the current County rate (based on the Canada Revenue Agency rate). Staff are encouraged to use County vehicles whenever possible. Airfare will be considered if it is more cost effective.
4. If required, employees will be given time off work with pay.

Any courses involving overnight accommodation require Council approval prior to attendance. Resolutions must accompany any requests for payment.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.4.6.1	PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY Page 1/2
PURPOSE	To provide Professional Development Programs. (Reimbursement Agreement)
Effective Date: October 7, 2008 Resolution 08-527	Revised: June 7/11 CM – Res. 11-418 & 419

PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

It is the objective of Wheatland County to provide a Professional Development Program to encourage employees to take courses leading to a formal professional accreditation, certificate or degree relating to their specific job duties; provide for optimal potential for advancement within the County; and attract and retain the best individuals as new employees.

However, the County recognizes it is unfair and inequitable for the County ratepayers to pay the educational expenses of employees who do not remain with the County for a significant length of time.

Eligibility: Upon recommendation by their Department Manager, Permanent Employees working a minimum of 20 hours per week who have completed their initial probationary periods may apply for educational assistance.

Eligible programs are available only through an accredited: college, university, business school, trade school, or a technical/professional institute.

Costs: Costs comprised of registration fees, tuition, and course books will be reimbursed by the County. Attendance at courses will be the responsibility of the employee.

Budget: All approvals are subject to the availability of funds. In the event that funding is not adequate to accommodate all requests, funding consideration shall be granted first to those employees who have previously been approved to participate in the program they are currently working towards.

Course Attendance: In the event that attendance at courses is scheduled during the employees regularly scheduled work hours, the County shall continue the employee benefits for the duration of the course.

Successful Completion of Coursework is defined as:
A grade of “Pass” as defined by the program. The employee must submit documentary proof of successful completion of each course prior to receiving approval to take another course under this professional development agreement.

A copy of all education and training courses completed by employees and their results shall be placed in the employee’s official personnel record.

WHEATLAND COUNTY

PROFESSIONAL DEVELOPMENT REIMBURSEMENT AGREEMENT

It is the objective of Wheatland County to provide a Professional Development Program to encourage employees to take courses leading to a formal professional accreditation, certificate or degree relating to their specific job duties; provide for optimal potential for advancement within the County; and attract and retain the best individuals as new employees.

This agreement between WHEATLAND COUNTY and _____
("Employee"):

1. Wheatland County agrees to pre-pay the professional development cost for Employee _____ to participate in the _____ program/course of study at _____ from _____ through _____.

The Employee agrees to reimburse the County under the following circumstances:

- a. 100% if the employee voluntarily terminates his/her employment with the County prior to completion of the course or during the 1st year following completion.
- b. 75% if the Employee voluntarily terminates his/her employment with the County during the 2nd year following completion of the course.
- c. 50% if the Employee voluntarily terminates his/her employment with the County during the 3rd year following completion of the course.
- d. 25% if the Employee voluntarily terminates his/her employment with the County during the 4th year following completion of the course.
- e. 0% if the Employee voluntarily terminates his/her employment with the County during the 5th year following completion of the course.

The Employee must submit documentary proof of successful completion of each course prior to receiving approval to take another course.

The Employee agrees that any reimbursement due from him/her to the County under this Agreement may be withheld from any monies due to the employee. In the event that the Employee is not entitled to monies sufficient to reimburse the County, the Employee agrees to pay the County within 30 days of his/her termination all amounts owed to fully satisfy the obligation.

Nothing in this agreement prohibits or limits the County's right to terminate the Employee's employment or otherwise discipline the Employee under applicable policies, rules or regulations. This agreement should not be construed as a guarantee of promotion.

By signing below, you acknowledge receipt of a copy of this agreement and that you agree to the terms listed herein:

Employee Name: _____ Signature: _____ Date: _____

Manager Approval _____ Date: _____
CAO Approval: _____ Date: _____

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.4.7	MILEAGE REIMBURSEMENT Page 1/1
PURPOSE	To facilitate travel incurred by employees in the performance of their duties.
Effective Date: January 1, 2005	Revised: Aug. 17/10 CM – Res. 10-483

For use of personal vehicles, mileage shall be paid to the driver only, from their place of residence or the County administration office, depending where the trip originates, at the rate established by Canada Revenue Agency (CRA).

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.4.8	HEALTH AND WELLNESS ACCOUNT Page 1/1
PURPOSE	To promote employee health and wellness.
Effective Date: January 1, 2009 Mar 17/09 CM 09-175	Revised: Dec. 1/09 CM – Res. 09-744

All employees who are actively employed by the County and pay their share of premiums in the County's group health plan are entitled to the health and wellness account. Employees must be registered in the County's group health plan as at December 31st of each calendar year to qualify for this reimbursement. This reimbursement will be pro-rated for those employees that join the County's group health plan during the current calendar year.

The County will reimburse each employee, up to two hundred dollars (\$200.00) per calendar year, towards services and activities that promote and contribute to the employee's health and well being.

Only the family member employed by the County is eligible for this reimbursement. Some examples of eligible expenses an employee can claim for reimbursement under this health and wellness account include, but are not limited to: fitness facility and sports memberships; fitness classes, sport registration, fitness and sport equipment (but not including clothing that could be used elsewhere); ski passes, golf green fees, weight loss programs and smoking cessation programs.

The health and wellness reimbursement will be paid out upon submission of receipts to the County's payroll administrator and receipts must be submitted no later than December 1st of the current year. This reimbursement is subject to applicable taxes and other required deductions, as per legislation.

All activities relating to this health and wellness account will take place outside of the employee's regular working hours. Employees who decide not to participate in the health and wellness account will not be eligible for any reimbursement.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.5.1	PAY & PERFORMANCE Page 1/2
PURPOSE	Ensure employees are paid fairly and rewarded based upon performance.
Effective Date: January 1, 2005	Revised: Jan 16/07 CM 07-25

POLICY

Wheatland County wants to attract and retain the best possible employees, ensure all employees are paid fairly in relation to similar positions with like municipalities, and reward peak performance.

1. The County believes in paying employees for consistent and sustained competency in the performance of the job. Compensation should:
 - Pay wages that are comparable with wages paid by similar industry employers for jobs of equivalent responsibility;
 - Pay employees in jobs of comparable value on an equitable basis; and
 - Award pay increases based upon performance when Job Performance Standards are consistently achieved or exceeded.
2. The Alberta Association of Municipal Districts and Counties bi-annual salary survey will be used as a guideline to determine the centre point in creating salary ranges for each job category. The midpoint of each range reflects the rate deemed equivalent to the prevailing rate paid for similar jobs by comparable municipalities with a similar population and industry profile.
3. Pay range structures and job levels shall be recommended by the Chief Administrative Officer for Council approval and reviewed annually to consider market conditions and local area economies.
4. The Chief Administrative Officer is responsible for issuing annual pay increase guidelines and approving all salary and wage increases.
5. Each job shall be assessed using a consistent Job Level process. Job Levels shall be reviewed at least once every two (2) years to ensure that each evaluation accurately reflects the duties and responsibilities assigned to the job.
6. Department Heads are responsible for preparing Job Descriptions that accurately reflect the essential tasks and duties of those jobs and for ensuring those descriptions are kept current. Employees shall be provided with a copy of the respective approved Job Description.
7. Employee performance shall be evaluated at least annually.
8. Performance adjustments to salaries are to be implemented on January first (1st) of each following year. More frequent performance evaluations may be justified on the basis of performance.

WHEATLAND COUNTY

9. Increases may be awarded at other times during the year due to Promotion or Job Reclassification.
10. Red circling (freezing an individual's wage at a given level of the assigned salary range) may occur when an individual's job is reclassified to a lower level and lower pay range.
11. No employee will receive an increase of more than 10% in one year, in the same position.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.5.2	SALARY/WAGE RANGES Page 1/3
PURPOSE	To Pay wages that are comparable with wages paid by similar industry employers for jobs of equivalent responsibility
Effective Date: January 1, 2005	Revised:08-12 Revised: Dec. 1/09 CM – Res. 09-744 Revised: Jan. 10/10 CM – Res. 10-67 Revised: Jan. 25/11 CM – Res. 11-54 Revised: Jan. 17/11 CM – Res. 12-73 Revised: Budget Approved – April 16/13 Revised: Feb. 18/14 CM – Res. 14-02-93 Revised: Oct. 21/14 CM – Res. 14-10-72 Revised: Oct. 27/15 CM – Res. 15-10-81

A wage and salary scale will be compiled each year In accordance with Policy 6.5.1.
(See Attachment – Grid Information)

WHEATLAND COUNTY

2016 WHEATLAND COUNTY PAY GRID

GRID	POSITIONS	STEPS					
		1	2	3	4	5	6
A	General Managers	\$124,351	\$129,533	\$134,714	\$139,895	\$145,076	\$150,258
B	Manager Ag Services Fire/Emergency Coord. Manager Trans./Util. Manager Trans/Inf. Operations Manager of Finance Senior Assessor Manager of Planning and Development Senior Peace Officer	\$101,035	\$105,699	\$110,362	\$115,025	\$119,688	\$124,351
C	Ag Services Foreman Construction Foreman Shop Foreman Hamlet Ops Foreman Culvert Foreman Surfacing/Bridge Foreman Grader Foreman Gravel Foreman Road Insp/Gravel Pit Tech Utilities Foreman Intermediate Planner(Degree)	\$77,720	\$81,865	\$86,010	\$90,155	\$94,300	\$98,445
D	Peace Officer 1 Mechanic - Heavy Duty Welder IT – GIS/GPS Technician Grade Sub-Foreman Assistant Assessor Development Officer Accredited Health & Safety Officer Junior Planner (Degree) Accountant	\$72,538	\$76,269	\$80,000	\$83,730	\$87,460	\$91,191
E	TCA/Accounting Clerk Ag. Conservation Coord. Peace Officer 2 Mechanic – Automotive Land Agent Tire Service Technician Executive Assistant Grant Writer Utility Operator (certified) Partsman Accredited Pay/Benefits Specialist Safety Codes Technician Ag Services Officer Sign Installation Tech Communications Officer HR Advisor	\$62,176	\$65,698	\$69,221	\$72,744	\$76,267	\$79,790

APPROVED BY COUNCIL: October 27, 2015

REEVE:



CAO:



WHEATLAND COUNTY

F	Accounts Payable Clerk Transportation & Infrastructure Assistant Pay/Benefits Specialist (non-accredited) Property Tax Clerk Utilities/AR Clerk Assessment Clerk Administrative Assistant Records Management Clerk Data Entry Clerk (shop)	\$51,813	\$54,922	\$58,031	\$61,139	\$64,248	\$67,357
G	Receptionist	\$46,632	\$49,222	\$51,813	\$54,404	\$56,994	\$59,585
HOURLY RATE CLASSIFIED POSITIONS							
H1	Sub Foreman	\$31.09	\$32.64	\$34.20	\$35.75	\$37.31	\$38.86
H2	Grader Operators Grader Mower Operators	\$28.28	\$29.74	\$31.19	\$32.64	\$34.09	\$35.54
H3	Crawler/Dozer Operators Buggie (Scraper) Operators Heavy Equipment Operators	\$27.98	\$29.43	\$30.88	\$32.32	\$33.78	\$35.23
H4	Oiling Truck Driver Gravel Truck Driver Equip/Spray Truck Driver Snow Plow Truck Driver	\$26.95	\$28.39	\$29.85	\$31.29	\$32.74	\$34.19
H5	Service Man	\$24.87	\$26.11	\$27.36	\$28.60	\$29.85	\$31.09
H6	Equipment Operator (Light) Maintenance Person Pesticide applicator	\$23.84	\$24.87	\$25.91	\$26.95	\$27.98	\$29.02
H7	Transfer Site Attendant Seasonal Weed Inspector	\$22.80	\$23.84	\$24.87	\$25.91	\$26.95	\$27.98
H8	Labourer	\$17.61	\$18.65	\$19.68	\$20.73	\$21.77	\$22.80
H9	Summer Student Seasonal Admin Clerk	\$15.54	\$16.58	\$17.61	\$18.65	\$19.68	\$20.73

APPROVED BY COUNCIL: October 27, 2015

REEVE:

CAO:

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.5.3	TIME SHEETS Page 1/1
PURPOSE	Ensure accurate reporting of time worked.
Effective Date: January 1, 2005	Revised: Dec. 1/15 CM – Res. 15-12-25 (Effective Date: Dec. 23, 2015)

Each employee is supplied with time sheets. All appointments, holidays, sick days, Mondays/Fridays off, etc. must be recorded. Supervisors review and approve each staff member's time sheet at the end of each pay period.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.5.4	TERMINATION OF EMPLOYMENT / RESIGNATION Page 1/1
PURPOSE	Resignation of an employee on a voluntary basis
Effective Date: January 1, 2005	Revised:

An employee resigning or terminating their employment shall adhere to the following:

1. An employee is required to give a minimum of one week's notice in writing if the employment period is less than two years, and more than three months.
2. An employee with more than two years service is required to give a minimum of two weeks notice in writing.
3. The employee will be advised (in writing) what municipal property is to be returned at the time of an exit interview.
4. An exit interview is required to ensure:
 - a. that all municipal property is returned.
 - b. to have legal obligations explained on a confidential basis.
 - c. to have cessation of benefits explained.
 - d. that an explanation of final wages and benefit deductions is provided.
 - e. that Record of Employment forms are completed.
 - f. that the employer knows the reason for separation so the municipality can manage future situations.
5. The final paycheque will not be released until the exit interview is conducted.
6. The municipality may decide to terminate an employee prior to the end of the notice period. In such cases, the employee must be paid wages in lieu of notice.
7. Should an employee not give the required notice, the municipality is required to pay any earned wages, vacation pay and provide the Record of Employment within seven (7) days.
8. The supervisor should complete the Termination Checklist.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.5.5	LONG SERVICE RECOGNITION Page 1/1
PURPOSE	To fairly and equitably reward employees for service.
Effective Date: January 1, 2005	Revised: Jan 16/07 CM 07-24 Revised: October 6/09 CM 09-598 Revised: June 7/11 CM – Res. 11-421 Revised: Feb. 19/13 CM – Res. 13-02-112

County staff:

County Council will recognize staff for their service to Wheatland County as follows:

5 years continuous service

- 5 year pin and \$50.00

10 years continuous service

- 10 year pin and \$75.00

15 years continuous service

- 15 year pin and \$100.00

20 years continuous service

- 20 year pin and \$200.00

25 years continuous service

- 25 year pin and \$400.00

30 years continuous service

- 30 year pin and \$450.00

35 years continuous service

- 35 year pin and \$500.00

40 years continuous service

- 40 year pin and \$800.00

This Long Service Recognition cash award is subject to Canada Revenue Agency regulations and is awarded as an added benefit to payroll in November of the year that the employee is eligible for the recognition.

In addition, Council will formally recognize employees eligible for Long Service Recognition during the annual Wheatland County Employee Christmas function.

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EMPLOYEE POLICY SECTION 6.5.6	RETIREMENT INCENTIVE PROGRAM POLICY Page 1/2
PURPOSE	To promote renewal and recognize long service.
Effective Date: January 1, 2005	Revised: Dec. 1/09 CM – Res. 09-744 Revised: June 15/10 CM – Res. 10-392 Revised: Oct. 5/10 – CM – Res. 10-581 Revised: Jan. 15/13 CM – Res. 13-01-58 Revised: Dec. 17/13 CM – Res. 13-12-38 Revised: May 20/14 CM – Res. 14-05-62

RETIREMENT INCENTIVE PROGRAM POLICY

GUIDELINES:

The retirement incentive will be granted at the discretion of the Council. Permanent, permanent part time and permanent term employees who have a minimum of five years consecutive service and who are retiring from the workforce and applying to receive CPP or LAPP pension benefits will be eligible for the retirement incentive program.

PROCEDURES:

1. Application for the Retirement Incentive Program must be made at least 90 days prior to retirement within the next three calendar years. Should an employee not retire within three calendar years, a new application for the Early Retirement Incentive Program must be made.
2. Remuneration will be granted as per the following formula:

Any employee aged 55 years and over with a minimum of 5 years of continuous employment with Wheatland County is eligible for this program.

Participants will receive, in addition to normal retirement fund pension entitlement, a lump sum payment based on regular earnings and calculated at of 3% per year of service, to a maximum of 50% of annual salary.

This calculation will be calculated as follows:

Hourly employees – hourly rate times number of regular hours of work in the preceding twelve months times 3% times number of years of continuous employment, to a maximum of 50% of the preceding twelve months regular hourly wages.

Salary employees - current annual salary (this is the calculated annual salary) times 3% times number of years of continuous employment, to a maximum of 50% of calculated annual salary.

For an employee who applies for the Retirement Incentive Program, while on long term disability, the annual salary will be based on their last twelve (12) months of active employment.

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3. If an employee applies for and accepts another permanent position with Wheatland County after retirement within the following five years, it will be necessary to pay back the full amount of the incentive payment.
4. This policy only applies to all eligible employees hired on or before January 2, 2013. This retirement incentive program policy will no longer be offered to employees after January 2, 2013.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.5.7	GIFT POLICY Page 1/1
PURPOSE	To provide recognition of service
Effective Date: January 1, 2005	Revised: Sept. 1/09 – CM – Res. 09-511 Revised: June 7/11 – CM – Res. 11-422

The County will provide a gift to the value of \$20.00 per year of service, upon completion of 5 years of continuous employment, for any staff member who leaves the employ of Wheatland County.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.6.1	SAFETY Page 1/1
PURPOSE	To ensure that safety is of a primary concern to employees
Effective Date: January 1, 2005	Revised:

Safety

The safety and health of all employees is a prime consideration of Wheatland County.

Conformance with the Wheatland County Safety Manual shall be a condition of employment.

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EMPLOYEE POLICY SECTION 6.6.2	HOURS OF WORK Page 1/2
PURPOSE	To establish the official work week, by department.
Effective Date: January 1, 2005	Revised: Dec. 1/09 CM – Res. 09-744 Revised: Feb. 19/13 CM – Res. 13-02-112 Revised: Mar. 25/14 CM – Res. 14-03-66

Hours of Work - Any deviation to working hours must be approved by Supervisor.

Central Office

Hours of Operation are 8:00 A.M. – 4:30 P.M. Monday to Friday
Employees work 7 ½ hours per day with two (2) - 20 minute paid refreshment breaks.

Community Peace Officers

Scheduled shifts are based on a 40 hour week

Agricultural Service Board

Schedules are based on a 40 hour week

Utility Operators

Schedules are based on a 40 hour week

Public Works

Operations Manager and Public Works Receptionist
Schedules are based on a 40 hour week

Public Works Foremen

10 hours per day April to November and 8 hours from December to March.

Transportation

Road Construction Crew
7:00 A.M. – 6:00 P.M. Monday to Friday
Base Crew, Patching Crew, Gravel Crew and Divisional Grader Operators
7:00 A.M. – 5:00 P.M. Monday to Friday

Work schedules may be adjusted based upon workload, weather and safety conditions at the discretion of the Manager and/or Foreman in consultation with the employee(s), provided no additional expenses are incurred by the employer.

Employees are required to travel to the job site on their own time, receive a ½ hour paid lunch break and two (2) – 15 minute paid refreshment breaks.

Outside workers and road maintenance employees who work during winter months will be paid for hours worked. If shop work is performed during inclement weather employees will be paid for hours worked from 8:00 A.M.- noon and 12:30 P.M. to 4:30 P.M.

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Other

Mechanics, Sign Man, Backhoe Operator and Hamlet Crew

8:00 A.M. – 12:00 Noon and 12:30 P.M. – 4:30 P.M. Monday to Friday

Two (2) 15 minute paid refreshment breaks.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.6.3	OVERTIME Page 1/2
PURPOSE	To establish how overtime hours are determined and compensated for
Effective Date: January 1, 2005	Revised: April 4/06 Res. 06-229 Revised: Dec. 1/09 CM – Res. 09-744 Revised: Oct. 18/11 CM – Res. 11-795 Revised: Mar. 4/14 CM – Res. 14-03-26 Revised: Dec. 1/15 CM – Res. 15-12-25 (Effective Date – Dec. 23, 2015)

No overtime will be worked unless prior approval is received from the employee's immediate supervisor. Authorized overtime shall be compensated by payment at the rate of time and one half (1 ½); or time off in lieu in the accordance with an Overtime Agreement.

If an Overtime Agreement is mutually agreed to by an employee and the County, an employee may take time off in lieu of overtime pay. Time off given will be equal to the overtime banked, and regular wages are paid for the hours when they are given/taken at the rate of pay applicable when the time off is taken. The maximum balance of banked overtime hours is 60. Any hours in excess of 60 will be paid out the following pay period unless arrangements have been made with the C.A.O. to extend this period.

Public Works

Employees who work in road maintenance activities (grader operators, gravel truck drivers and seasonal) will receive overtime pay equal to 1 ½ times the regular rate for all hours worked in excess of 9 hours per day or 95.5 hours semi-monthly.

Public works foremen will receive overtime after eight hours per day.

Call-Out

In the event that an employee is called out for work outside of regular hours of work, the employee shall receive a minimum of four (4) hours pay.

Stand-By Duty

A flat rate of \$42.00 per day on weekends and statutory holidays will be paid to those employees involved in the snow plow operations that are scheduled to be on stand-by during the winter season (October 1 – April 30) for emergency road maintenance with these employees to be paid their hourly rate should they be called out. Employees included in the "snow plow operations" include snow plow truck drivers, grader operators and mechanics deemed necessary to ensure safe operation during the call out.

A Utility Operator is required to be on "stand-by" alert during all after hours' time periods to ensure utility emergencies are addressed in a timely manner. As utility operator's regular working hours include weekends, a flat rate of \$34.00 per day will be paid to the utility operator responsible for being on "stand-by". A flat rate of \$42.00 per day will be paid to the utility operator responsible for being on "stand by" during statutory holidays. "Stand-by" duty will be scheduled on a rotational basis with the operators.

Wheatland County employees involved in the "snow plow operations", that are not on regular stand-by pay, are paid the stand-by rate for call outs on weekends during the winter season (October 1 – April 30).

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Public Works - On Call

Public Works employees who are provided with a vehicle and a cellular telephone are expected to be 'on call'.

A person 'on call' is expected to react and address an emergent situation if contacted. It is recognized that, due to budget restraints, there will be no remuneration for a person 'on call.' It is recognized that there could be a situation where one 'on call' cannot be contacted. Should a person 'on call' not be reached in an emergent situation or such circumstance, it is understood that the person trying to contact the 'on call' person will proceed to contact another 'on call' person. A person 'on call' responding to an emergent situation after regular working hours will be reimbursed for time at his/her overtime rate.

WHEATLAND COUNTY

EMPLOYEE POLICY SECTION 6.6.4	COUNTY VEHICLES/EQUIPMENT Page 1/4
PURPOSE	To establish guidelines for employee use of County vehicles
Effective Date: January 1, 2005	Revised: Feb. 19/13 CM – Res. 13-02-112 Revised: Nov. 3/14 CM – Res. 14-11-08 (Attachment – Agreement & Schedule A)

Statement: The County recognizes that the service it provides to the public will be enhanced through rapid response to emergencies and quicker recognition of problems and conditions if these employees have immediate access to a vehicle. The County shall provide work vehicles that shall be equipped to meet the requirements of the position. Employees who are 'on call' are to be provided vehicles that are to be kept available for immediate use 24 hours per day, 7 days per week. In turn, the employees "on call" are required to do everything reasonably possible to ensure that the County is not put at risk through the misuse of such vehicles or abuse this policy.

1. The Chief Administrative Officer is authorized to allocate vehicles or approve expense reimbursement under this policy.
2. The County will provide:
 - a. A vehicle owned by the municipality, or
 - b. Reimbursement of expenses for the use of the employee's own vehicle to all employees who require a vehicle to perform their duties.
Expenses for regular or occasional use of the employee's own vehicle will be reimbursed in accordance with the policy rates established by Council.
3. All County vehicles will be equipped with adequate signage and equipment to ensure that it complies with all traffic and safety regulations.
4. Employees operating County vehicles will adhere to all traffic regulations and County policies pertaining to the operation of vehicles and inspect the vehicle prior to operating to ensure it is in a safe operating condition. Employees are expected to operate County vehicles with due consideration for the cost of the vehicle and its maintenance. Employees are expected to exercise good judgment in determining the amount of driving that is necessary for performance of their respective duties.
5. The Chief Administrative Officer may authorize employees to use a County vehicle for travel from their residence to their place of work only when it is advantageous to the municipality that an employee leave directly from the residence to perform work related duties. In all other circumstances, the County owned vehicles must be parked at the County shop or office.
6. Certain designated employees, as a result of their job description, may have the use of a County vehicle to travel from work to their place of residence and back. This travel is considered to be a taxable benefit and will be calculated according to Canada Revenue Agency regulations.
7. Employees using a County vehicle are required to keep a daily log of mileage indicating the mileage allocated for personal and business use.

Vehicle Use Agreement

The County recognizes that the service it provides to the public will be enhanced through rapid response to emergencies and quicker recognition of problems and conditions if these employees have immediate access to a vehicle. The County shall provide work vehicles that shall be equipped to meet the requirements of the position. Employees who are 'on call' are to be provided vehicles that are to be kept available for immediate use 24 hours per day, 7 days per week. In turn, the employees "on call" are required to do everything reasonably possible to ensure that the County is not put at risk through the misuse of such vehicles or the abuse of this policy. In accordance with Policy 6.6.4 "County Vehicles/Equipment" and 6.6.5 "Licences", all employees operating County vehicles must comply with the following conditions:

1. All County employees who are required to operate a County vehicle or motorized propelled equipment must have a valid driver's licence.
2. Employees are required to sign a release authorizing the County to obtain annually, a driver's abstract per Schedule "A". The cost of the driver's abstract will be paid by the County.
3. It is the employee's responsibility to advise their supervisor immediately if their driver's license is revoked or suspended. Failure to do so will result in immediate dismissal.
4. In the event a driver's license is revoked or suspended and the employee immediately notifies his supervisor, the employee's position will be reviewed and if possible, alternate employment within the organization will be considered. No guarantee will be given that the original job will be available after the licence is reinstated.
5. Employees operating County vehicles will adhere to all traffic regulations and County policies pertaining to the operation of vehicles and inspect the vehicle prior to operating to ensure it is in a safe operating condition. Employees are expected to operate County vehicles with due consideration for the cost of the vehicle and its maintenance. Employees are expected to exercise good judgment in determining the amount of driving that is necessary for performance of their respective duties.
6. The Chief Administrative Officer may authorize employees to use a County vehicle for travel from their residence to their place of work only when it is advantageous to the municipality that an employee leave directly from the residence to perform work related duties. In all other circumstances, the County owned vehicles must be parked at the County shop or office.
7. Certain designated employees, as a result of their job description, may have the use of a County vehicle to travel from work to their place of residence and back. This travel is considered to be a taxable benefit and will be calculated according to Canada Revenue Agency regulations.

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8. No personal use, other than driving to and from work as authorized in part 6 and 7, is allowed. Uniformed officers in "Marked" units (patrol vehicles) are exempt from any taxable benefit as the patrol vehicle is deemed their "place of work".
9. In accordance with Health and Safety policies and procedures; employees using a County vehicle are required to keep a daily log of mileage indicating the mileage allocated for personal and business use. It is imperative that both personal and business mileage is recorded in the log book. This log book must be handed in to Administration on the first working day of the new year.
10. Only the designated County employee may operate their designated vehicle; unless it is being used by another authorized County employee. This must be indicated in the vehicle log book and the authorized County employee must record their mileage and their name

I, _____ have read and understand the above conditions of the Vehicle Use Agreement and by signing below acknowledge that I will operate the County Vehicle in accordance with this agreement. I understand that the only personal use allowed is to drive back and forth to work and that a taxable benefit for this personal use will be added to my annual income in accordance with Canada Revenue Agency regulations.

SWORN (AFFIRMED) before me at the
_____ of _____

(Signature of Person Taking Oath)

in the Province of Alberta
this _____ day of _____ A.D. 20__.

Commissioner for Oaths

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Schedule "A"

Employee Authorization — Drivers' Abstract/Record

I, _____, authorize my employer, Wheatland County, to request and obtain a copy of my drivers' abstract from an authorized agent of Alberta Registries. I hereby consent to the disclosure of my driver abstract/record, which is made from personal information in the Motor Vehicle Registry of the Province of Alberta to my employer. I further authorize my employer to make further requests and obtain copies of my driver abstract in the future at its discretion and as it sees fit and appropriate. I authorize my employer to do so without the necessity of providing notice to me or obtaining any subsequent authorization from me.

I confirm the following information is correct:

- Name: _____
- Date of birth: _____
- Driver's license number: _____
- Address: _____

I will advise my employer within seven (7) days of any change or changes to the information noted above.

Finally, I understand that this information is required by my employer in accordance with this Vehicle Use Agreement and that the requests will be at the cost of the employer. Should I cease to be employed with Wheatland County or cease to hold a position with Wheatland County which may require me to drive a vehicle; this authorization will automatically terminate at that time.

Employee's Signature

Date

Witness

The personal information in this form is collected under the authority of s. 33(c) of the Freedom of Information and Protection of Privacy Act and is used solely for collecting information regarding the driving record of staff operating a County vehicle at Wheatland County. Questions about collection of this information can be directed to the FOIP Coordinator at Hwy 1, RR1, Strathmore, AB T1P 1H9.

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EMPLOYEE POLICY SECTION 6.6.5	LICENCES Page 1/1
PURPOSE	To establish responsibilities pertaining to the operation of County vehicles.
Effective Date: January 1, 2005	Revised:

All County employees who are required to operate a County vehicle or motorized propelled equipment must have a valid driver's licence.

Employees are required to sign a release authorizing the County to obtain annually, a driver's abstract. The cost of the driver's abstract will be paid by the County.

It is the employee's responsibility to advise their supervisor immediately if their driver's license is revoked or suspended. Failure to do so will result in immediate dismissal.

In the event a driver's license is revoked or suspended and the employee immediately notifies his supervisor, the employee's position will be reviewed and if possible, alternate employment within the organization will be considered. No guarantee will be given that the original job will be available after the licence is reinstated.

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EMPLOYEE POLICY SECTION 6.6.6	CRIMINAL RECORDS CHECK Page 1/2
PURPOSE	To ensure persons hired can be entrusted with duties and responsibilities given.
Effective Date: April 1/08	Revised:

Wheatland County recognizes that it has a duty to protect and act in the best interests of the people for whom it serves and the larger community. The County also has an obligation to ensure, to the extent reasonably possible, that persons hired by the County can be entrusted with the duties and responsibilities they are given.

In order to fulfill this duty, all new applicants for employment will be required to have a criminal reference check completed before they are offered employment with the County. All applicants will have the opportunity to review the results of the criminal records check and will be required to verify the results before any offer of employment may be made.

All employees who have been hired subsequent to this policy coming into effect, or required to do so by legislation, and those who are later under consideration for a promotion, may be subject to a criminal records check at the sole discretion of the County.

For clarification, a Criminal Records Check will seek information regarding outstanding charges and/or convictions under any federal statute including the Criminal Code of Canada and Narcotics Control Act for which a pardon has not been granted, or for which a pardon has subsequently been revoked (collectively referred to as “a disclosable criminal record”).

A disclosable criminal record will not necessarily preclude employment or subsequent promotion or result in any action being taken in relation to an employee. In making a determination about the proper response to the existence of a disclosable criminal record, the County will consider the offence history within an overall assessment of the employee’s job duties, personal nature and reputation, having regards to:

- a. The nature of the offence(s).
- b. The relevance of the offence(s) to the position.
- c. The length of time since the offence(s) took place.
- d. Whether there is an extended history of criminal offence(s) or accumulation of individual minor offences that indicates a persistent pattern of behavior.
- e. Any mitigating or extenuating circumstances that might be revealed in relation to the offences committed.
- f. Whether the offence was committed as a juvenile or an adult.
- g. The general character displayed since the offence was committed.

While all offences will be assessed in regard to these considerations, offences that are considered unacceptable include:

- a. Sexual Offences
- b. Offences which may have involved an element of violence
- c. Drug trafficking and other related offences
- d. Offences involving personal financial gain where the person was in a position of responsibility.

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Applicants who have a disclosable criminal record may not be hired or subsequently promoted. Further, in the event a post-hiring pre-promotion criminal records check reveals a disclosable criminal record, the employee may be subject to dismissal for cause if the nature of the offence is deemed serious or was not previously disclosed to the County.

The cost of the criminal records check will be borne by Wheatland County.

Only an original criminal records check will be accepted.

Confidentiality

All information surrounding the criminal records check, including the results will be maintained in accordance with the Freedom of Information and Privacy Act. The County will maintain the confidentiality of all criminal background check information, including information regarding disqualification decisions. Such records will be maintained in files that are exclusively devoted to the individuals vetted.

Records Retention

The County will retain the records of any criminal background check in a secure file for a period of ten (10) years or longer if provincial laws require a longer retention schedule for such records. The County will retain these records in electronic or hard copy form depending on which form is most suitable for preservation of the records and consistent with applicable laws. At the end of the scheduled retention period, the County will destroy the records unless there is pending or threatening litigations.

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EMPLOYEE POLICY SECTION 6.7.1	MATERNITY/ADOPTION/PARENTAL LEAVE Page 1/2
PURPOSE	To provide unpaid leave to employees who wish to take time off from duties to fulfill family obligations.
Effective Date: January 1, 2005	Revised: Jun. 16/15 CM – Res. 15-06-39

1. The Wheatland County is committed to assisting employees during the very exciting time of welcoming a new child into their family. To that end, Wheatland County follows all legislated requirements around maternity and parental leave.
2. Every employee who has completed six consecutive months of continuous employment with Wheatland County, and is pregnant or is required to care for:
 - A new-born child of the employee;
 - A child who is in the care of the employee for the purpose of adoption;
 - A child with respect to whom the employee meets the requirements of paragraph; 23(1)(c) of the Employment Insurance Act;shall be granted an unpaid absence from employment of up to 52 weeks.
3. The leave of absence may only be taken during the fifty-two week period beginning on the day on which the child is born or comes into the care of the employee, or the requirements of paragraph 23(1)(c) of the Employment Insurance Act.
4. Every employee who intends to take a leave of absence from employment shall give at least four weeks' notice in writing to Wheatland County before the leave is to begin, shall inform Wheatland County in writing of the length of leave intended to be taken and give at least four weeks written notice of any changes in length of the leave period.
5. Every employee who takes or is required to take a leave of absence from employment is entitled to be reinstated in the position that the employee occupied when the leave of absence began. Where for any valid reason Wheatland County cannot reinstate an employee in the position they previously held, Wheatland County shall reinstate the employee in a similar vacant position the employee is qualified for.
6. Where an employee takes leave and, during the period of that leave, the wages and benefits that the employee is entitled to are changed, on being reinstated, the employee is eligible to receive the wages and benefits in respect of that employment had that employee been working when the change took place. Wheatland County shall notify the employee in writing of that change as soon as possible.

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7. The employee is entitled to receive health benefits coverage for the duration of the leave with the employee responsible for employee and employer premiums. Wheatland County will establish the schedule for premium due dates prior to the employee's last day of work. The employee will be required to either pay the premiums in the entirety or provide post-dated cheques to cover the period of absence.
8. Employees on maternity/paternal leave do not accumulate vacation leave or sick leave, but will receive credit towards their length of service while away.
9. The employee is entitled to arrange to continue contributing to the Local Authorities Pension Plan (LAPP) while they are on unpaid leave. During the contributory service, the employee would be responsible for paying the LAPP contributions based on the rate of pay they would have earned had they been working. The County would be responsible for paying the employer share of the LAPP contributions. The employee may also choose to defer the decision to purchase the leave until after they return to work, and pay for the service on a contribution cost basis in accordance with LAPP rules and regulations.

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EMPLOYEE POLICY SECTION 6.7.2	BEREAVEMENT LEAVE Page 1/1
PURPOSE	To provide salary continuance during periods of absence from work for bereavement.
Effective Date: January 1, 2005	Revised: Nov 22/05 Res. 05-583 Revised: Dec. 1/09 CM – Res. 09-744 Revised: June 7/11 CM – Res. 11-431 Revised: June 10/13 CM – Res. 13-06-20

Bereavement Leave

Permanent and Permanent Term Employees

All employees may be granted up to five working days upon the death and three working days on the *critical illness of a member of the employee's immediate family per calendar year.

Immediate family is defined as spouse, common-law spouse, parent, parent in-law, step-parent or foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild, step-grandchild, brother, sister, or a relative who is dependent on the employee for care or assistance.

In special circumstances, at the discretion of the Chief Administrative Officer (CAO), employees may be granted time off to attend the funeral of other than a member of the employee's immediate family.

*critical illness – means a state in which death is possible or imminent.

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EMPLOYEE POLICY SECTION 6.8.1	CODE OF CONDUCT AND DISCIPLINARY POLICY Page 1/6
PURPOSE	To provide guidelines of what is considered acceptable and unacceptable conduct and behavior; and to encourage consistency throughout Wheatland County operations and administration.
Effective Date: December 1, 2015 (Dec. 1/15 CM – Res. 15-12-13)	

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6.8.1 Code of Conduct and Disciplinary Policy

This policy does not apply to elected officials. For elected officials refer to Legislative Policy Section 5.1.

POLICY

- 1.01. Employees must perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of Wheatland County. Trust and mutual respect are the cornerstones of any relationship between an employer and its employees. As it's most valuable and important asset, Wheatland County employees are expected to demonstrate the highest standards of behaviour.
- 1.02. Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any enterprise, for the benefit and protection of the rights and safety of employees and the protection of Wheatland County's assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.

2. PURPOSE

- 2.01 The purpose of this Code of Conduct is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour; and to encourage consistency throughout Wheatland County operations and administration.
- 2.02 This Code clarifies Wheatland County's expectations of its employees, and re-affirms our commitment to caring for public needs and maintaining fiscal responsibility and professionalism on behalf of the public and our employees. It provides a guide for consistent behaviour in delivering services and goods. This Code is simply a formal statement of the policies and principles of conduct Wheatland County has always embraced. Contravention of this Code is a serious matter to Wheatland County and will be treated as such, by the appropriate use of corrective actions, including discipline or termination.

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3. SCOPE

- 3.01 This Code of Conduct applies to all employees with the exception of elected officials (for elected officials refer to Legislative Policy Section 5.1). Including but not limited to volunteers, employees, foreman, supervisors, managers, and peace officers. All should receive a copy of the Code and as part of their performance review, certify each year that they are compliant with this Code.
- 3.02. All employees are expected to be aware of, and comply with, this Code of Conduct and its related policies.

4. RESPONSIBILITY

- 4.01 Employees including supervisors and managers are responsible for observing rules of conduct that are normally accepted as standard in a business or government enterprise.
- 4.02 Employees, Supervisors, Foreman and Managers of Wheatland County must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained. Wheatland County and all its employees must be above suspicion and beyond reproach, and must be perceived in this manner.
- 4.03 Supervisors and Managers are responsible for counseling employees promptly when their conduct or behaviour is inconsistent with the intent of this Statement of Policy and Procedure.
- 4.04 We all share the obligation to ensure a professional, respectful work environment

5. PROCEDURE

In order to earn and retain the trust and respect of each other within Wheatland County as well as external stakeholders – including ratepayers, suppliers, and the general public – principles of honesty, integrity, fair dealing and the highest ethical standards must underlie everything we do and every decision we make. We must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts, or any other unfair dealing or unethical activity. We will be judged not only in terms of how competent we are at conducting our business, but also on our integrity and how we behave at work, in community or political involvement and in the public expression of personal views. Accordingly, before embarking on any course of action the employee must be able to answer “yes” to each of the following questions: Is it fair? Is it right? Is it legal?

Each of us needs to be aware of and comply with applicable laws, rules and regulations of all levels of government, related public and regulatory agencies, as well as Wheatland County policies that affect how we do our jobs. Corporately and individually, we must never knowingly violate laws or willfully blind ourselves to our legal or regulatory responsibilities or be a party to such actions or omissions

We must be aware of the policy framework that guides and governs our behavior in the performance of our day-to-day activities and conduct ourselves in a manner consistent with those policies and the Code.

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Wheatland County's reputation rests on how ratepayers, suppliers and the general public perceive us individually – not only in terms of how competent we are at handling their business, but also on our integrity and how we behave. The following are some examples of situations where our individual actions could affect that perception.

5.01 Appropriate Conduct and Behaviour includes but is not limited to:

- Adherence to published policies, practices and procedures;
- Competent performance of all job duties assigned;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, ratepayers, suppliers or any other person who deals with Wheatland County in the conduct of its business;
- Wearing proper attire and OHS related footwear during working hours, appropriate to the job performed.
- Employee must hold in confidence any information obtained about a ratepayer, supplier or employee in the performance of their duties consistent with the requirements of the workplace and legislation.
- Employees must not engage in, or condone behaviour which causes unnecessary mental, physical distress or loss of dignity, privacy or autonomy to a ratepayer, the general public, suppliers or employees.
- Employees have a responsibility to promote and safeguard the well-being and safety of the ratepayers, suppliers and fellow employees at all times by ensuring that no act or omission on their part places them at risk or in harm's way.
- Employees shall ensure that their conduct, whether in a personal or official capacity, does not bring the County into disrepute, or damage public confidence.
- When commenting in social media:
 - we are mindful of our duty of loyalty to the County and remain neutral;
 - we refrain from disparaging the County, its employees (including managers) and the Council;
 - we refrain from discussing work-related issues, problems or matters; and
 - we recognize that only authorized spokespersons can issue statements or make comments about County's position on a given subject.
- We understand that our outside activities and off-duty conduct are usually private matters. They could become work-related matters, however, if they have negative consequences on the County. We avoid such activities, which may include those that:
 - reflect negatively on the County, its employees (including its managers) or its programs;
 - render us unable to perform a requirement of our duties;
 - lead other employees to refuse, be reluctant or be unable to work with us;
 - renders us guilty of a breach of the Criminal Code; and make it difficult for the County to manage its operations efficiently and/or to direct its workforce.

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- we also avoid activities that place us or the County at risk by knowingly associating, outside of our official duties, with individuals or groups who are believed or suspected to be connected with criminal activities.

Those who, in good faith, report concerns of the kind described below will be protected by Wheatland County.

5.02 Inappropriate Conduct and Behaviour includes but is not limited to:

- Loitering (moving or acting slowly, stopping for unimportant reasons, and in general wasting time) or loafing;
- Leaving work early or leaving department without supervisor's permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to unsanitary conditions;
- Gambling, lotteries, or any other game of chance while on Wheatland County premises;
- Insubordination;
- Excessive personal use of telephones, cellphones, or computer facilities.

5.03 Unacceptable Conduct or Behaviour includes:

- Perceived inappropriate comments directed at an individual related to the person's sex, sexual orientation, racial background, religion, or physical ability.
- Possession of guns, weapons or explosives on Wheatland County property except as specifically authorized in relation to an employee's duty;
- Possession, consumption or use of alcoholic beverages or illegal substances while on Wheatland County premises; the consumption of alcoholic beverages on Wheatland County premises by employees may be authorized by the Council for a specific limited purpose, such as a staff barbecue or similar events;
- Appealing for funds, donations or purchases of other employees, for any reason, during working hours, unless approved in advance by the Chief Administrative Officer;
- Willfully or neglectfully violating safety rules and procedures;
- Willful neglect and/or mishandling equipment and machinery;
- Unsafe driving of Wheatland County vehicles;
- Theft, pilfering, and/or falsification of Wheatland County records;
- Threat of/or actual physical contact of any kind when there is a perception of physical violence. For example: Violent grabbing, pushing, or shoving and throwing of instruments, materials or equipment of any kind.
- Sexual harassment of any kind. Types of conduct which may constitute sexual harassment include but are not limited to:
 - Sexual remarks or jokes causing embarrassment or offence after the person making the joke has been informed that they are embarrassing or offensive or that are by their nature reasonably known to be embarrassing or offensive.
 - Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement where the person making the solicitation or advance knows or ought reasonably to know it is unwelcome.
 - Sexually degrading words used to describe a person.
 - Sexually suggestive or obscene comments or gestures.

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- Leering, touching, advances, propositions or requests for sexual favours.
 - Derogatory or degrading remarks, verbal abuse, or threats directed towards members of one gender or regarding one's sexual orientation.
 - Inquiries or comments about a person's sex life, sexual prowess, or sexual deficiencies.
 - The display of sexually suggestive material in the workplace.
 - Persistent unwanted contact or attention after the end of a consensual relationship.
 - Comments which draw attention to a person's gender and have the effect of undermining the person's role in a professional or business environment.
 - Comments regarding a person's physical appearance or attractiveness.
- Indecency;
 - Fighting;
 - Poor or careless work;
 - Sleeping while on duty
 - Accepting gifts, favours, gratuities, or benefits (money, tickets to events, memberships, real property, clothing, jewelry, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport or recreation activities and invitations to social functions) from firms, organizations, agents, employees, or other individuals who may or do conduct business with Wheatland County with a dollar value in excess of \$100.00 per item, or if the combined value of the received gifts for the calendar year is more than \$300.00, without the prior approval of Council.

Inappropriate and Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

5.04 Disciplinary action may consist of any of the following, dependent upon the nature of the misconduct in question and the employee's record of past conduct:

- Verbal warning
- Written Warning
- Suspension of Duties without pay
- Termination

Suspension of Duties or Termination will be communicated in writing by the appropriate manager with the assistance of the Human Resources professional.

5.05 Required Action by Employees:

If you suspect an actual or potential breach of this Code – whether it be a conflict of interest, a breach of applicable law, regulations, rules or what appears to be unethical, fraudulent or other illegal behaviour on the part of a colleague contact your manager or Wheatland County Human Resources Department for guidance.

If you have already taken a concern to the appropriate persons and departments referred to above and you are not satisfied with the response, you should promptly refer the matter to the Chief Administrative Officer of Wheatland County.

The following list is not meant to imply any chronological order for action. The action taken should be entirely up to the concerned party or parties. Possible action includes:

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- Reporting breaches of the Code on a confidential, anonymous basis. If you wish to report a potential or actual breach of this Code on a confidential, anonymous basis you should promptly submit a verbal or written report to your manager, Human Resources Department, or CAO.
- Allegations of misconduct or harassment against the CAO will be dealt with by Council.
- If you are unsure of the best way to proceed on reporting or making complaints relating to potential or actual breaches of this Code, you must immediately consult any one of the appropriate persons and departments.
- The designated person who received the complaint will speak to the individual(s) deemed responsible, directly identifying the problem, and seeking to resolve the concern.
- The designated person who received the complaint will speak to the appropriate supervisor, department head or manager for the individual or individuals about whom the complaint is being made;
- If further action is required, a meeting will be set up with the parties concerned and with the designated person in charge of applying, mediating and issuing orders or dispute resolution related to the code of conduct policy. Results of this meeting are to be held confidential by all parties with reports going only to those individuals acceptable to both parties.
- That designated person must establish a formal enquiry to validate the complaint and advise the CAO of Wheatland County or whoever is in authority in regard to an appropriate reaction. The nature of such an enquiry process will be at the discretion of the Chief Administrative Officer of Wheatland County.
- Before any action is taken, individuals will be advised that vexatious or frivolous accusations of abusive behaviour constitute another form of inappropriate interaction. Persons found to be engaging in this will be dealt with at the discretion of the Chief Administrative Officer of Wheatland County.
- Need for further action or more stringent measures will be assessed and applied immediately or as soon as possible, taking into account the seriousness of the violation as well as any failure to cooperate in any investigation in relation to any violation. Disciplinary action can include, but is not limited to, counseling, an impact on the applicable individual's record or remuneration, suspension or termination of employment, pursuit of any and all remedies available to Wheatland County for any damages or harm resulting to it from a violation (including injunctive relief), and referral to the appropriate legal or regulatory body. Generally, any employee who seriously breaches Wheatland County policy will be dismissed. Where applicable, Wheatland County will refer the matter to the police.

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EMPLOYEE POLICY SECTION 6.8.2	GRIEVANCES Page 1/1
PURPOSE	To provide guidance to the procedure of acting upon grievances and to ensure that any grievance is processed in an expeditious manner.
Effective Date: January 1, 2005	Revised:

PROCEDURE

1. A grievance is defined as any difference arising out of the interpretation, application or alleged violation, by or against a member of the organization or a ratepayer.
2. All grievances shall be in writing and must include a statement signed by the griever, of the following:
 - a. Name(s) of the aggrieved.
 - b. The nature of the grievance and the circumstances out of which it arose.
3. Grievances must be submitted to the C.A.O. within ten (10) days after the circumstances giving rise to such grievances occurred.
 - a. Grievances shall not be considered if submitted more than ten (10) working days after the circumstances giving rise to such grievances occurred, or should reasonably have been known.
 - b. For the submission of grievances, "working days" shall be considered those days between Monday to Friday inclusive and shall not include Saturdays, Sundays, or recognized General Holidays.
4. All grievances shall be heard by the C.A.O. in a hearing scheduled within fourteen (14) working days of receipt of the grievance.
 - a. All involved parties shall be notified of the C.A.O.'s decision within seven (7) working days of the conclusion of the hearing.
5. Grievances involving the C.A.O. will be dealt with by Council.
6. Longer periods of time for consideration of grievances may be given at any step in the procedure if mutually agreeable. If time limits are not adhered to by mutual consent, either party may proceed to the next step in the process.

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EMPLOYEE POLICY SECTION 6.8.3	Drug and Alcohol Use Policy Page 1/5
PURPOSE	To establish expectations for appropriate behavior, the consequences for non-compliance and to provide consistent guidelines for all employees.
Res. 09-513 & 09-597 (Sept. 1/09 CM & Oct. 6/09 CM) Effective Date: September 1, 2009 - (New Hires & Promotions) January 1, 2010 - (Current Employees)	Revised:

DRUG AND ALCOHOL USE POLICY

Wheatland County is committed to the health and safety of its employees, members, and the public at large. Wheatland County recognizes and accepts the responsibility to provide its employees with a safe, healthy and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of illegal drugs, improper use of prescription medication and the use of alcohol can have serious adverse effects on the safety of the workplace, members, and the public at large.

Purpose

The purpose of this policy is to establish Wheatland County's expectations for appropriate behavior, the consequences for non-compliance and to provide consistent guidelines for all employees.

Definitions

"Under the influence" of drugs, including prescription drugs, alcohol or any controlled substance for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:

- Unable to perform in a productive manner;
- In a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, members, or the property of Wheatland County or any member of the public;
- Displaying signs or symptoms of substance abuse such as smell of alcohol on breath, slurred speech, and atypical behavior.

WHEATLAND COUNTY

Treatment and Accommodation

Any employee suffering from a drug or alcohol addiction is strongly encouraged to disclose the addiction to the Manager. Wheatland County recognizes its responsibility to assist and accommodate employees suffering from an illness/addiction due to alcohol or drugs to the extent reasonably possible without suffering undue hardship.

Further, employees who are concerned that a fellow employee may be suffering from a drug or alcohol addiction are strongly encouraged to report their concerns to the Manager.

Drugs and Alcohol

While on Wheatland County's premises and/or while conducting Wheatland County related activities off its premises, no employee may use, possess, distribute, sell or be under the influence of illegal drugs. This includes meal periods and scheduled breaks.

The legal use of prescribed drugs is permitted at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner. Employees are required to disclose to the Manager the use of prescription drugs which may affect their work performance or the safe execution of their duties. Wheatland County is committed to accommodating an employee's necessary use of prescription drugs to the extent reasonably possible without suffering undue hardship.

- (a) Unless authorized by the Board for a specific limited purpose, Wheatland County will not tolerate the consumption of alcoholic beverages by employees during their regular working hours. This includes meal periods, scheduled breaks or while assigned on-call.
- (b) No employee shall consume alcohol while in charge of any Wheatland County vehicle or equipment. The use of Wheatland County's vehicles and equipment is governed by Wheatland County's Fleet Policy which has been adopted by Wheatland County, which is hereby incorporated into these policies.
- (c) No employee shall be under the influence of drugs or alcohol during their regular working hours, including meal periods, scheduled breaks, or while assigned on-call.
- (d) If an employee is called back after regular working hours to perform work related duties and has been consuming alcohol or using drugs, it is the employee's responsibility to:
 - Under no circumstances operate a motor vehicle while under the influence of alcohol or drugs;
 - Notify an authorized person of the circumstances immediately; and
 - Obtain assistance from a responsible employee, not under the influence of alcohol or drugs, to perform the required task.

WHEATLAND COUNTY

Pre-employment Testing

- (a) Wheatland County reserves the right to conduct testing for the presence of drugs prior to the commencement of employment or promotion of an individual in a safety-sensitive position. This testing may take place following the offer of employment. Safety sensitive positions at the time of drafting this policy are listed in the attached Schedule "A".
- (b) Wheatland County's right to perform such testing is viewed as a reasonable and responsible practice given the safety sensitive nature of the above listed positions.
- (c) Where reasonably possible, such tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests.

Reasonable Cause Testing

- (a) Wheatland County reserves the right to conduct testing for the presence of alcohol or drugs when it has reasonable cause to believe that the actions, appearance or conduct of an employee while on duty is indicative of the use of drugs or alcohol.
- (b) The basis for the decision to test will be documented as soon as possible after the action has taken place. The referral for the test will be based on specific, personal observations resulting from, but not limited to:
 - Observed use or evidence of use of drugs or alcohol (e.g. smell of alcohol);
 - Erratic or atypical behaviour of the employee;
 - Changes in physical appearance of the employee;
 - Changes in behaviour of the employee;
 - Changes in speech patterns of the employee.
 - Post Accident where the employee's performance cannot be completely discounted as a contributing factor to the accident where:
 - a. There is a fatality or significant injury to any party
 - b. A vehicle or piece of equipment is damaged to the point of being inoperative
- (c) In all situations where Wheatland County believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.
- (d) Where reasonably possible, such tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests.

WHEATLAND COUNTY

Discipline Relating to Drugs and Alcohol

- (a) Wheatland County views the rules contained in this policy to be of the utmost importance. Any deviation from the above terms will result in disciplinary action that may include immediate dismissal. All employees will be handed a copy of this policy as notification that any resulting dismissal will be considered as “dismissal with cause” and not subject to notice or remuneration in lieu.
- (b) Any employee suffering from a drug or alcohol addiction is strongly encouraged to disclose the addiction to their supervisor. Wheatland County recognizes its responsibility to assist and accommodate employees suffering from an illness/addiction due to alcohol or drugs. However, if an employee neglects or refuses to disclose such a condition to Wheatland County, Wheatland County will be forced to deal with breaches of this policy assuming that the employee is not suffering from an addiction or illness related to alcohol or drugs but has simply disregarded the policy, in which case immediate and strict disciplinary action will be taken.
- (c) Seeking voluntary assistance for drug or alcohol addiction will not jeopardize an employee's employment with Wheatland County, so long as the employee continues to co-operate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return to work within the reasonably foreseeable future.
- (d) Employees suffering from alcohol addiction/illness who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.

WHEATLAND COUNTY

Schedule "A"

Ag Fieldman
Assessor
Assistant Ag Fieldman
Assistant Assessor
Bylaw Enforcement Officer
Chief Administrative Officer
Chief Financial Officer
Construction Foreman
Development Officer
Equipment Operator - Heavy
Equipment Operator-Light
Grader Foreman
Grader Operator
Gravel Foreman
Gravel Subforeman
Hamlet Foreman
Information Technology Analyst
Labourer
Land Agent
Manager of Administrative Services
Manager of Infrastructure & Transportation
Manager of Protective Services
Mechanic
Mechanic Apprentice
Municipal Engineering Technician
Oiling Foreman
Oiling Subforeman
Partsman
Payroll
Peace Officer
Planner
Public Works Superintendent
Rural Extension Specialist
Shop Foreman
Signman
Transfer Site Attendant
Truck Driver
Water Utility Operator
Weed Inspector
Welder