

Town of Drumheller

Human Resources Policy and Procedure Manual



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Human Resources
POLICY and PROCEDURE Manual

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Section 1 Policy Manual Administration

Policy No.1.02.10.01 Introduction

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Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	July 26, 2004
Issued by:	Corporate Services	Effective:	January 4, 2005	Dated:	n/a

This manual contains the approved Human Resources policies and procedures for the Town of Drumheller. It is intended to be a useful tool for both Managers and employees in the day-to-day administration of human resources and related programs.

The documents contained in this manual should assist in increasing understanding and eliminate the need for personal decisions on matters related to municipal policy and help to assure consistency throughout the Town of Drumheller in matters related to the administration of Human Resources.

This manual is distributed in accordance with the Distribution List, Section 1, Policy No.1.02.10.02, on page five (5) in this manual. Manual holders have the responsibility for communicating these policies and procedures to staff and for implementing and administering these policies in a consistent and impartial manner. Each employee is required to abide by these policies and procedures. Each employee is expected to be familiar with the contents of this Policy and Procedures Manual. Any employee may request to view and/or read the Human Resources Policy and Procedures Manual at any time.

This Human Resources Policy and Procedure Manual applies to all Town of Drumheller employees, including Union employees where the policies set forth in the Collective Agreements are silent, with the exception of volunteer fire-fighters. Nothing in this Manual should be construed as being in conflict with any Collective Agreement negotiated between the Town of Drumheller and the bargaining agent(s) for employees who are members of an authorized bargaining unit. The provisions contained in those Agreements govern the administration of those employees who are members of those bargaining units.

Where there is any conflict between the policies adopted by the Town of Drumheller and the policies set forth in the Collective Agreements, or policies set forth in a statute of the Provincial or Federal Government, Collective Agreements or the Provincial or Federal Statute shall supersede such other policies.

Section 1 Policy Manual Administration
Policy No.1.02.10.01 Introduction (continued)

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Human Resources Policies and Procedures are subject to revision or modification in light of changing conditions, practices or experience. In that event, new Statements of Policy and Procedure will be issued to Manual Holders and the revised or new policy will be communicated to those employees affected by the change.

Cooperation is requested in assuring that any changes to this Manual are promptly included in the manual and that superseded pages are removed in order to eliminate any confusion. Employees are bound by revised or new policies immediately upon approval.

With the exception of Clause 5.04 of Policy No.2.02.10.05, all references to the term “Manager” or “Managers” in this Policy Manual shall include all employees with the Occupation Classification of Director, Manager or Chief Administrative Officer.

The levels of approvals for this document are as follows:

1. Human Resource Policy – Parts 1 to 4 - Town Council
2. Human Resource Procedures – Parts 5 to 8 - Chief Administrative Officer

Approved	Date
Town Council resolution(s) approving Human Resource Policies: Section 1 - Resolution #2003.187 Section 2 - Resolution #2003.187 Section 3 Section 4 - Resolution #2004.236 Section 5 - Resolution #2004.034	July 14, 2003 July 14, 2003 Not yet approved December 13, 2004 January 26, 2004
Chief Administrative Officer approval of Human Resource Procedures	
Section 1 CAO Signature Ray Romanetz	January 5, 2004
Section 2 CAO Signature Ray Romanetz	January 5, 2004
Section 3 CAO Signature	Not yet approved
Section 4 CAO Signature Ray Romanetz	January 4, 2005
Section 5 CAO Signature Ray Romanetz	July 26, 2004

Section 1 Policy Manual Administration
Policy No.1.02.10.02 Distribution List

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**HUMAN RESOURCES POLICY MANUAL
DISTRIBUTION LIST**

#1 Council Policy Manual
#2 Chief Administrative Officer
#3 Corporate Services Director
#4 Infrastructure Services Director
#5 Community Services Director
#6 CUPE Local #135 (Outside)
#7 CUPE Local #4604 (Inside)
Town of Drumheller Website

Section 1 Policy Manual Administration
Policy No.1.02.10.03 Policy and Procedure Document Format

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1 POLICY

1.01 All Statements of Policy and Procedure shall use the same format.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to ensure individuals responsible for developing Statements of Policy and Procedure use the identical format so that the document may be readily identifiable by users as a document, which governs the administrative practices of the Town of Drumheller.

3 SCOPE

3.01 The Statement of Policy and Procedure applies to every person who is assigned the task of developing policy and procedure documents.

4 RESPONSIBILITY

4.01 The senior person in charge of a business function is responsible for ensuring this policy is made known to and understood by any person who is assigned to develop a draft Statement of Policy and Procedure.

5 DEFINITIONS

None.

6 REFERENCE and RELATED STATEMENTS of POLICY and PROCEDURE None.

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7 PROCEDURE

- 7.01 All approved Statements of Policy and Procedure shall be published on 8 1/2 x 11" white paper and be punched for a standard 3-ring loose-leaf binder.
- 7.02 The format for each page of the document is:
Font Face and Size: Times New Roman, 12 point
Margins: Top C .5 inches; Bottom C .75 inches
Left and Right C 1 inch.
Tabs (Relative to left margin): 1.56; 1.88; 2.19 inches.
Text justification: Left
- 7.03 Each page shall contain a header similar to that shown on this page. The header specifications are:
Table Size: 6 columns, 3 rows
Table Position: Full
Column Width and Justification: Column A – 0.79 inches wide, justified Left
Column B – 1.46 inches wide, justified Left
Column C – 0.69 inches wide, justified Right
Column D – 1.28 inches wide, justified Centre
Column E – .69 inches wide, justified Right
Column F – 1.08 inches, justified Left
Row Height and Margins: Fixed height C 0.283 inches
Top and Bottom C 0.040 inches
Cell Vertical Alignment: All cells are vertically aligned for Centre
Cells A1 B D1: Joined, Bold Appearance, Centre justified
Cells A5 B A6: Joined
Cells B5 B B6: Joined
Cells B4 and D2: Bold appearance
- 7.04 Each Policy shall be assigned a unique identification number. That unique number shall be shown on each page of the document.

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7.05 Each page of a Policy document shall contain the page number of the document using the page format of Page x of x.

7.06 (a) Each document shall contain the following headings:

- 1 POLICY**
- 2 PURPOSE**
- 3 SCOPE**
- 4 RESPONSIBILITY**
- 5 DEFINITIONS**
- 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**
- 7 PROCEDURE**
- 8 ATTACHMENTS**

(b) All headings shall be in Upper case, Bold similar to those shown above.

7.07 All paragraphs under each heading shall be sequentially numbered in a manner similar to that shown in this document.

8 ATTACHMENTS

None.

Section 2 Employment
Policy No.2.02.10.01 Employment Principles

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1 POLICY

- 1.01 The Town of Drumheller is committed to the fundamental principles of equal employment opportunity. The Town of Drumheller agrees not to discriminate against a person because of membership or activity in the Union or with respect to that person's race, marital status, religious beliefs, family status, colour, gender, ancestry, place of origin, physical or mental disability, or sexual orientation.
- 1.02 These principles apply to all aspects, terms and conditions of employment at the Town of Drumheller, including recruitment, hiring, training, transfer, promotion, dismissal and layoffs.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to express those principles, which must be observed by employees in all aspects of the employment relationship.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees in Alberta.

4 RESPONSIBILITY

- 4.01 Each individual is responsible for ensuring the principles outlined in paragraph 1.01 are adhered to throughout all business activities.

Section 2 Employment
Policy No.2.02.10.01 Employment Principles

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5 DEFINITIONS

5.01 "**Age**" means an age that is fifteen (15) years or more and less than sixty-five (65) years.

5.02 "**Because of Handicap**" means for the reason that the person has or has had, or is believed to have or have had;

- (a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair or other remedial appliance or device,
- (b) A condition of mental retardation or impairment,
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) A mental disorder, or
- (e) An injury or disability for which benefits were claimed or received under the Workers' Compensation Act (WCB)

5.03 "**Family status**" means the status of being in a parent and child relationship.

5.04 "**Harassment**" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Section 2 Employment
Policy No.2.02.10.01 Employment Principles

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5.05 "**Marital status**" means the status of being married, single, widowed, divorced or separated and includes the status of living with a person of the opposite sex in a conjugal relationship outside of marriage.

5.06 "**Record of offences**" means a conviction for,

- (a) An offence in respect of which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or
- (b) An offence in respect of any provincial enactment.

5.07 "**Trial Period**" - All transfers shall be subject to a trial period. The trial period is four (4) months or such shorter time, as the Town of Drumheller considers suitable in the circumstances in which to demonstrate the employee's ability to perform the new task satisfactorily. Should such employee fail to succeed during the above-mentioned trial period, the Town of Drumheller shall direct the employee to return to the employee's former position and rate of pay without loss of seniority. Should an employee desire to transfer to the former position, they may do so at the discretion of the Town of Drumheller.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Canada *Human Rights Code*

Policy No.5.02.10.03 — Sexual Harassment

Policy No.5.02.10.04 — Workplace Accommodation on the Basis of Handicap

7 PROCEDURE

7.01 All forms and procedures used for employment purposes and human resources administration within the Town of Drumheller shall comply with the principles contained within this Statement of Policy and Procedure.

8 ATTACHMENTS

None.

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1 POLICY

- 1.01 The Town of Drumheller is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. When a vacancy occurs or a new position is created for a permanent position and Management decides to fill the vacancy, such vacancy shall be posted on a service-wide basis for a period of five (5) working days, and the Union shall be given five (5) days notice in writing. Where qualifications are deemed equivalent, preference will normally be given to internal candidates.
- 1.02 External recruitment for permanent positions requires the prior approval of the Chief Administrative Officer, or a designated nominee.
- 1.03 The successful applicant(s) for a job vacancy shall be given a written offer of employment which outlines all the terms and conditions of employment in that job. The applicant(s) must accept the offer by signing it before commencing work. There shall be no verbal or informal offers provided to the applicant. Instead, the applicant should be told that the Town of Drumheller will be making a formal, written offer, which the applicant should carefully review and consider.
- 1.04 No offers or commitments, financial or otherwise, are to be made to any job candidate until all appropriate approvals have been obtained.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

Section 2 Employment
Policy No.2.02.10.02 Recruitment and Selection

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3 S C O P E

3.01 This Statement of Policy and Procedure applies to all Managers who have responsibility for recruiting and selecting personnel to fill a new or existing job vacancy.

4 RESPONSIBILITY

- 4.01 Managers are responsible for:
- (a) Initiating the recruitment process, as necessary.
 - (b) If required, developing and placing media job advertisements, which comply with provisions of the Alberta *Human Rights Code*.
 - (c) Developing and/or understanding the job selection criteria for the job vacancy.
 - (d) Screening candidates in accordance with the job selection criteria.
 - (e) Selecting final candidate(s) to fill a job vacancy.
 - (f) Conducting candidate reference checks, as necessary.
 - (g) Providing each successful applicant with a written offer of employment.
 - (h) Ensuring the offer of employment is accepted before the candidate starts work.
 - (i) Ensuring the successful applicant receives a proper and thorough orientation to the new position and, where necessary, to the Town of Drumheller.

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5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Canada Human Rights Code

Policy No.2.02.10.01 — Employment Principles

Policy No.2.02.10.03 — Terms and Conditions of Employment

Policy No.2.02.10.04 — Probationary Period

Policy No.2.02.10.07 — Employee Orientation

Policy No.5.02.10.07 — Confidentiality of Information

Policy No.3.02.10.02 — Job Levels

Policy No.5.02.10.04 — Workplace Accommodation on the Basis of Handicap

7 PROCEDURE

7.01 Job vacancies for permanent positions, either for a replacement candidate or a new position requires the approval of the Chief Administrative Officer.

Supporting documentation shall include:

- The reason for the vacancy
- The number of candidates to be hired
- Job Description
- Job selection and candidate criteria
- Anticipated salary and Salary Range
- A recruiting plan and budget

7.02 **External candidates**

(a) External candidates may be recruited from many locations using varied means including print, video, and personal contacts. In some cases, it may be deemed necessary to use recruitment agencies or executive search organizations to assist in the search for qualified candidates.

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- (b) If recruitment agencies or executive search houses are expected to be used to identify external candidates, the approval of the Chief Administrative Officer is required before any such agency is engaged to assist in a recruitment assignment. Only one organization may be used at any time on any recruiting assignment. Representatives of outside organizations, who contact Managers directly, regarding job vacancies, should be referred immediately to the Director responsible for Human Resources. No information regarding vacancies, staff levels, names of employees, or municipal plans, are to be divulged to outside organizations unless done so by the Director responsible for Human Resources, Chief Administrative Officer, or a designated nominee.
- (c) All external candidates for employment are required to complete the Town of Drumheller's Application Form or, in lieu of this, to provide a résumé that contains at least the same information as that required in the Application Form.
- (d) Each final external candidate for permanent positions shall be interviewed by at least two supervisors/Managers of potential positions with hire/fire responsibilities prior to any offer(s) of employment being extended. The Manager is responsible for screening candidates on the basis of the job selection criteria.
- (e) Reference checks shall be completed for all potential new hires from external sources. As a minimum, the last two (2) employers should be contacted to verify the candidate's employment history and quality of work. Academic achievements should be verified when essential to meeting minimum job qualifications.
- (f) Special approval is required before any person is recruited directly from secure employment with another employer.

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7.03 Selection

- (a) Knowledge, performance, skill and ability to perform the job, are the primary considerations for the selection of internal candidates, and where these factors are deemed by the Town of Drumheller to be relatively equal, seniority shall be the deciding factor. Previous directly related experience, knowledge, skill and ability are the primary considerations for selecting external candidates.
- (b) Final candidates (internal or external) for a job vacancy may be required to complete employment tests deemed necessary to determine skill, knowledge, or ability to perform the job.

7.04 Pre-employment medical examinations, if deemed necessary, may be arranged only after an offer of employment has been extended. Given the cost associated with medical examinations, the Town of Drumheller will obtain them only in situations where it is absolutely necessary to determine the individual's physical ability to perform the essential duties of the position.

7.05 A written offer of employment shall include the following components:

- Title of the position being offered;
- Starting salary stated in bi-weekly or hourly terms;
- Name of the Department in which position is located;
- Name and title of Manager to which the individual will report;
- Duration of the Probationary Period, if any;
- Date of first salary review;
- Effective date of hiring and reporting time;
- Summary of benefit plans including date(s) of eligibility for each plan;
- Special arrangements such as relocation (requires Chief Administrative Officer's approval);
- Conditions of employment that must be observed;

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- A statement that the offer of employment is conditional on the candidate's ability to satisfy Town of Drumheller's medical requirements (if applicable);
- Overtime or Stand-By requirement;
- Termination clause.

7.06 Any candidate who deliberately misrepresents or falsifies information during the recruitment or selection process shall be eliminated from the selection process and, if employed, shall be discharged for cause.

8 A T T A C H M E N T S

Attachment A - Application For Employment Form

Attachment B - Full Time Employment Letter

Attachment C - Part Time Employment Letter

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Attachment A
Application For Employment continued.

WORK HISTORY (LIST IN ORDER STARTING WITH PRESENT OR LAST JOB)

Present or last employer		Address	
Type of business			
Job title	Period Employed	From (mo/yr) To (mo/yr)	Final Salary
Name and title of immediate supervisor		Reason for leaving	
Describe job duties and responsibilities			
Previous employer		Address	
Type of business			
Job title	Period Employed	From (mo/yr) To (mo/yr)	Final Salary
Name and title of immediate supervisor		Reason for leaving	
Describe job duties and responsibilities			
Previous employer		Address	
Type of business			
Job title	Period Employed	From (mo/yr) To (mo/yr)	Final Salary
Name and title of immediate supervisor		Reason for leaving	
Describe job duties and responsibilities			
May we contact present employer for reference?		YES	NO

PLEASE READ CAREFULLY

The foregoing information is correct to the best of my knowledge. I understand that any misrepresentation shall disqualify me from employment or be cause for my dismissal. If hired, I agree to abide by all rules and regulations of the Town of Drumheller.

Applicant Signature _____ **Date** _____

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Attachment B
Full Time Employment Letter

Date

Personal and Confidential

Name
Address1
Address2

Dear:

RE: (Job Title)

I am pleased to offer you the permanent (Job Title) position with the Town of Drumheller.

Your employment will commence on (date). Your salary will start at \$(amount) per hour for (37.5) or (40) hours per week ((7.5) or (8) hours per day). This is an (inside/outside) union position and the appropriate union dues will be deducted on a pay period basis.

Your status will be probationary for the first six months at which time a performance review will be conducted. During this period, you may be terminated at the discretion of the Town. Upon completion of the probationary period and achieving a satisfactory performance review, you will be entitled to receive benefits as outlined in the union contract.

If you wish to terminate your employment, you must provide proper written notice as set out in Employment Standards.

Please sign this document, keep a copy for yourself and return the original to the undersigned. By signing this letter you are agreeing to abide by the Town of Drumheller's Code of Ethics terms and conditions (see attached).

I wish to welcome you to the Town of Drumheller and look forward to working with you.

Yours truly,

Manager
Department

Employee Signature

** Please omit sections that do not apply*

Date

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Attachment C
Part-Time Employment Letter

Date

Personal and Confidential

Name
Address1
Address 2

Dear:

RE: (Job Title – Seasonal/Part-Time/Temporary)

I am pleased to offer you the (Seasonal/Part-Time) (Job Title) position with the Town of Drumheller.

Your employment will commence on (date) (and will continue for a period ending on or about date).
Written notice will be provided prior to the employment end date.

During your term, you will work (37.5) or (40) hours per week ((7.5) or (8) hours per day) and your rate of pay will be \$(amount) per hour. Vacation pay will be paid at a rate of 4% on each pay and workers' compensation coverage will be supplied. Timesheets will be required. This is an (inside/outside) union position and relevant benefits will applied as outlined in the union contract along with the appropriate union dues.

If you wish to terminate your employment, you must provide two (2) weeks written notice.

Please sign this document, keep a copy for yourself and return the original to the undersigned. By signing this document you are agreeing to abide by the Town of Drumheller's Code of Ethics terms and conditions (see attached).

Yours truly,

Manager
Department

Employee Signature

Date

** Please omit sections that do not apply*

Section 2 Employment
Policy No.2.02.10.03 Terms and Conditions of Employment

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1 POLICY

1.01 Eligibility for Employment

In compliance with federal legislation, new employees, if requested, and as a condition of employment, must present documentation establishing identity and eligibility to legally work in Canada. A valid Social Insurance Number, landed immigrant papers, employment visa, or temporary work permit is deemed sufficient for this purpose. Failure to prove eligibility for employment in Canada constitutes just cause for immediate dismissal, without notice or compensation in lieu of notice.

- 1.02 Pre-employment Medical Examinations** [Given the cost associated with medical examinations, the Town of Drumheller obtains them only in situations where it is absolutely necessary to determine the individual's physical ability to perform the essential duties of the position.] Medical examinations are required only after an offer of employment has been made to an applicant. A health professional of the Town of Drumheller's choice performs the medical examination at the Town of Drumheller's expense. Because an offer of employment is contingent upon satisfactory completion of the examination, applicants should not give notice to the existing employer until the full results of a medical examination are known by the applicant. Information on an employee's medical condition or history is kept separate from other employee information and maintained confidentially. Access to this information is limited to those who have a legitimate need to know and will comply with relevant requirements of the Freedom of Information and Protection of Privacy Act.

1.03 Employment Application

Any misrepresentations, falsifications, or material omissions in any data requested on the Application for Employment form, resume or data requested during the hiring documentation process shall result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment for cause, without notice or compensation in lieu of notice.

Section 2 Employment
Policy No.2.02.10.03 Terms and Conditions of Employment

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1.04 Employment Reference Checks

The Town of Drumheller checks the employment references of all final candidates for employment. Offers of employment are contingent upon obtaining satisfactory reference checks. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment, reference checks with a candidate's current employer are not made unless the candidate's permission is obtained.

1.05 Probationary Period

All newly hired employees are required to serve a Probationary Period during the first six (6) months after the date of hire. Significant absences during the Probationary Period will automatically extend the period by the length of the absence. The employee is classified as Probationary during this period and is ineligible for employee benefits during this time. In instances where a temporary employee is awarded a permanent position in the same job, the employee shall be considered to have served the probationary period upon the completion of six (6) months of continuous service.

1.06 Code of Ethics Agreement

All Town of Drumheller employees are required to sign a Code of Ethics Agreement. This Agreement shall establish principles of conduct, which shall guide all Town of Drumheller employees in the discharge of duties in accordance with Acts and governing policies regarding safety and conduct. Employees who improperly use or disclose confidential municipal business information will be subject to appropriate disciplinary action, up to and including termination of employment, and possibly legal action, even if the employee does not actually benefit from the disclosed information.

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1.07 Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to the Town of Drumheller's insurer. Any changes in an employee's driving record must be reported to the department director, supervisor/Manager, or the Human Resources department immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Employees who operate municipal vehicles during the assigned work, or operate personal vehicles in the performance of duties, are financially and legally responsible for any traffic or parking violations. Employees driving personal vehicles for business purposes must maintain valid insurance coverage of minimum one (1) million dollars of public liability at all times at the employees' own expense. The Town of Drumheller reserves the right to request and obtain up to date driver's abstract for all employees whose work requires operation of a motor vehicle.

1.08 Employees are required to observe and adhere to the Town of Drumheller's published policies and practices at all times.

1.09 The conditions in this Statement of Terms and Conditions shall be outlined to each prospective employee either during the selection process and/or when an employment offer is extended and forms part of the offer of employment.

2 PURPOSE

2.01 In order to protect business and to ensure consistency throughout the Town of Drumheller, employees must agree to certain conditions of employment before employment commences. This Statement of Terms and Conditions sets out those conditions.

2.02 The Town of Drumheller is required by legislation to employ only individuals who are legally authorized to work in Canada. Under the *Canada Immigration Act* and the *Employment Insurance Act*, the Town of Drumheller is required to report those individuals who are not legally entitled to work in Canada to Human Resources Development Canada.

Employment

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3 SCOPE

3.01 This Statement of Terms and Conditions applies to all new hires.

4 RESPONSIBILITY

4.01 Each hiring Manager is responsible for ensuring that the appropriate terms and conditions are appended to any offer of employment.

5 DEFINITIONS

None.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Canada Immigration Act and Regulations.

Employment Insurance Act and Regulations.

Canada Human Rights Code and Regulations

Policy No.2.02.10.02 — Recruitment and Selection

Policy No.2.02.10.04 — Probationary Period

Policy No.2.02.10.05 — Employment Classifications

Policy No.5.02.10.05 — Conduct and Behaviour

7 PROCEDURE

7.01 A copy of the appropriate terms and conditions shall be provided by the hiring Manager to each individual at the time of extending an offer of employment as part of the offer of employment.

8 ATTACHMENTS

None

Section 2 Employment
Policy No.2.02.10.04 Probationary Period

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1 POLICY

- 1.01 All new and rehired employees shall serve a Probationary Period during the first six (6) months after the date of hire. Significant absences during the Probationary Period will automatically extend the period by the length of the absence.
- 1.02 During the Probationary Period, an employee is classified as Probationary. Either the employee or the Town of Drumheller may end the employment relationship any time during the Probationary Period. All newly hired employees may be terminated by the Town of Drumheller at anytime during the probationary period providing the provisions of the Alberta Employment Standards Code are followed. Employees shall be informed of the termination in writing.
- 1.03 An employee shall automatically be confirmed in the permanent position upon completing the probationary period, unless the Town of Drumheller, for proper and sufficient reasons, to be in writing to the employee, with a copy to the Union where applicable, extends the probationary period up to an additional three (3) months.
- 1.04 A temporary employee who is awarded a permanent position in the same job shall be considered to have served the probationary period upon the completion of six (6) months of continuous service.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish a time period during which new employees can evaluate the new job responsibilities while, at the same time, providing the Town of Drumheller with the opportunity to assess suitability as a potential member of the Town of Drumheller.

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3 S C O P E

- 3.01 This Statement of Policy and Procedure applies to all employees, union and non-union.

4 RESPONSIBILITY

- 4.01 Managers are responsible for:
- Ensuring each new employee receives proper orientation to the Town of Drumheller's working environment and philosophies;
 - Ensuring new employees receive adequate coaching and training to enable them to succeed;
 - Monitoring the progress of new employees during the Probationary Period;
 - Recommending whether or not the employee's employment continues after the end of the Probationary Period.

5 DEFINITIONS

None.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Policy No.2.02.10.02 — Recruitment and Selection

Policy No.2.02.10.03 — Terms and Conditions of Employment

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7 PROCEDURE

- 7.01 The Probationary Period shall be noted in all offers of employment.
- 7.02 Employees shall be advised in writing as to the successful completion of the Probationary Period.
- 7.03 Exceptions to this Statement of Policy and Procedure require the prior approval of the Chief Administrative Officer.

8 ATTACHMENTS

None.

Section 2 Employment
Policy No.2.02.10.05 Employment Classifications

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1 POLICY

- 1.01 The following categories are used for human resources administration:
- Payroll Category • Employment Category
 - Union Category • Occupational Category
- 1.02 Employees are advised of the appropriate categories at the time of hire and at any time the status changes thereafter.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish and maintain consistent Employment Classifications for the purpose of payroll and human resources administration.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The Chief Administrative Officer, or a designated nominee is responsible for authorizing the assignment of jobs to the Occupational Category designated Director and/or Manager.
- 4.02 Managers are responsible for accurately indicating the correct Employment Classifications on each Personnel Form.

Section 2 Employment
Policy No.2.02.10.05 Employment Classifications

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5 DEFINITIONS

5.01 Payroll Category

- (a) **Salaried** - An employee who is not a member of a bargaining unit and who receives a weekly, bi-weekly or monthly rate of pay regardless of hours worked.
- (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.

5.02 Employment Category

- (a) **Permanent** - An employee who has been selected for an established permanent position and has successfully completed the required probationary period, who normally works the full weekly hours. Permanent employees may be placed on either the hourly or salary payroll.
- (b) **Permanent Part time** - An employee who works less than the standard working hours as defined in this manual and may work in a permanent or temporary position. Part-time employees are normally placed on the hourly payroll.
- (c) **Temporary** - A position established by the Town of Drumheller for a specific duration, not to exceed eleven (11) months of continuous service in the same position. Temporary employees are placed on the hourly payroll and are ineligible for employee benefits.
- (d) **Casual** - An employee selected for a casual position and who has not attained the status of a Temporary employee. Casual positions are of a temporary duration and shall not exceed six (6) months. Casual employees are placed on the hourly payroll and are ineligible for employee benefits.

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- (e) **Inactive** - An employee who remains on either the hourly or salary payroll and who may be in receipt of benefits payment, but no pay. This category is also used for employees who are on an approved leave of absence, for whatever reason, for a period that is longer than one month in duration.
- (f) **Probationary** - An employee who has not completed the Probationary Period.
- (g) **Independent Contract personnel** are not considered employees of the Town of Drumheller. Independent Contract personnel may be either self-employed or work for another organization with which the Town of Drumheller has contracted for services. All Contracts are duly executed by the CAO and Contract personnel are paid via invoice through Accounts Payable; however, Contract personnel are expected to observe the relevant policies and practices of the Town of Drumheller when working on municipal premises.

5.03 **Union Category**

- (a) **Non-Union (Out of Scope)** - An employee who is not represented by a union.
- (b) **Union (In Scope)** - An employee who is represented by a union.

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5.04 Occupational Category

- (a) **Chief Administrative Officer** – An employee appointed by Council to execute the duties and responsibilities of Chief Administrative Officer pursuant to the provisions of the Municipal Government Act.
- (b) **Department Head/Director** - An employee who is a department head in the Town of Drumheller and whose prime responsibility is to plan, implement and monitor long term strategies that impact the success of one or more departments of the Town and who is held accountable for the overall performance of those departments. Directors report to the Chief Administrative Officer.
- (c) **Manager** - An employee whose principal employment responsibilities consist of supervising or directing, or both supervising and directing, human or other resources of one or more departmental sections, within prescribed guidelines, and who is accountable for the daily operation of those sections. A Manager has the authority to hire, train, appraise the performance of, discipline and release employees within the Manager's jurisdiction. Managers normally report to a Director.
- (d) **Supervisor** - An employee whose prime responsibility is to actively supervise the work of subordinate personnel and provide on going training and guidance to subordinate personnel. The Supervisor may also advise their immediate Manager in the hiring, appraising the performance, disciplining and releasing of employees under the Supervisor's direct supervision. Supervisors normally report to a Manager.
- (e) **General** - All other employees whether hourly or salary.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Policy No.2.02.10.04 — Probationary Period
Policy No.2.02.10.06 — Hours of Work

Section 2 Employment
Policy No.2.02.10.05 Employment Classifications

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7 PROCEDURE

- 7.01 All documents, including hiring documents that change or modify an employee's Employment Classification shall indicate the revised and approved Employment Classification.
- 7.02 The designation of personnel to Occupational Categories of Director and/or Manager requires the approval of the Chief Administrative Officer or a designated nominee. Jobs assigned to other Occupational Categories may be approved consistent with established signing authority and/or approvals authority.
- 7.03 The correct Employment Classifications shall be shown on all Job Descriptions and documents related thereto.

8 ATTACHMENTS

None.

Section 2 Employment
Policy No.2.02.10.06 Hours of Work

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1 POLICY

1.01 Regular Full-time Working Hours are:

- (a) The normal regular hours of work for outside full-time employees shall be eight (8) hours from 8:00 a.m. to 4:30 p.m. Monday to Friday with an unpaid lunch break of one-half (1/2) hour; or,
- (b) The normal hours of work for inside full-time employees shall be seven and one half (7.5) hours with an unpaid meal break of one (1) hour.

1.02 The Town of Drumheller may establish other regular hours of work and shifts where the Town of Drumheller deems it to be in the best interest of operating its business. Where the Town of Drumheller establishes other regular hours of work or shifts, the Town shall ensure that there is an eight (8) hour rest period since the employee last worked. The Town of Drumheller shall provide the Union twenty-four (24) hours notice of the establishment of such shift where appropriate. Such other consecutive regular hours of work and shifts may include the establishment of a compressed work week arrangement with scheduled hours of work not to exceed 10 hours per day or 80 hours per fourteen-day period.

1.03 Exceptions to these working hours require the Chief Administrative Officer's or designated nominee's approval. Overtime must be approved in accordance with the Overtime Policy, Policy No.3.02.10.06.

1.04 An employee has the right to refuse to work more than forty-four (44) hours a week. Regular working hours in excess of the daily and weekly statutory limits may be permitted subject to a written agreement between the Town of Drumheller and an employee.

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1.05 Shift Differential

A one-dollar (\$1.00) per hour differential shall be granted to Union and Non-Union Clerical employees where any hours of such shift (other than overtime) fall between 6:00 p.m. to 6:00 a.m. Managers are not entitled to Shift differential.

1.06 Shift Rest Period

A Rest Period of fifteen (15) minutes in each half of a full shift will be permitted provided this time is spent at the point where work is being carried out.

1.07 Hours free from work

- (a) An employee shall have a period of at least 8 hours free from performing work in each day.

- (b) An employee shall have a period free from performing work equal to at least one day (24 consecutive hours) per work week. May be accumulated up to four (4) weeks and given as consecutive days off within this four (4) week period.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish standard weekly hours of work and to ensure consistent administration of working hours.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-Union employees. Where appropriate: the provisions of the applicable Collective Agreement govern the hours of work for Union employees.

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4 RESPONSIBILITY

- 4.01 Managers are responsible for ensuring essential services (e.g. telephone answering, customer service, maintenance, emergency, and utility services) are maintained in the departments throughout regular working hours. Managers have the discretion to vary or stagger the time when employees take eating and/or rest periods. Managers are also responsible for securing the approval of the Chief Administrative Officer or Department Head if regular scheduled hours of work vary from 37.5 or 40 hours per week.
- 4.02 Employees are responsible for being punctual in work habits, tardiness is not acceptable. All employees who are late in arriving at work shall report such lateness to the Supervisor and/or Department Head who may, if circumstances warrant it, authorize deductions from salary.
- 4.03 The Chief Administrative Officer or designate, is responsible for securing necessary employee and government approvals, if required, for variations in working hours beyond those outlined herein.

5 DEFINITIONS

- 5.01 "**Normal Work week**" means any fixed period of 7 consecutive days selected by the Town of Drumheller for the purpose of scheduling work.

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6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000
Policy No.2.02.10.05 — Employment Classifications
Policy No.3.02.10.06 — Overtime

7 PROCEDURE

- 7.01 Variations in the shift starting and quitting times of some positions may be approved by the Chief Administrative Officer, Director, or Manager if the purpose is to provide more effective access to the incumbents of those positions by public, suppliers and/or other employees.
- 7.02 Eating or Shift Rest Periods not taken:
- Are not recorded for additional remuneration;
 - Are not accumulated for extra time off;
 - Cannot be used for the purpose of leaving work early.
- 7.03 For purposes of Payroll administration, the week begins on Sunday at 12:01am and ends at midnight the following Saturday.
- 7.04 An employee may be required to work more than maximum number of hours specified in paragraph 1.01 or to work during a period that is required to be free from performing work as specified in paragraphs 1.02 and 1.04 only under the following circumstances and only so far as is necessary to avoid serious interference with the ordinary working of the Town of Drumheller's establishment or operations:

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- (a) To deal with an emergency.
- (b) If something unforeseen occurs, to ensure the continued delivery of essential public services, regardless of who delivers those services; or to ensure that continuous processes or seasonal operations are not interrupted.
- (c) To carry out urgent repair work to the Town of Drumheller's water and wastewater systems or equipment.
- (d) Varied or compressed work week schedules as agreed to by the employee and the Town of Drumheller.

8 ATTACHMENTS

None

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Policy No.2.02.10.07 Employee Orientation

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1. POLICY

- 1.01 Newly hired employees shall receive appropriate orientation to the Town of Drumheller within the first two (2) weeks of employment.

2. PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that newly hired employees receive an effective and uniform introduction to the Town of Drumheller, its practices, policies, procedures, and municipal objectives.

3. SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4. RESPONSIBILITY

- 4.01 Department Heads, Managers and Supervisors are responsible for developing and providing an effective orientation program to a newly hired employee and for ensuring that any training deemed necessary is scheduled and/or provided.

5. DEFINITIONS

None.

6. REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

None.

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7 PROCEDURE

7.01 New employee documentation is required for the following:

- Name
- Address and Telephone Number
- Name, Address and Telephone Number of an emergency contact person
- Date of Birth
- Banking Information
- Name and birth date of each dependent
- A signed Federal and Provincial Tax deduction declaration (TD1)
- Social Insurance Number (SIN)
- Employee benefit enrolment or exemption forms, where appropriate
- Employee's Alberta Health Care number
- Signed Town of Drumheller Code of Ethics
- Signed Town of Drumheller Safety Policy
- Signed Internet and Computer Access Form
- Other documents deemed necessary from time to time (e.g. Drivers' abstract or RCMP Security Check)

7.02 As a minimum, each newly hired employee shall receive information, instruction, and/or training about:

- Structure and reporting relationships
- Conditions of employment
- Conduct and behaviour expectations
- Health and Safety regulations including WHMIS training, if necessary
- Job duties and performance standards
- Pay and pay administration practices
- Employee benefits
- Discipline, Grievance, Complaint procedures
- Personal development opportunities
- A site map of location and a tour of the municipal premises, if necessary
- Introduction to co-workers
- Other information deemed appropriate by the Department Head

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7.02 Orientation Process:

Interview
Offer of Employment
Orientation
Day 1:
1. Payroll/Benefits Department: a) Obtain new employee information b) Issue Payroll/Benefit Information
2. Department Manager a) Review Position/Performance Requirements b) Issue keys, radio (if applicable), arrange computer access c) Issue Safety Manual, garments and devices
3. Organizational Tour a) Introduction To Co-workers b) Location of First Aid Stations, Washrooms, Information Boards c) Tour of Town-owned Facilities
Day Two (ongoing):
Start/Review a) Job Training b) Performance Standards c) Town Policy and practices

8 ATTACHMENTS

Attachment A - Check Chart for Employee Orientation

Attachment B – Town of Drumheller Property Assignment Log

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Attachment A
Check Chart For Employee Orientation

DAY 1

- Tour of Facilities and Department ☐
- Introduce to co-workers..... ☐

- Show location of:
 - First aid stations ☐
 - Lunchroom ☐
 - Washrooms..... ☐
 - Bulletin Boards..... ☐

- Review timing of and procedures for lunch and rest periods ☐

- Issue and/or review:
 - Telephone lists..... ☐
 - Employee Benefit Enrolment Forms, where appropriate ☐
 - Organization charts..... ☐
 - List of co-workers' names and job titles ☐
 - Town of Drumheller Code of Ethics ☐
 - Town of Drumheller Safety Manual ☐
 - Sexual Harassment Policy ☐
 - Specialized Departmental Safety Requirements ☐
 - Personal Protective Equipment (PPE)..... ☐

- Obtain employee documentation:
 - Emergency Contact Telephone Number ☐
 - Name, Address, Telephone number and Date of Birth ☐
 - Banking Information ☐
 - Social Insurance Number and Signed Tax Declaration (TD1)..... ☐
 - Alberta Health Care Number..... ☐
 - Signed Code of Ethics ☐
 - Signed Town Property Assignment Log (keys, equipment, etc.)..... ☐
 - Copy of Driver's License and Abstract..... ☐
 - Signed Internet/Email Policy..... ☐
 - Signed Safety Orientation ☐
 - RCMP Security Check, where appropriate ☐

- Start job training (emphasize safety aspects) ☐

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Attachment A

Check Chart For Employee Orientation Continued

DAY 2 ONWARDS

Review important company policies/practices	
Quality standards.....	0
Code of Ethics Policy	0
Environmental Policy (where applicable)	0
Hazard Identification Policy	0
Emergency Response Procedures	0
Performance expectations	0
Sexual Harassment Policy	0
Discipline, Grievance, Complaint procedures.....	0
Safe Work Practices.....	0
Wage increase practices.....	0
Training and development opportunities.....	0
Special departmental procedures, if any	0
Employee benefit programs	0
Benefit claims procedures.....	0

DAILY

Briefly review employee's progress.....	0
Discuss and resolve any employee concerns.....	0
Build relationship of trust and cooperation	0

Completed by _____ Date _____

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Attachment B
Town of Drumheller Property Assignment Log

Employee Name: _____

Item	Serial Number/ Identification Marker	Date Received	Employee Initials	Date Returned	Supervisor Initials
Portable Radio					
Portable Radio Battery #1					
Portable Radio Battery #1					
Portable Radio Belt					
Portable Radio Holster					
Portable Radio Charger					
Portable Radio Lapel Mic.					
Cell Phone					
Cell Phone Battery #1					
Cell Phone Battery #1					
Cell Phone Base Charger					
Cell Phone Car Charger					
Vehicle Keys					
Office Keys					
PDA or Other IT Equip.					
Other:					
Other:					

Section 2 Employment
Policy No.2.02.10.08 Termination of Employment

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1 POLICY

- 1.01 Terminations arise from resignation, retirement, involuntary termination and/or indefinite layoff. All terminations shall be handled in a fair and lawful manner.
- 1.02 Employees who resign from employment voluntarily shall be requested to participate in an Exit Interview with a designated person other than the direct supervisor. The Exit Interview should accomplish the following:
- Ensure that all Town of Drumheller's property is accounted for;
 - Answer any questions the separating employee might have;
 - Obtain information from the employee about why the separation occurred. This feedback can be very useful to the Town of Drumheller for managing similar situations;
 - Issuing payment of accrued wages, benefits, and the employee's Record of Employment.
- 1.03 Indefinite layoffs and involuntary terminations require the review and written approval of the Chief Administrative Officer or designate.
- 1.04 An employee (Union or Non-Union) who is released for disciplinary reasons (except for just cause) or inability to perform work usually will receive a warning, written or otherwise, prior to involuntary termination proceedings being implemented.
- 1.05 The Town of Drumheller will comply with the requirements of the Alberta *Employment Standards Act* with respect to all terminations.

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2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that employees, who terminate employment, both voluntarily and involuntarily, are treated fairly and in a consistent manner.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union and Union employees in Alberta. Where appropriate: Termination of Union employees is governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 It is the responsibility of the Chief Administrative Officer to ensure this policy is administered consistently and fairly.
- 4.02 Directors and Managers of terminating employees are responsible for consulting with Town of Drumheller's Legal Counsel, completing a Termination Check Chart contained in Attachment A and for ensuring the Check Chart is filed in the employee's Personnel file.

5 DEFINITIONS

- 5.01 "**Involuntary termination**" means a cessation of employment that may be initiated by the Town of Drumheller, at any time, in its sole discretion.

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- 5.02 "Indefinite Lay-off" means:
- (a) A lay-off that is effected because of a permanent discontinuance of all or part of Town of Drumheller's business;
 - (b) A lay-off that is not a Temporary Lay-off, or
 - (c) A lay-off that equals or exceeds three (3) consecutive months in any period of fifty-two (52) consecutive weeks.
- 5.03 "Resignation" means a cessation of employment, which is initiated by an employee, without duress.
- 5.04 "Temporary Lay-off" means:
- (a) A lay-off of less than sixty (60) days,
 - (b) A lay-off of more than sixty (60) days where,
 - (i) The employee continues to receive payments from the Town of Drumheller;
 - (ii) The Town of Drumheller continues to make payments for the benefit of the laid off employee to a *bona fide* retirement, pension, group or employee insurance plan;
 - (iii) The laid off employee receives supplementary unemployment benefits, or
 - (iv) The laid off employee is entitled to receive supplementary unemployment benefits but does not receive them because he or she is employed elsewhere during the lay-off.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act and Regulations.
Policy No.2.02.10.05 — Employment Classifications
Policy No.5.02.10.06 — Corrective Action/Discipline.

7 P R O C E D U R E

- 7.01 The Termination Check Chart shown as Attachment A, or a reasonable facsimile thereof, shall be completed by the immediate supervisor for all employees who cease employment.
- 7.02 In the event of lay-off affecting a union employee, employees shall be laid off in reverse order of seniority provided that those remaining have the required qualifications, performance, and ability to fill the positions available.
- 7.03 Union employees who have been laid off for lack of work only shall be recalled in order of seniority and no new employees shall be hired until those employees, with the required qualifications and abilities, who have been laid-off, have been given the opportunity of recall.
- 7.04 **Resignation**
Employees are expected to provide written notice of resignation to the immediate supervisor at least two (2) weeks in advance of the effective date of resignation. Employees resigning from more senior positions are expected to give advance written notice in keeping with job responsibilities.

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7.05 Involuntary Termination

An Involuntary termination shall be fully documented by the releasing Manager and discussed with the Chief Administrative Officer and Department Head prior to any termination discussion with the employee. The Recommendation to Terminate Form shown as Attachment B to this Statement of Policy and Procedure may be used for this purpose. An Involuntary termination of any employee requires the written approval of the Chief Administrative Officer, or a Department Head prior to implementation.

7.06 Notice of Involuntary Termination/Temporary/Indefinite Layoff

- (a) If eligible, an employee who is continuously employed for more than three (3) months and who is terminated involuntarily, or placed on Indefinite Lay-off, shall receive written notice of termination, served in person or by registered mail, or pay in lieu thereof, in accordance with the provisions of the *Alberta Employment Standards Act* or the written offer of employment, whichever is the greater.
- (b) For greater clarity, written notice is not required if:
- The employment is terminated for just cause;
 - An employee has been employed by the Town of Drumheller for three (3) months or less;
 - The employee is employed for a definite term or task for a period not exceeding twelve (12) months, on completion of which the employment terminates;
 - The employee is laid off after refusing an offer by the Town of Drumheller of reasonable alternative work;
 - If the employee refuses work made available through a seniority system;
 - The employee is employed under an agreement by which the employee may elect either to work or not to work for a temporary period when requested to work by the Town of Drumheller;

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- The employee is employed on a seasonal basis and on the completion of the season the employee's employment is terminated;
- The employee is temporarily laid off;
- The employee is not provided with work by the Town of Drumheller by reason of a strike or lockout occurring at the Town of Drumheller's place of employment;
- If the contract of employment is or has become impossible for the Town of Drumheller to perform by reason of unreasonable or unpreventable causes beyond the control of the Town of Drumheller

7.07 Although it is not required, the Town of Drumheller shall provide to the employee written notice of a temporary lay-off; and if the recall date is known at the time of writing, the employee shall be given that information, also in writing. The written notice of temporary lay-off shall be consistent with the Employment Act.

8 ATTACHMENTS

Attachment A — Termination Check Chart

Attachment B — Recommendation to Terminate

Note that both Attachment A and Attachment B may have to be produced as evidence if the termination becomes subject to a legal complaint. Accordingly, great care should be taken in filling out the Attachments accurately.

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Attachment A
Termination Check Chart

RECALL AND/OR OBTAIN THE FOLLOWING

Tools and equipment	0
Computers and Passwords.....	0
Personal Protective Equipment (PPE).....	0
Credit, Telephone, Identification, I.D cards	0
Building entrance, desk and file keys.....	0
Obtain employee's forwarding address and telephone number	0

ARRANGE FOR RETURN OF THE FOLLOWING:

Company vehicles	0
Purchase Order books, files, invoices, manuals in employee's possession	0
Cash advances	0

DETERMINE THE FOLLOWING:

Outstanding expenses, if any.....	0
Outstanding vacation, if any.....	0
Other payments owed to the employee	0

REVIEW IMPACT OF TERMINATION ON BENEFIT PLANS..... 0

ISSUE

Record of Employment (ROE).....	0
Final pay	0

ADVISE THE FOLLOWING PEOPLE OF TERMINATION

Switchboard/Reception	0
Answering Service, if any	0
Benefit Plans Insurance carriers	0
Computer or IT Personnel	0

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Attachment B
Recommendation To Terminate

EMPLOYEE	DATE ON JOB		
POSITION	DATE OF HIRE		
DEPARTMENT	DATE OF BIRTH		
PRESENT WAGE	RECOMMENDED TERMINATION DATE		
WHAT ACTIONS HAVE CAUSED THIS RECOMMENDATION?			
LIST THE STEPS TAKEN TO CHANGE OR CORRECT THE ACTIONS NOTED ABOVE AND THE DATES OF EACH STEP.			
WHAT OTHER ALTERNATIVES TO TERMINATION HAVE BEEN CONSIDERED? WHY HAVE THEY NOT BEEN ADOPTED?			
HAS THIS PERSON RECEIVED WRITTEN NOTICE OF UNSATISFACTORY PERFORMANCE? (Attach copy)			
HAS THIS RECOMMENDATION BEEN REVIEWED WITH OTHERS? IF SO, WHO AND WHEN?			
WHAT NOTICE AND/OR SEPARATION PAY, IF ANY, IS RECOMMENDED? (Show calculations and reasons for recommendation)			
Recommended by	Date	Authorized by	Date

Section 2 Employment
Policy No.2.02.10.09 Third Party Reference Requests

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1 POLICY

- 1.01 Only employees authorized through a specific assigned job responsibility are permitted to respond to third party reference requests. In the event an unauthorized employee receives a reference request, either oral or written, the request shall be forwarded immediately to the Corporate Services Department for action and/or response.
- 1.02 If the request for information is related to a credit or loan application, the employee must authorize release of this information in writing. Alternatively, the Corporate Services Department may provide a letter of confirmation on letterhead that can be used by the employee.
- 1.03 If the request for information relates to an ex-employee of the Town of Drumheller with respect to job performance, only authorized employees may respond to such requests. Written responses will be limited to employment confirmation, term of employment, and position held while with the Town of Drumheller. Verbal responses are limited to factual information concerning job performance.
- 1.04 Employee requests for disclosure of personal information to Third Parties must be accompanied by a completed, signed and dated Authorization to Release Information form. Attachment A to this policy is used for this purpose.

2 PURPOSE

- 2.01 To protect an employee's privacy.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Any unauthorized person who receives a third party reference request, either oral or written, is responsible for forwarding the request to the Director responsible for Human Resources, or other authorized person.

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5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE None.

7 P R O C E D U R E

- 7.01 Employees who are not authorized to respond to reference requests shall immediately forward such requests, either oral or written, to the Corporate Services Department, or other authorized person.
- 7.02 A copy of any written response to a third party reference request shall be provided to the employee or by the request of a former employee.
- 7.03 No payroll information shall be provided without the written authorization of the employee or ex-employee.
- 7.04 Reference requests from potential employers shall be limited to job performance information, unless written authorization is provided by the employee.

8 A T T A C H M E N T S

Attachment A – Authorization To Release Information form

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Attachment A
Authorization to Release Information

I, _____, hereby authorize the **Town of Drumheller** to
Employee's Name

Release information regarding
to

Subject of Request

Third Party

I agree to hold the **Town of Drumheller** harmless for the way in which
the requesting entity uses the information.

Employee's Signature

Date

Section 2 Employment
Policy No.2.02.10.10 Employment of Relatives

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1 POLICY

- 1.01 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 favouritism;
 - One relative will not be in direct supervision of another member of the family;
 - One relative will not be supervising another relative's immediate superior; or
 - The relative will not be working directly for another relative's immediate employee.
- 1.02 Employees shall not be transferred into a reporting relationship described in Paragraph 1.01. Exceptions to this Statement of Policy and Procedure will be made for situations in effect at the time of initial issuance of this policy.
- 1.03 In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment as determined by the Chief Administrative Officer.
- 1.04 An employee or Councilor who is related to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any conflict of interests or allegations of preferential treatment.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to minimize the potential for claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside the work environment being carried into day-to-day working relationships.

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3 SCOPE

3.01 This policy applies to all Town of Drumheller employees.

4 RESPONSIBILITY

4.01 It is the responsibility of employees and/or candidates for employment with the Town of Drumheller to declare whether other employees are relatives.

5 DEFINITIONS

5.01 **"Relative"** means any person who is a spouse, child, sibling, parent or grandparent of the employee or Councilor, or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee or Councilor is similar to that of persons who are family members or related by marriage.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Policy No.2.02.10.01 — Employment Principles.

7 PROCEDURE

7.01 Employees are requested to notify Managers of any relationship to other employees, Councilors, or to candidates for employment.

7.02 In the event a reassignment becomes necessary as provided for in paragraph 1.03 of this policy, the parties affected by the reassignment will be asked to recommend which party is to be reassigned. The Department Heads of the parties directly affected by the reassignment shall make the decision on reassignment having regard for the recommendation received from the parties, if

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any, department operating efficiency, the complexity of the job responsibilities of each party, the availability of qualified replacement personnel and the parties' tenure in the respective jobs.

8 ATTACHMENTS

None.

Section 3 Pay and Performance

Policy No.3.02.10.01 Pay Principles

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1 POLICY

- 1.01 The Town of Drumheller 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, consistent with the principles of "Pay for Performance"; and
 - Award pay increases based upon performance when Job Performance Standards are consistently achieved or exceeded.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish the principles related to the payment of wages and to ensure these principles are applied consistently throughout the Town of Drumheller.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union employees. The provisions of the applicable Collective Agreement govern the wages of Union employees.

4 RESPONSIBILITY

- 4.01 Each Manager is responsible for ensuring the principles outlined herein are consistently applied to direct reports.
- 4.02 The Chief Administrative Officer is responsible for approving job classifications, range structures, wages, and pay increases for each employee.

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Policy No.3.02.10.01 Pay Principles

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5 DEFINITIONS

- 5.01 **"Pay for Performance"** means a performance-based pay system where pay changes are directly related to the consistent and sustained achievement of Job Performance Standards and/or specific job objectives.
- 5.02 **"Wages"** means monetary remuneration paid to employees under a contract of employment and includes salary, pay, money paid for time off instead of overtime, and remuneration for work. Wages do not include, travelling allowances or expenses, or contributions made by the Town of Drumheller to a fund or benefit plan.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act
Policy No.3.02.10.02 — Job Levels
Policy No.3.02.10.03 — Pay Administration
Policy No.3.02.10.04 — Job Performance Evaluation

7 P R O C E D U R E

- 7.01 Each job shall be assessed using a consistent and approved Job Level process. Job Levels shall be reviewed at least once every three (3) years to ensure that each evaluation accurately reflects the duties and responsibilities assigned to the job.
- 7.02 External wage comparisons shall be made as necessary and at the sole discretion of the Town of Drumheller. Appropriate wage survey techniques shall be used for this purpose. The Town of Drumheller may initiate surveys or survey data obtained from external, similar organizations may be used to determine comparable wages for jobs of comparable responsibilities in similar organizations.

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- 7.03 Pay range structures shall be recommended by the Chief Administrative Officer for Council approval and reviewed annually to consider market conditions.
- 7.04 Employee performance shall be evaluated at least annually in conformance with the Town of Drumheller's Statement of Policy and Procedure No.3.02.10.04 related to Job Performance Evaluation.
- 7.05 Pay rate changes may occur consistent with the principles of Pay for Performance as outlined in the Town of Drumheller's Statement of Policy and Procedure No.3.02.10.03 related to Pay Administration.

8 ATTACHMENTS

None.

Section 3 Pay and Performance
Policy No.3.02.10.02 Job Levels

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1 POLICY

- 1.01 Accepted and approved Job Level techniques are used to assess jobs on the factors of skill, effort, responsibility, and working conditions in order to establish relative value to each job and within the Town of Drumheller so that accurate wage comparisons may be made between differing jobs.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to outline the Job Level process to be used throughout the Town of Drumheller to determine the relative value of jobs in order to assist in the equitable administration of wages.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all positions. The evaluations of jobs within a certified bargaining unit are a subject of negotiations between the Town of Drumheller and the bargaining agent.

4 RESPONSIBILITY

- 4.01 The Chief Administrative Officer is responsible for preparing and recommending for the consideration of Council, a gender-neutral job level system, appropriate to an Occupational Group, to be used for assessing jobs in that Occupational Group and for approving the final level of each job. The Chief Administrative Officer may choose to retain a consultant to assist in the process. Additionally, the Chief Administrative Officer is responsible for ensuring the principles of job levels are applied consistently throughout the Town of Drumheller in an unbiased manner.

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- 4.02 The Director responsible for Human Resources, Department Heads or designate, are responsible for preparing Job Descriptions that accurately reflect the essential tasks and duties of those jobs within department sections and for ensuring those descriptions are kept current and reflect changes occurring in the tasks and duties assigned to those jobs.

5 DEFINITIONS

- 5.01 "**Job Levels**" means to establish a value for each job based upon the objective assessment of gender-neutral factors of skill, effort, responsibility, and working conditions.

- 5.02 "**Job Specifications**" means the minimum skills, knowledge, and experience an individual must possess in order to be able to accomplish the job in a competent manner. Job Specifications take into consideration the scope of the job — things such as the size of budget administered, the number of people supervised, accountability, freedom to exercise judgment in performing the job, impact of decisions on the Town of Drumheller's success, working conditions, complexity of duties, as well as other items.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act
Policy No.2.02.10.01 — Employment Principles
Policy No.2.02.10.05 — Employment Classifications
Policy No.3.02.10.01 — Pay Principles
Policy No.3.02.10.03 — Pay Administration

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7 PROCEDURE

- 7.01 The Director responsible for Human Resources, Department Heads or designate shall review and assign a level for each job and maintain a record of completed levels for review and approval of the Chief Administrative Officer. All employees involved in this procedure shall be trained in the proper techniques of job levels.
- 7.02 Department Heads, Managers and Supervisors, in conjunction with job incumbents whenever possible, shall prepare a Job Description for each job in order to clearly identify and document the essential duties of the job. This includes identifying the Job Specifications necessary to perform the job in a competent manner. The Job Description Form shown in Attachment A may be used for this purpose.
- 7.03 Whenever the content of a job changes substantially, the Job Description shall be updated and the job shall be re-assessed to ensure it continues to be assigned the correct evaluation ranking and pay range.
- 7.04 Employees shall be provided with a copy of the respective approved Job Description.

8 ATTACHMENTS

Attachment A — Job Description Form

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Policy No.3.02.10.02 Job Levels

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Attachment A
JOB DESCRIPTION AND SPECIFICATIONS

JOB TITLE: _____ DATE PREPARED:

DEPARTMENT: _____ PREPARED BY:

JOB DESCRIPTION
(Briefly describe the duties and responsibilities of the job)

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE

Describe required academic, technical, and business education required and how it will be Used. In addition to education, describe required work experience and how it will be used.

COMPLEXITY/ANALYSIS

Describe the difficulty of job responsibilities, type of work, and the ingenuity, creativity, analysis, identification of problems, and/or interpretation required.

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Policy No.3.02.10.02 Job Levels

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Attachment A
JOB DESCRIPTION AND SPECIFICATIONS Continued

DIRECTION RECEIVED

Describe the direction expected or required from supervisor or others, and the extent of using written instructions and/or procedures.

ACCOUNTABILITY

Describe cost/revenue implications, implications due to error, and responsibilities of inspection or verification of work of others.

DECISION MAKING

Describe the impact of decisions on the Town of Drumheller in terms of financial, organization guidelines, organization effectiveness, precedent decisions, and/or customer relations.

INSIDE/OUTSIDE RELATIONSHIPS

Describe the frequency of relationships, both within and outside the Town of Drumheller, and the typical position of the people most frequently contacted.

INSTRUCTION/COORDINATION

Describe the type of training and/or direction to be given to other employees, and/or the extent of scheduling work for others.

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Attachment A
JOB DESCRIPTION AND SPECIFICATIONS

POSITION CONDITIONS

Describe the work environment, required physical characteristics of the environment such as heat, cold, dust, use of chemicals, travel, and if 24-hour on-call duty is involved.

FINANCIAL

Describe the extent of budget development, responsibility for expense, capital, and cost control.

SUPERVISORY/MANAGERIAL

Describe to what extent policies and/or guidelines will be developed, or interpreted, and number and skills of people supervised.

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1 POLICY

- 1.01 The prime determinants of pay levels and/or pay increases are the individual's sustained past performance, the individual's present wage related to the Salary Range for the job, and the time the individual has been performing the job. Length of service or tenure in a position does not, standing alone, justify granting pay increases.
- 1.02 An individual's sustained job performance determines the maximum permissible performance increment that may be achieved. This principle means that better performers are able to achieve greater penetration into the pay range. The maximum permissible Performance Increments for varying levels of sustained performance are:
- | Performance | Maximum Performance Increment |
|--------------------|--------------------------------------|
| Below Expectations | 0% |
| Met Expectations | 0% |
| Above Expectations | 2% |
| Excellent | 5% |
- 1.03 Where an awarded performance increment would place the employee above the maximum of the salary range, then that portion of the award above the maximum of the salary range shall be paid as a single cash payment and the employee's salary shall not be increased above the maximum salary range.
- 1.04 Performance adjustments to salaries are to be implemented on January first (1st) of each following year. New permanent employees shall receive a formal performance evaluation prior to the end of the first three (3) and six (6) months of employment. More frequent performance evaluations may be justified on the basis of performance.
- 1.05 Pay ranges will be published and remain in effect until further notice.

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2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that each employee is fairly and equitably rewarded for sustained competent performance in a job and to ensure that equitable pay relationships are maintained from one performance level to another, from one organizational level to another and from one department to another.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union employees. Pay Administration for Union employees is governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 The Chief Administrative Officer is responsible for issuing annual pay increase guidelines and approving all pay increases.
- 4.02 Department Heads and Managers are responsible for initiating the necessary documents to effect pay increases for direct reports consistent with published guidelines.

5 DEFINITIONS

- 5.01 "**Job Rate**" is the point in a pay range that is midway between the minimum and the maximum of a pay range. The Town of Drumheller strives to ensure Job Rates are competitive to the external market for jobs of similar responsibility.

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5.02 **"Red-circling"** means freezing an individual's wage at a given level of the assigned salary range. Red circling may occur when an individual's job is reclassified to a lower level and lower pay range.

5.03 **Types of Pay Increases**

- (a) **Performance Increase** — An increase, based on performance, within the same job level and pay range.
- (b) **Promotion Increase** — An increase that may be granted to an individual who is promoted to a position with a higher job level.
- (c) **Reclassification Increase** — An increase that may be granted when the duties of a job have changed sufficiently so that the job is reclassified to a higher job level.
- (d) **Remedial Increase** — An increase, which may be granted, at any time, to adjust an individual's wage at least to the minimum of the wage range.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- No.3.02.10.01 — Pay Principles
- No.3.02.10.02 — Job Levels
- No.3.02.10.04 — Job Performance Evaluation
- No.3.02.10.05 — Pay Range Structure

7 P R O C E D U R E

7.01 **Size and Timing of Pay Adjustments**

- (a) **Performance Increase**
The size of a performance increase may vary based on an individual's job

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performance and Salary Range. Generally, a performance increase may be granted after a minimum time interval of twelve (12) months from the date of the last pay adjustment, more specifically January first of each following year.

(b) Promotion Increase

A promotion may occur at any time and a Promotion Increase may be granted at any time up to four (4) months after the effective date of the promotion, depending on the individual's date of last increase. A Promotion Increase granted after the effective date of promotion, shall not be retroactive to the date of promotion.

A Promotion Increase should be of sufficient size to bring the individual's wage to the minimum of the new salary range. Normally, a Promotion Increase should not exceed ten percent (10%) of the individual's wage at the time of promotion. All promotions shall be subject to a trial period.

(c) Reclassification Increase

This type of pay adjustment may be granted when an individual's job is reassessed and adjusted upwards to a classification that warrants the assignment of a new salary range. The prime determinants for an adjustment are the individual's performance level and the current wage related to the new pay range. The size of a Reclassification Increase should be less than the amount that would be appropriate for a Promotion Increase.

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(d) Transfer Increase

This type of increase is used only for individuals who have been moved from one position to another and are paid below the minimum of the new position's salary range. The size of such an adjustment is dependent upon the individual's current wage in relation to the minimum of the pay range.

7.02 Annual Pay Increase Plan

- (a) Because of the importance of maintaining control of the amount expended for pay increases and to ensure that equitable pay relationships are maintained from one job level to another, from one department to another, and from one job performance level to another, the Chief Administrative Officer may publish pay increase guidelines for each fiscal year. The pay guidelines should be reviewed, amended and adopted by Council. The guidelines and budget may vary from year to year depending on prevailing economic conditions, such as: municipal revenues, patterns in wage levels, labour market conditions, etc.
- (b) Department Heads and Managers are expected to re-evaluate the appropriateness of each planned increase immediately prior to the planned effective date, and to consider the individual's performance during the intervening period.

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- 7.03 No commitments, financial or otherwise, are to be made to any individual regarding wages or pay changes until all appropriate approvals have been obtained.
- 7.04 Pay increases are to be implemented on January 1st, of each following year and show on the next pay period following approval. Retroactivity should be avoided except in unusual circumstances.
- 7.05 Department Heads and Managers are responsible for initiating a written documentation to implement pay adjustments for direct reports and for advising the payroll department and employee of a pay change, before the change appears in the employee's pay cheque or stub.

8 ATTACHMENTS

None

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1 POLICY

1.01 The Town of Drumheller uses Job Performance Evaluation techniques based on the following principles:

- To conduct regular performance evaluations, at least annually, with all staff;
- Job Performance Standards are developed and documented for each job against which the incumbent's job performance is evaluated;
- Managers and Supervisors will train, coach and otherwise assist employees to meet or exceed Job Performance Standards;
- Regular feedback is provided to employees on job performance in order to encourage improvement, growth and development;
- Job descriptions and annual personal objectives shall form the base criteria for performance measurement.

2 PURPOSE

2.01 The purpose of Job Performance Evaluation is to permit the Manager and employee to evolve a method of performance evaluation and feedback which reflects:

- The work relationship;
- The demands of the job;
- Current information, for the purpose of improving the employee's immediate value and potential within the Town of Drumheller. The focus is on preparing an individual to do today's job more effectively so that advancement may be achieved in the future;
- Review performance standards and provide direction; and
- Express appreciation as well as increase enthusiasm and commitment.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all Permanent and returning Temporary employees.

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4 RESPONSIBILITY

- 4.01 The Director responsible for Human Resources will provide a copy of the job description, current year's objectives, and a blank Performance Evaluation Form for each employee to the Manager and/or Supervisor by November first (1st) of each year;
- 4.02 Managers or immediate Supervisors will ensure that new permanent employees shall receive a formal performance evaluation prior to the end of the first three (3) and six (6) months.
- 4.03 All departments shall complete informal performance evaluations at least semi-annually, to review progress toward the achievement of established personal objectives.
- 4.04 Managers or immediate Supervisors will discuss the performance evaluation with the employee with respect to performance on the following basis:
- The employee is encouraged to prepare notes on performance and progress on completing personal objectives prior to the evaluation taking place;
 - The performance evaluation is completed between the employee and the employee's immediate supervisor;
 - The supervisor is to plan in advance for the evaluation by providing for a suitable private location so as not to be interrupted;
 - The Performance Evaluation Form is to be used during the formal performance evaluation interview;
 - The supervisor will be prepared to discuss the evaluation of the employee's performance, career interests, training needs and other personnel administration questions that may be raised by the employee.
- 4.05 As part of each annual performance evaluation process the personal objectives for the next calendar year shall be determined jointly between the supervisor and the employee.

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Each personal objective shall meet the following standard:

- Be supportive of the vision, mission and objectives of the Town of Drumheller and the department;
- Be significantly under the control of the employee;
- Be measurable;
- Be achievable in 12 months, or be broken down into steps where some may be identified as to be completed within the 12 month period; and
- Be limited to not more than six personal objectives, with most employees having three to four.

Examples

- *To increase public use and revenue of (facility name) during (period) by (percent or dollars)*
- *To improve morale within the (responsibility area), measured by the number of (grievances filed, complaints, etc.)*
- *To improve response time to the public on (process or applications) to X (days, hours, minutes)*
- *To improve the accuracy of (process), measured by a reduction in the number of errors by (percent, target, number, etc.)*

5. **DEFINITIONS**

5.01 **Job Performance Ratings**

Excellence – the employee in addition to meeting the criteria for “**Above Expectations**” has demonstrated the highest levels of performance throughout the past year and has undertaken and successfully completed special projects outside of their normal duties.

Above Expectations - the employee has met all of the expectations for the position as outlined in the job description, has achieved all personal objectives and has demonstrated some initiative to enhance departmental performance.

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Met Expectations – the employee has met the overall expectations for the position as outlined in the job description but may not have achieved all personal objectives.

Below Expectations – the employee has not met the overall expectations for the position as outlined in the job description and may not have achieved personal objectives.

5.02 "**Job Performance Standards**" means a statement(s) of the measurable or observable results that occur when a job is performed in a competent manner.

5.03 "**Job Performance Evaluation**" means a meeting between a Manager and employee for the specific purpose of discussing job results and responsibilities; identifying those tasks which have been performed well and those which have not; discussing and agreeing upon what needs to be done to improve performance; and providing the employee with an opportunity to discuss problems and concerns.

6 REFERENCES and RELATED STANDARD PRACTICES

Policy No.3.02.10.01 — Pay Principles

Policy No.3.02.10.03 — Pay Administration

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7 PROCEDURE

7.01 The interviews should be conducted in a relaxed atmosphere, and should be a two-way discussion about the job, current performance and career improvements. The employee should feel free to ask questions, make comments and agree or disagree during the evaluation.

7.02 During the evaluation the following will occur:

- The purpose of the evaluation is to be clearly explained to the employee;
- Agreement is reached on the overall performance for the past year measured against the job description and the personal objectives set;
- Personal objectives for the next calendar year are agreed upon;
- Any factors affecting performance are discussed and noted;
- During the evaluation, the supervisor will record and address all the employee's concerns;
- An Overall Rating is assigned to the employee and is to be based on performance in the job and the achievement of personal objectives, and is not to be the average of scores in the Performance Evaluation Form; and
- If performance improvement is required due to an overall rating of “**Below Expectations**”, a Performance Improvement Plan is to be prepared as a result of the evaluation.

7.03 The employee is to be encouraged to enter comments on the finalized Performance Evaluation Form. The Performance Evaluation Form is reviewed and signed by the respective Department Head or Senior Manager and randomly reviewed and signed by the Chief Administrative Officer following the completion of the performance evaluations. Directors shall review all completed Performance Evaluation Forms for equity across the department.

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- 7.04 If the job description is found during the performance evaluation interview to not accurately reflect the current job requirements then the necessary changes will be noted and changes made to the job description.
- 7.05 The employee is required to acknowledge by signature that the Performance Evaluation interview was conducted. This signature does not represent agreement with the performance evaluation, but is confirmation that the interview was conducted in accordance with this Policy.
- 7.06 All Performance Evaluation Forms shall be submitted to the Chief Administrative Officer on or before January 31st of each year.
- 7.07 The Chief Administrative Officer will randomly select Performance Evaluation Forms for review in order to ensure that performance evaluations were conducted in accordance with this Policy, and for equity across the organization.
- 7.08 The Performance Evaluation Form is to be included as part of the employee's permanent personnel file and is accessible to the employee upon request.
- 7.09 Following approval of Performance Evaluation Forms by Department Heads or Senior Managers, the following levels of performance increments shall be awarded to the employee in the salary range to the maximum of the range:

Below Expectations	0%
Met Expectations	0%
Above Expectations	2%
Excellent	5%

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- 7.10 Where an awarded performance increment would place the employee above the maximum of the salary range, then that portion of the award above the maximum of the salary range shall be paid as a single cash payment and the employee's salary shall not be increased above the maximum of the salary range.
- 7.11 Performance adjustments to salaries are to be implemented on January 1st, of each following year.
- 7.12 Employees receiving a “**Below Expectations**” rating of overall performance shall be required to participate in a Performance Improvement Plan approved by the Chief Administrative Officer
- 7.13 All Performance Evaluations with an overall “**Excellent**” or “**Below Expectations**” rating shall be reviewed by the Chief Administrative Officer.

8 ATTACHMENTS

- Attachment A — Performance Evaluation Form
- Attachment B — Employee Performance Objectives Form

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Attachment A
Performance Evaluation Form

Town of Drumheller

Employee
Performance Evaluation Form

Employee Name		Employee No.	Date
Department		Job Title	
Check One	D Scheduled Evaluation	D Promotion	D New Employee
	D Other		
Date of Hire	Date of Last Evaluation	Date Employee Began Present Position	Date of Next Evaluation

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Attachment A
Performance Evaluation Form Continued

Completing the Performance Evaluation

The Performance Evaluation form has five ratings for each skill requirement:

Below Expectations	Met Expectations	Above Expectations	Excellent

The right-hand bar is the highest rating used for **“Excellent”** performance. The left-hand box is the lowest rating used for **“Below Expectations”** performance. The box labeled **“Met Expectations”** is used to denote the level of performance meeting the position’s “core” skill requirements. In other words, if performance exactly matches the position expectations and skill requirements, mark the scale exactly at the **“Met Expectations”** box.

If performance and skills are fully developed and exceed expectations, mark a box to the right; and if performance skills are poorly developed, then mark the left-hand box.

The box ratings may be clarified by using words. For each skill requirement, there is also space for comments, which can describe exactly what improvements could be made, or why a performance is particularly good. To assist with the ratings, refer to the “Position Guidelines” Model following this page.

Steps to Completing the Performance a

- **Gather the documents and data needed.** Review what the employee has done since the last evaluation. Review the current performance objectives and actual results completed. Relevant “Training and Development” records, mission statements, employee recognition file and job description are required.
- **Set aside a definite time.** An employee evaluation cannot be completed in ten minutes. Arrange to take at least an hour or two to do the job thoroughly. Make sure to complete the form prior to meeting with the employee.

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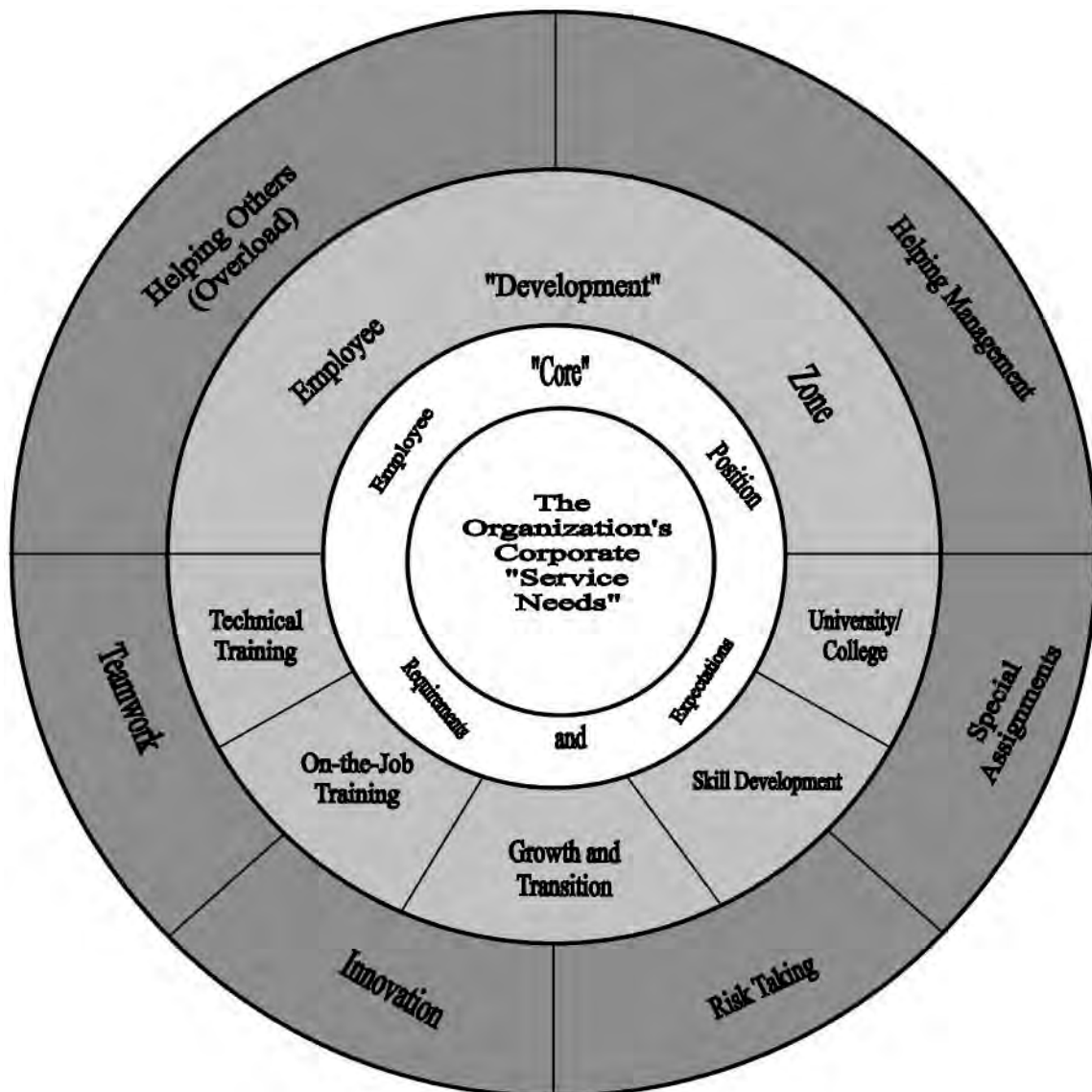
Attachment A
Performance Evaluation Form Continued

- **Consider employee strengths.** “Strength” refers to a performance that meets or is above expectations. Think about things an employee is doing well. Consider areas that have improved since the last evaluation. For each of the ratings try to write down reasons for making rating in one of boxes.
- **Consider areas of performance that may be improved.** What areas of the employee’s role are priorities to work on? Has the employee’s role or the way the Town of Drumheller does business changed, resulting in the need to develop new skills? Note areas that are not performed well and should be included in the employee’s objectives and plan for improvement.
- **Mark the rating on the form.** Go through the form, marking the evaluation in each of the boxes.
- **Establish a time to meet with the employee.** Choose a comfortable setting and allow one to two hours of uninterrupted time to complete the evaluation.
- **Start the meeting by creating a relaxed feeling.** Review the evaluation process, the “Position Guidelines Model”, the evaluation forms and previous objectives.
- **Together with the employee, develop the next three to twelve month objectives** (time frame determined by the evaluation results and Town of Drumheller needs).
- **Forms are completed,** signed off and place on file.
- **Congratulations.** Another evaluation cycle is complete!

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Position Guidelines Model Concept



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Attachment A
Performance Evaluation Form Continued

Role:

Demonstrates an awareness of organizational values and strategy:

Below Expectations	Met Expectations	Above Expectations	Excellent

<ul style="list-style-type: none">• Understands the orientation and main responsibilities of the _____ position.• Understands and behaves in a manner consistent with core _____ values.• Understands and is committed to department objectives/plans _____ and takes ownership for individual share of overall objectives.• Is aware of and understands the Town of Drumheller's _____ priorities for the current year.• Understands that Customer and Client Service are No. 1 and the value of this concept to clients, internal partners and to the _____ Town of Drumheller.

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Attachment A
Performance Evaluation Form Continued

Production:

Demonstrates efficient and effective use of time:

Below Expectations	Met Expectations	Above Expectations	Excellent

- Tasks are fully completed on time and within budgets.
- Applies a working knowledge of systems or procedures _____ applicable to the job.
- Uses technology (where applicable) to improve work activities. _____
- Utilizes machinery, equipment and tools (where applicable) to improve work activities. _____

Decision Marking:

Demonstrates the elements involved in the decision making process:

Below Expectations	Met Expectations	Above Expectations	Excellent

- Uses sound judgment working with clients/internal partners.
- Makes informed decisions and feels comfortable in making those decisions on job specific issues. _____
- Makes informed recommendations supported by research.
- Contributes to the Town of Drumheller's decision-making process. _____

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Attachment A
Performance Evaluation Form Continued

Interpersonal Skills:

Accepts responsibility for personal change and demonstrates an understanding of the importance of establishing successful relationships:

Below Expectations	Met Expectations	Above Expectations	Excellent

- Employee obtains client/internal partner feedback on service _____ and has a positive approach in discussing feedback and helping _____ resolve any problems.
- Demonstrates a fundamental respect for people.
- Demonstrates a fundamental respect for teamwork and team _____ building.
- Demonstrates a fundamental respect for elected and appointed _____ officials.

Organizing Skills:

Maintains organized work area, work schedule, and properly documents information relating to work assignments or procedures:

Below Expectations	Met Expectations	Above Expectations	Excellent

- Ensures recorded information is legible, accurate and _____ complete.
- Stays current on changes relating to employee's current _____ responsibilities.
- Manages time efficiently in order to handle all aspects of job.
- Sends work to appropriate department or within 24 hours if _____ follow up is needed.
- Coordinates employee tasks with others to ensure effective _____ outcomes.

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Attachment A
Performance Evaluation Form Continued

Self-Management Skills:

Manages self within organizational objectives, strategies, policies and culture:

Below Expectations	Met Expectations	Above Expectations	Excellent

• Demonstrates a positive attitude.	_____
• Strives for objectives set by the department.	_____
• Meets individual performance objectives.	_____
• Completes daily tasks and meets deadlines.	_____
• Willing to accept and accomplish additional responsibilities.	_____
• Has a good attendance record.	_____
• Completes job training and educational requirements or objectives.	_____

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Attachment A
Performance Evaluation Form Continued

Overall Rating:

Below Expectations	Met Expectations	Above Expectations	Excellent

Note: Fill in each individual unit/department's respective skill requirements. Please be sure these skill requirements are objective and measurable.

•		
•		
•		
•		
•		
•		
•		
•		
•		

Department Head or Supervisor	Date
Employee	Date
Chief Administrative Officer	Date
Comments	

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Attachment B
Employee Performance Objectives Form

Performance Objective is...

an individual plan of action that is based on specific objectives taken from the employee's job description, department plans and performance evaluation. It is a written understanding and objective commitment between the employee and supervisor.

The objectives should follow established objective criteria:

- Simple
- Measurable (quality, cost, quantity, time)
- Attainable
- Results Oriented
- Timely

These objectives will also include some specific employee or organizational one-time development opportunities.

To Complete the Objectives:

- Gather supporting documents:
 - Employee Performance Evaluation
 - Department Plan and Mission Statement
 - Individual job description
 - Client Service Standards
- Compare the job description, employee performance evaluation and the department plan, and individually prioritize objectives for a specific time frame. Objectives should be:
 - Short, concise statements
 - Make the objective measurable (quality, cost, quantity and/or time frame)
 - Make the objective specific, do not generalize
- Finalize the performance objectives with the employee and supervisor.
- Establish dates for periodic review of the performance objectives (see last page for evaluation dates).

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Attachment B
Employee Performance Objectives Form Continued

Employee Performance Objectives

(It is not necessary to have six objectives, but should have no more than six)

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

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Attachment B
Employee Performance Objectives Form Continued

Employee Performance Objectives (continued)

(It is not necessary to have six objectives, but should have no more than six)

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

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Attachment B
Employee Performance Objectives Form Continued

Employee Performance Objectives (continued)

(It is not necessary to have six objectives, but should have no more than six)

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

Objective: _____
Expected Performance: _____

Measurement: _____
Actual Results: _____

Review: _____

Employee Signature	Department Head/Manager Signature	Date
	Chief Administrative Officer Signature	Date
Future Periodic Evaluation Dates:		

Section 3 Pay and Performance
Policy No.3.02.10.05 Pay Range Structure

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1 POLICY

- 1.01 The Town of Drumheller's pay ranges are established on a geographical basis and are structured so that:
- The Midpoint of each range reflects the rate deemed by the Town of Drumheller to be equivalent to the prevailing rate paid for similar jobs by comparable municipalities with a similar population and industry profile;
 - Differences between the Midpoint for each job reflect the differences in the relative value of positions (established by Job Levels);
 - The range spread (the difference between the Minimum and the Job rate and between the Job rate and the Maximum) of each pay range is large enough to permit recognition of differences in performance among individuals performing the work associated with that job.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to outline the process used to establish pay ranges.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to Non-union employees. Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 It is the responsibility of the Chief Administrative Officer to recommend any range structure used in the Town of Drumheller for Council approval. The Chief Administrative Officer or a designated nominee shall establish the Benchmark Jobs for which competitive wage information may be sought in the external market consistent with the procedures outlined herein.

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5 DEFINITIONS

- 5.01 **"Benchmark Job"** means a job commonly found in most municipalities that can be used for comparison purposes. Examples are: Receptionist, Public Works Superintendent, Director of Corporate, Services, Accounting Clerk, Equipment Operator, Engineer.
- 5.02 **"Market Pricing"** means the process of gathering external wage information for Benchmark Jobs of comparable value to determine the pay levels of external organizations for the jobs being surveyed.
- 5.03 **"Range Maximum"** means that point which is the maximum of the pay range for the job.
- 5.04 **"Range Midpoint"** or **"Job Rate"** means that rate which is considered to be the competitive pay rate in the external labour market for a similar position. It is the point midway between the Range Minimum and Range Maximum. This point is also called the Job Rate.
- 5.05 **"Range Minimum"** means that point at which an individual who meets the minimum qualifications for a job may be paid.
- 5.06 **"Performance Band"** means the area immediately above and below the Midpoint. This band represents the approximate rate of pay an individual may expect to achieve, over time, if that person is performing the full job in a competent manner.

6 REFERENCES and RELATED STANDARD PRACTICES

- No.3.02.10.02 — Job Levels
No.3.02.10.03 — Pay Administration
No.3.02.10.04 — Job Performance Evaluation

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Policy No.3.02.10.05 Pay Range Structure

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7 PROCEDURE

- 7.01 Benchmark Jobs are determined by the Chief Administrative Officer or a designated nominee.
- 7.02 Market Pricing studies are conducted for Benchmark Jobs as necessary and at the sole discretion of the Town of Drumheller.

8 ATTACHMENTS

Attachment A — Pay Range Example

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Policy No.3.02.10.05 Pay Range Structure

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Attachment A
Pay Range Example

-15%	Mid Point (100%)	+15%
-------------	-------------------------	-------------

Section 3 Pay and Performance
Policy No.3.02.10.06 Overtime

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1 POLICY

- 1.01 Where an employee's normal hours are seven and one half (7.5) hours per day or thirty-seven or one-half (37.5) hours per week all time worked over this period shall be considered overtime. Where an employee's normal hours are eight (8) hours per day or forty (40) hours per week all time worked over this period shall be considered as overtime.
- 1.02 In the case of an employee scheduled to work a compressed work week, all time worked over ten (10) hours per day or eighty (80) hours per fourteen (14) days shall be considered as overtime.
- 1.03 All overtime shall be paid for at the rate of time and one-half (1 1/2X).
- 1.04 Any overtime worked on a Statutory Holiday shall be paid for at the rate of time and one-half (1 1/2X) for all hours worked plus straight time for the Statutory Holiday.
- 1.05 In the event of an employee being called upon to work while on days off, payment shall be time and one-half (1 1/2X) for all hours so worked.
- 1.06 No overtime will be paid unless prior approval was received from the employee's immediate Supervisor.
- 1.07 No employee shall be required to take time off in lieu of overtime except where management and the employee have reached mutual agreement on the taking of lieu time off. Lieu time off shall be at the appropriate overtime rate.

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1.08 After eight (8) regular hours of work and four (4) hours of overtime, employees shall be entitled to a one half (1/2) hour paid break. Such paid break to be taken during the 5th hour of overtime at the discretion of the supervisor.

1.09 Authorized overtime shall be compensated by either actual payment or time off in lieu in the accordance with an Overtime Agreement.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to ensure overtime hours and premiums are administered consistently, fairly and equitably; recorded accurately, and paid correctly.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all Non-union employees in the Supervisor and General Occupational Categories. Overtime provisions do not apply to Managers. Overtime provisions for Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

4.01 Managers are responsible for authorizing employees to work overtime and for submitting the Overtime Reporting Form in a timely manner. Employees are required to obtain advanced authorization before working overtime hours.

Section 3 Pay and Performance

Policy No.3.02.10.06 Overtime

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Issued to:	All Manual Holders	Issued:	, 2002	Replaces:	
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4.02 If an Overtime Banking Agreement is mutually agreed to by an employee and the Town of Drumheller, the employee's Manager is responsible for preparing and maintaining an accurate record of all overtime hours worked, overtime bank hours earned, overtime bank hours taken and/or paid and advising Payroll of any overtime bank hours that have expired.

4.03 If an Overtime Banking Agreement is mutually agreed to by an employee and the Town of Drumheller, the employee in whose name an overtime bank is established is responsible for ensuring the accuracy of the overtime bank record and for initialing all entries made thereto.

5 DEFINITIONS

5.01 "**Base hourly rate**" for an employee who is paid by the hour is the amount paid for an hour of work in the employee's usual work week, not counting overtime hours and exclusive of premiums, benefits, etc. For employees who are paid other than an hourly rate of pay the base hourly rate is computed by dividing the amount the employee is paid in a given work week divided by the number of non-overtime hours actually worked in that week.

6 REFERENCES and RELATED STANDARD PRACTICES

Alberta Employment Standards Act, 2000 and
Regulations No.2.02.10.05 – Employment Classifications
No.2.02.10.06 – Hours of Work
No.4.02.10.03 – Holidays

Section 3 Pay and Performance
Policy No.3.02.10.06 Overtime

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7 P R O C E D U R E

- 7.01 To be eligible for overtime payment, all overtime must be documented and authorized in advance by the employees' Manager or a designated nominee. In the case of work to be performed on a Statutory Holiday, the work shall be authorized in advance by the Department Head/Director.
- 7.02 Commuting between home and workplace is not considered working, travel or waiting time.
- 7.03 Overtime will not be paid for work performed off municipal premises, unless specific written approval has been obtained in advance from the Chief Administrative Officer.
- 7.04 Employee time sheets are used for reporting hours worked, the Manager may authorize overtime hours by an approval signature directly on the time sheet. Approved overtime pay is normally paid in the first pay period following the period in which the overtime is worked.

8 A T T A C H M E N T S

- XXXXX Attachment A – Time Sheet
- Attachment B – Sample Overtime Bank Agreement
- Attachment C – Sample Overtime Bank Record

Section 3 Pay and Performance
Policy No.3.02.10.06 Overtime

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Attachment A
Time Sheet

XXXXX

Section 3 Pay and Performance
Policy No.3.02.10.06 Overtime

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Attachment C
Overtime Bank Record

OVERTIME BANK RECORD for _____ (Employee name)							
Date (mon/day/yr)	Authorized Overtime Hours Worked	Bank Hours Earned*	Bank Hours Used or Paid	Bank Hours Balance	Expiry Date for use (mon/day/yr)	Initials	
						Manager	Employee

* Bank Hours Earned is calculated by multiplying the Authorized Overtime Hours Worked by the applicable overtime rate.

Section 3 Pay and Performance
Policy No.3.02.10.07 Reporting Pay

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1 POLICY

- 1.01 In rare and exceptional circumstances the Town of Drumheller may be unable to provide an employee with regular work. In such cases, employees, who regularly work more than three (3) hours per day and who report for work at the start of the regular shift, unless previously advised not to do so, may be assigned to any available work and shall continue to receive the regular rate of pay until reassignment to normal work occurs. If no alternative work is available, employees may be sent home and shall receive two (2) hours of Reporting Pay at the regular rate of pay.
- 1.02 If an employee reports to work after having been previously advised to do so, the employee shall be sent home and shall not receive wages for that shift.

2 PURPOSE

- 2.01 The purpose of this policy is ensure consistency throughout the Town of Drumheller related to the payment of employees who report for work when work is not available.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to Non-union employees who regularly work more than three (3) hours per day. If the Collective Agreement is silent on matters related to Reporting Pay for Union employees this policy shall govern.

4 RESPONSIBILITY

- 4.01 Managers are responsible for making reasonable efforts to locate suitable alternate work when regular work cannot be provided.
- 4.02 Managers are responsible for ensuring the proper administration of this policy and recording Reporting Pay on the employee's time sheet.

Section 3 Pay and Performance
Policy No.3.02.10.07 Reporting Pay

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5 DEFINITIONS
None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE
Alberta Employment Standards Act and Regulations

7 PROCEDURE
7.01 Reporting Pay is to be coded as such on necessary payroll documentation.

8 ATTACHMENTS
None.

Section 3 Pay and Performance
Policy No.3.02.10.08 Call Out or Stand-by

				Page:	1 of 2
Issued to:	All Manual Holders	Issued:	, 2002	Replaces:	
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1 POLICY

- 1.01 An employee who has left the workplace and in the event that an employee is called out for work outside of regular hours of work, the employee shall receive a minimum of two (2) hours pay at overtime rates unless the employee is on Stand-By Duty.
- 1.02 Any employee who is required by management for Stand-By Duty shall be paid \$30.00 per day. As a result of an employee being called out while on Stand-By Duty he shall be paid at time and one-half (1 1/2X) for all hours worked.
- 1.03 Managers are not eligible for Call-out Pay. Managers who are required to be on Stand-By-Duty are entitled to one (1) week holiday pay in lieu of Stand-By-Pay.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure consistency throughout the Town of Drumheller related to the payment of employees who are on Stand-By Duty or called in to perform work at times other than normally scheduled hours.

3 SCOPE

- 3.01 This Policy applies to Non-Union employees who are eligible for overtime payment. Managers are not eligible for Call-out Pay. Call-out Pay for Union employees is governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 Managers are responsible for ensuring the proper administration of this policy and for accurately recording Call-out/Stand-By overtime on the employee's time sheet.

Section 3 Pay and Performance

Policy No.3.02.10.09 Call Out or Stand-by

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Issued to:	All Manual Holders	Issued:	, 2002	Replaces:	
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- 4.02 Employees are responsible for informing the Manager if currently taking or under a drug, prescription or otherwise for a medical reason. The Manager will decide if the employee shall remain on call.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

No.3.02.10.06 — Overtime

7 P R O C E D U R E

- 7.01 Call-out and Stand-By Pay are to be coded as such on necessary payroll documentation.

- 7.02 Appropriate response time to a call out is one half (1/2) hour.

- 7.03 No employee on call shall use alcoholic beverages or drugs that may affect judgment.

- 7.04 Management and Supervisory employees who serve in an emergency response capacity shall be provided with the option of five (5) days Stand-By Pay or allotted five (5) days of additional vacation period per year. The five (5) days must be taken in the year in which it was earned and is not transferable.

8 ATTACHMENTS

None.

Section 3 Pay and Performance
Policy No.3.02.10.09 **Acting Incumbent Pay**

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Issued to:	All Manual Holders	Issued:	, 2002	Replaces:	
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1 POLICY

1.01 When an employee in the opinion of the Supervisor is fully qualified, and is required to relieve in a senior (higher) position and the employee assumes the senior incumbent's responsibilities for a minimum of four (4) weeks:

- (a) That employee will receive an increase in pay to the base of the senior position's salary range for the duration of the assignment;
- (b) If the employee is already being paid over the base of the senior position's salary range, the employee will receive a 10% increase to the current rate of pay for the duration of the assignment; or
- (c) If an employee is required to relieve in a junior (lower) position, the employee's current rate of pay shall not be changed downward.

2 PURPOSE

2.01 The purpose of this policy is ensure consistency throughout the Town of Drumheller related to the payment of employees who assumes the role and responsibilities of a Senior position on a temporary basis.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees. Where appropriate Acting Incumbent provisions for Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

4.01 Managers are responsible for providing to Payroll, at the end of each pay period, the names of those employees who should receive Acting Incumbent premiums, the rate of the premium, and the hours for which the premium is to be paid.

Section 3 Pay and Performance
Policy No.3.02.10.09 Acting Incumbent Pay

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5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None.

7 P R O C E D U R E

- 7.01 The qualifications or eligibility of an employee to relieve or be assigned to a higher classification temporarily will be determined by the Manager after conferral with the Director responsible for Human Resources.
- 7.02 Acting Incumbent provisions shall not apply to employees who have been designated additional duties for periods of annual vacations or other short-term absences.
- 7.03 Managers will provide Payroll, at the end of each pay period, the names of those employees who should receive Acting Incumbent premiums, the rate of the premium, and the hours/dates for which the premium is to be paid.
- 7.04 The designation of an Acting Incumbent shall not exceed six (6) months.
- 7.05 Only one (1) incumbent shall be designated as a result of any employee absence.

8 ATTACHMENTS

None.

Section 3 Pay and Performance
Policy No.3.02.10.10 Wage Garnishments

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Issued to:	All Manual Holders	Issued:	, 2002	Replaces:	
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1 POLICY

- 1.01 The law requires the Town of Drumheller to comply with court-ordered payments and wage garnishments when presented. Employees affected by wage garnishments or court-ordered payments will be notified by Payroll of any charge against wages.
- 1.02 No person acting on behalf of the Town of Drumheller may dismiss; threaten to dismiss; discipline or suspend; impose any penalty upon; or intimidate or coerce any employee because of a wage garnishment or court-ordered payment.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is set out the Town of Drumheller's obligations when dealing with wage garnishments and/or court-ordered payments.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees in Alberta.

4 RESPONSIBILITY

- 4.01 The Payroll department is responsible for informing employees, in a confidential manner, when wage garnishments are placed against them.

5 DEFINITIONS

- 5.01 None.

Section 3 Pay and Performance
Policy No.3.02.10.10 Wage Garnishments

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act

7 P R O C E D U R E

- 7.01 Within twenty-four (24) hours of receiving a wage garnishment order, Payroll shall notify the employee, by telephone or in person, of the wage garnishment and when it will be effective.
- 7.02 Wage garnishments are considered to be confidential information. Documentation related to a garnishment or court-ordered payment shall be maintained only in the necessary Payroll files.
- 7.03 The claim must be paid within fifteen (15) days and submitted five (5) days after payday.
- 7.04 Exemption from net wages is:
 (a) \$800 plus \$200 for each dependent to a \$2,400 maximum.

8 ATTACHMENTS

None.

Section 4

Benefits

Policy No.4.02.10.01 Benefits Principles

				Page:	1 of 4
Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
Issued by:	Corporate Services	Effective:	January 4, 2005	Dated:	n/a

1 POLICY

1.01 It is the policy of the Town of Drumheller to provide fair and equitable benefit plans and programs based on industry practices. The following principles govern considerations regarding the type of benefit programs that may be made available to employees.

- (a) The Town of Drumheller believes that employees are primarily responsible for their own welfare and the welfare of their dependants.
- (b) The Town of Drumheller will make arrangements to provide appropriate benefit plans/programs that are designed to protect employees from significant financial hardship resulting from unforeseen circumstances. Where plans are provided, reasonable efforts will be made to ensure such plans are competitive with those that are generally in use in the same industry.
- (c) The Town of Drumheller may contribute to some, or all, of the costs of various plans, where it can afford to do so and where it is general practice to do so in the industry. Employees are expected to contribute to the cost of benefit programs.
- (d) Employees may be offered the opportunity to participate in appropriate plans on the assumption that costs of a group plan would normally be less than the costs an employee would have to pay as an individual.
- (e) Subject to the provisions of any collective bargaining agreement, the Town of Drumheller may, in its sole discretion, decide upon the following:
 - (a) Plan design or modification, including the reduction of benefits;
 - (b) Introduction of new plans;
 - (c) Selection of Carriers;
 - (d) Funding arrangements;
 - (e) Cost sharing arrangements; and
 - (f) Benefits to be provided.

Section 4 Benefits
Policy No.4.02.10.01 Benefits Principles

				Page:	2 of 4
Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
Issued by:	Corporate Services	Effective:	January 4, 2005	Dated:	n/a

- 1.02 Wherever possible and practical, master benefit programs shall be used for all locations of the Town of Drumheller; however benefits under those programs may vary depending upon differing circumstances.
- 1.03 All employees who meet the criteria for coverage shall be required to participate in the following benefit plans. These benefits shall be pro-rated for employees working less than the normal annual hours:
- (a) The Town of Drumheller agrees to pay one hundred percent (100%) of the cost of a mutually agreeable Group Life Insurance and Accidental Death and Dismemberment Plan; and
 - (b) The employee agrees to pay one hundred percent (100%) of the cost of a mutually agreeable Long-Term Disability Plan.
- 1.04 The benefits of this section only apply to permanent employees who meet the criteria for coverage and shall be pro-rated for employees working less than the normal annual hours:
- (a) The Town of Drumheller agrees to pay eighty percent (80%) of the cost of Alberta Blue Cross fees on a group basis. Benefits available through Alberta Blue Cross shall include a Vision Care Plan, and a 30-day outside Canada Emergency Travel Plan.
 - (b) The Town of Drumheller agrees to pay eighty percent (80%) of the cost of Alberta Health Care fees on a group basis.

Section 4 Benefits
Policy No.4.02.10.01 Benefits Principles

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Issued to:	All Manual Holders	Issued:	January 10, 2006	Replaces:	4.02.10.01
Issued by:	Corporate Services	Effective:	January 1, 2006	Dated:	December 29, 2004

1.05 The Town of Drumheller shall pay eighty (80%) of the Dental Plan providing employee reimbursement costs as follows:

- (a) Basic Services Preventative, Diagnostic, etc. - 100%
- (b) Option 1 Endodontic, Periodontal, & Oral Surgery - 100%
- (c) Option 2 Removable Prosthetics (dentures) - 50%
- (d) Option 3 Orthodontics (Dependent children to 21) - 50%
- (e) Option 4 Major Restorative - 50%

1.06 Every full time permanent employee shall join the Local Authorities Pension Plan. The Employer and the employee shall make contributions in accordance with the provisions of the plan.

2 **PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to establish the principles to be considered when determining the appropriateness of introducing or modifying benefits plans or programs for employees.

3 **SCOPE**

3.01 This Statement of Policy and Procedure applies to all employees, but is subject to the provisions of the applicable Collective Agreement as it relates to unionized employees.

4 **RESPONSIBILITY**

4.01 The Director responsible for Human Resources is responsible for ensuring the consistent application and administration of this policy, throughout the Town of Drumheller. The Director will submit to the Chief Administrative Officer for his approval, introduction of a new benefit plan, or modifications to any existing benefit plans prior to any implementation.

Section 4 Benefits
Policy No.4.02.10.01 Benefits Principles

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Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
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5 DEFINITIONS

None.

6 REFERENCES and RELATED STANDARD PRACTICES

None.

7 P R O C E D U R E

- 7.01 Approved benefit plans and programs shall be communicated through benefit booklets, published by the plan providers. The booklet or plan summary shall outline the essential elements of each benefit plan, cost sharing arrangements (if any), claims procedures, carrier information, and other pertinent information deemed necessary, or advisable, for understanding the various benefit plans.
- 7.02 In certain circumstances, the Town of Drumheller provides benefit plans and programs on a direct basis without normally involving third parties such as insurance carriers or regulatory authorities. Where direct benefits are provided, the Town of Drumheller shall publish the appropriate policies and procedures governing those plans.
- 7.03 In the case of conflict related to the administration of, or to the benefits provided by, a benefit plan or program, the master contract(s) negotiated with the plan provider(s) and/or regulatory authority shall govern the resolution of such conflict; otherwise, the conflict shall be resolved by the decision of the Chief Administrative Officer in his or her sole discretion.
- 7.04 Proposed changes to existing benefit programs, or proposals to introduce new benefit programs, shall be submitted to the Chief Administrative Officer for approval. Such proposals shall provide a detailed outline of the reasons for the change or introduction, the design of the benefits program, the proposed effective date of the change or introduction, the number of employees affected by the proposal, and a projection of all costs and/or cost increases associated with the proposal.

8 ATTACHMENTS

None.

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

				Page:	1 of 7
Issued to:	All Manual Holders	Issued:	July 7, 2008	Replaces:	4.02.10.02
Issued by:	Corporate Services	Effective:	May 29, 2017	Dated:	January 4, 2005

1 POLICY

1.01 Vacations are granted annually, based on completed years of continuous employment with the Town of Drumheller.

1.02 Vacation Entitlement

- (a) For the purpose of this policy the vacation year is defined as the Anniversary Date of employment year.
- (b) Employees on the active payroll of the current year and who have not completed one (1) year of continuous employment are entitled to a prorated vacation period reflecting the period the employee has worked with the prior approval of their Manager.
- (c) Employees on the active payroll shall receive an annual vacation with pay in accordance with the years of employment as follows:
 - (a) After one (1) year of continuous service – 3 weeks;
 - (b) After seven (7) years of continuous service – 4 weeks;
 - (c) After fifteen (15) years of continuous service – 5 weeks;
 - (d) After twenty-five (25) years of continuous service – 6 weeks
- (d) If employment is terminated and proper notice given, the employee covered by this policy shall be entitled to vacation pay on the following pro-rata calculation:
 - (a) Three (3) weeks entitlement – 6% of regular earnings excluding all overtime;
 - (b) Four (4) weeks entitlement – 8% of regular earnings excluding all overtime;
 - (c) Five (5) weeks entitlement – 10% of regular earnings excluding all overtime;
 - (d) Six (6) weeks entitlement – 12% of regular earnings excluding all overtime

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

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Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
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- 1.03 If a recognized statutory holiday falls or is observed during an employee's vacation period he shall be allowed an additional vacation day with pay immediately following his vacation period or an additional day of vacation on some other day if mutually agreed to between the employee and their Manager.
- 1.04 Vacation pay for each week of vacation shall be the employee's regular rate of pay immediately prior to the vacation period.
- 1.05 **Vacation Scheduling**
Each employee shall submit, on a form provided by the Town of Drumheller, the request for vacation to their Manager by April 1st of each year and insofar as the efficient operation of a department will permit, an employee shall have the right to choose his period of vacation. If, in the opinion of the Department Head, the period of vacation leave chosen by an employee conflicts or interferes with the efficient operation of the department, the Department Head shall, on or before May 1st, give the employee notice of this and such employee shall have the right to choose an alternative period. In the event that the employee does not choose an alternative period acceptable to the Department Head, the Department Head shall assign the vacation period.
- 1.06 An employee shall be entitled to receive his vacation in an unbroken period except where his vacation entitlement is in excess of three (3) weeks. In such a case, the employee's vacation entitlement may be taken in an unbroken period only with the approval of their Manager.

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

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1.07 An employee who has been on sick leave, Workers' Compensation Benefits, or leave of absence without pay for Thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall, for the year in which the absence occurs, earn annual vacation with pay proportionate to the number of months that the employee worked with pay in the service of the Town of Drumheller.

1.08 Annual vacations must be taken in periods of at least five (5) working days, unless the employee's Manager grants approval.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to specify vacation entitlements that are earned by employees and to ensure consistency in the calculation and payment of vacation pay.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees, but is subject to the provisions of the applicable Collective Agreement as it relates to unionized employees.

4 RESPONSIBILITY

4.01 Department Heads and Managers are responsible for receiving vacation requests, reviewing, scheduling, approving and monitoring vacation time requested and taken, and for advising Payroll of any changes to approved vacation plans. Changes are subject to approval by the Union unless mandated by statutory or industry requirements.

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

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- 4.02 Payroll is responsible for monitoring vacation schedules and shall ensure vacation pay is paid in a timely manner, consistent with the provisions of this Statement of Policy and Procedure.

5 DEFINITIONS

- 5.01 For the purposes of this policy, "**wages**" means monetary remuneration paid or payable to the employee during the twelve (12) month period for which the vacation is earned but excludes, contributions made by the employer to a benefit plan and any payments to which an employee is entitled from a benefit plan, allowances or expenses, or vacation pay previously paid during the twelve month period.
- 5.02 "**Continuous employment**" means a period of 12 consecutive months of employment including approved vacation time and/or approved leaves of absence(s).
- 5.03 "**Anniversary Date**" means the anniversary of the date of commencement of employment with the Town of Drumheller or such date established by promotion.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000 and Regulations
No.4.02.10.05 — Maternity/Pregnancy Leave
No.4.02.10.06 — Parental/Adoption Leave
No.4.02.10.12 — Urgent Domestic Contingency/Emergency Leave
No.4.02.10.13 — Sick Leave and Long Term Disability

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

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7 PROCEDURE

7.01 Vacation Scheduling

- (a) Employees are required to submit requests for vacation to the Manager by April 1st of each year for approval.
- (b) Vacation entitlement of two (2) weeks or less shall be taken in periods of not less than five (5) days unless the employee requests in writing that vacation time be taken in periods shorter than one (1) week and the Manager agrees to that request.
- (c) In the event the efficient operation of a department may be impaired by scheduled vacations, the Manager may limit the number of employees who can take vacation at the same time. In such cases, the Department Head, in his or her sole discretion, will approve vacations based on the operational needs of the Town of Drumheller. Where all other factors are equal, the Department Head will give preference to vacation requests in order of the employee's length of service with the Town of Drumheller.

7.02 Holiday Occurring During Vacation

When a recognized holiday occurs, or is granted, on a normal working day during an employee's vacation, the employee is entitled to:

- (a) An extra day of vacation at the beginning or at the end of the vacation; or
- (b) An extra day to be taken on any normal working day in the same calendar year subject to the approval of the employee's Manager.

7.03 Illness During Vacation

If an employee becomes ill or is injured after commencing vacation, the period of illness or injury is considered as sick time and will not be considered as part of the scheduled vacation. Employees will still be required to provide documentation as required under 1.02 of Policy No. 4.02.10.13.

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

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7.04 Leave and Vacation conflict

An employee who has been on sick leave, Workers' Compensation Benefits, or leave of absence without pay for Thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall, for the year in which the absence occurs, earn annual vacation with pay proportionate to the number of months that the employee worked with pay in the service of the Town of Drumheller.

7.05 Vacation Pay on Termination

An employee who ceases employment, for any reason, will receive vacation pay for vacation time accrued to the date of termination, but not yet taken.

7.06 Vacation Carry Over

The Chief Administrative Officer may grant an employee to carry over up to five (5) vacation days per vacation year. The employee must request their vacation carry over in writing. An employee may not carry over vacation leave for more than one vacation year without the approval of the Chief Administrative Officer.

7.06.01 The Chief Administrative Officer position shall be required to comply with the intent of Section 7.06. Council will be required to approve any carryover of vacation days requested by the Chief Administrative Officer.

7.06.02 Directors shall report to council during the last quarterly report of each calendar year as to their department's compliance to Section 7.06. In this report, Directors must identify any non compliance to the policy as outlined in Section 7.06 and present an action plan to deal with all identified noncompliance.

7.07 Payment in Lieu of Vacation

No payment will be made in lieu of vacation except where:

- (a) An employee ceases employment;
- (b) An employee who is entitled to two weeks or less of vacation is on extended leave of absence and/or is physically unable to take earned vacation in the current year and the Director, Employment Standards approves such payment; or
- (c) In those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period, payment in lieu of vacation may be made only for vacation entitlement in excess of two (2) weeks. Approval for pay in lieu of vacation requires the approval of the Department Head and the Chief Administrative Officer, or a designated nominee.

8

ATTACHMENTS

Attachment A ☐ Vacation Authorization Form.

Section 4 Benefits
Policy No.4.02.10.02 Vacation and Vacation Pay

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Attachment A
Vacation Authorization Form

Town of Drumheller
Notification of Leave

NAME _____

DATE _____

Type of Absence	Days
Worker's Compensation	
Death in Family	
Lieu of Overtime	
Sickness	
Special Leave	
Vacation	
Medical & Dental Appointment	

DATE AND TIMES OF ABSENCE:

SUPERVISOR'S APPROVAL: _____

White: Payroll Department – Canary: Employee – Green: Supervisor

Section 4 Benefits
Policy No.4.02.10.03 Holidays

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1 POLICY

- 1.01 The Town of Drumheller recognizes twelve (12) days as holidays and grants employees time off work on these days for which the employee is paid Holiday Pay, subject to the conditions outlined herein. The recognized holidays are:

New Year's Day	Good Friday	Victoria Day
Canada Day	August Civic Holiday	Labour Day
Easter Monday	Remembrance Day	Thanksgiving Day
Christmas Day	Boxing Day	Family Day, 3 rd Monday in February

And any other day proclaimed as a Holiday by the Federal, Provincial or Municipal Government.

- 1.02 An employee must have worked at least thirty (30) days during the twelve-month period prior to a named Holiday in order to qualify for such a Holiday with pay.
- 1.03 All employees shall receive the recognized statutory holidays for which the employees are eligible with pay, or other days with pay in lieu of such statutory holidays, providing that the employees are available for work in accordance with regular hours of work preceding, during and following the designated day for observance of the holiday.
- 1.04 Where the Town of Drumheller designates a day off in lieu of the actual statutory holiday for the majority of its employees, the employees may be allowed off on such day. In the event that this will interfere with any services the Town of Drumheller considers to be essential, the employee may be owed a day off in lieu of the statutory holiday at a time mutually agreed upon between the employee and his Manager. If such a day cannot be agreed upon, the Town of Drumheller may designate the day off or the employer may pay the employee a regular days pay at overtime rates in lieu of the statutory holiday.

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1.05 Where a holiday falls on a non-working day for an employee or during an employee's vacation, another working day shall be granted as the holiday and be taken on a day specified by the Town of Drumheller that is not later than three (3) months after the holiday.

1.06 **December 24th – Christmas Eve**

If Christmas Eve (December 24th) falls on a normal work day for an employee, the employee shall receive 1/2 day away from work with pay. Christmas Eve shall remain a regular day of work and managers shall determine the number of staff required to maintain required services during this day. Employees required to work the full day on December 24th will receive 1/2 day off work with pay at a later date.

1.07 **Holiday Pay Eligibility**

To be eligible for Holiday Pay, an employee must:

- (a) Be on the active payroll;
- (b) The employee must have worked thirty (30) days or more in the preceding twelve (12) month period;
- (c) Work all of the employee's regularly scheduled days of work immediately prior to and all of the employee's regularly scheduled days of work immediately following a holiday, unless absence is approved in advance, in writing, by the employee's immediate Manager or the employee can show reasonable cause for not working such days;
- (d) Work on the holiday if the employee has agreed to do so unless the employee can show reasonable cause for not working on the holiday.

2 **PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to specify those days, which are observed as holidays, and to outline the eligibility requirements for Holiday Pay.

3 **SCOPE**

3.01 This Statement of Policy and Procedure applies to Non-union employees. Holiday provisions for Union employees are governed by the terms of the applicable Collective Agreement.

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4 RESPONSIBILITY

- 4.01 Managers are responsible for advising Payroll, in writing, of the names of those employees who do not qualify for Holiday Pay and the reason(s) for disqualification.

5 DEFINITIONS

- 5.01 "**Holiday Pay**" means the regular wages for one day, as required by the Employment Standards Acts.
- 5.02 "**Regular rate**" means
- (a) For an employee who is paid by the hour, the amount paid for an hour of work in the employee's usual work week, not counting overtime hours;
 - (b) Otherwise, the amount paid in a given work week divided by the number of non-overtime hours actually worked in that week.
- 5.03 "**Regular wages**" means wages other than overtime pay, holiday pay, premium pay, vacation pay, termination pay and severance pay.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000 and Regulations,
as amended No.2.02.10.05 — Employment Classifications
No.4.02.10.02 — Vacation and Vacation Pay No.4.02.10.04
— Personal Leave of Absence

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Policy No.4.02.10.03 Holidays

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7 P R O C E D U R E

7.01 Work Performed on a Recognized Holiday

- (a) Work performed on a holiday must be authorized in advance by the Department Head and is paid at the rate of one and one-half ($1\frac{1}{2}$) times the employee's Regular Rate for all hours worked, in addition to Holiday Pay. Work performed on a holiday is not considered when considering an employee's eligibility for overtime pay.

- (b) In the alternative, an employee who agrees to work on a holiday may elect in writing, subject to the Town of Drumheller's approval be paid his or her Regular Rate of pay for work performed on the holiday and receive another day off that would normally be a working day for the employee with holiday pay. The substituted day must be mutually agreed upon and shall be a day that is no later than three (3) months after the holiday, or if the employee agrees, a day that is no more than twelve (12) months after the holiday.

- (c) The following rules apply for the purposes of paragraphs 1.04, 7.01(a) and 7.01(b) of this policy.
 - i. If the employee agrees to work on the holiday and without reasonable cause, performs none of the work that he or she agreed to perform, the employee is not entitled to receive holiday pay.
 - ii. If the employee, with reasonable cause, performs none of the work he or she agreed to perform on the holiday, the employee will receive a substitute day off work in accordance with paragraph 7.01(b)(i), or, if an agreement was made under paragraph 7.01(b)(ii), the employee shall receive holiday pay unless the employee is otherwise disqualified from receiving holiday pay for failing to work either the full regularly scheduled work day before or after the holiday.

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- 7.02 An employee hired on the first working day following a holiday or thereafter is not eligible for Holiday Pay for that holiday.
- 7.03 Holiday Pay on Cessation of Employment
- (a) An employee who ceases employment before a day that is substituted for a holiday and who is otherwise eligible for pay for that holiday, shall receive Holiday Pay in lieu of that substituted holiday.
- (b) An employee who ceases employment at the end of the regular work day immediately preceding a holiday which is observed during the same week as the date of termination and who otherwise would normally be eligible for the holiday, shall receive Holiday Pay in lieu of the holiday in addition to any other wages owing at the time of termination.
- 7.04 Subject to Paragraph 1.03, payment or alternative time off will not be made for holidays occurring during a period of leave of absence without pay.

8 **ATTACHMENTS**
 None.

Section 4 Benefits
Policy No.4.02.10.04 Personal Leave of Absence

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1 POLICY

- 1.01 (a) Employees on the active payroll may apply for a personal leave of absence at any time. This policy will apply, unless another leave of absence policy applies. All requests for personal leave, save and except for jury duty (see Paragraph 7.01), are deemed to be for personal reasons and may or may not be granted in the sole discretion of the Department Head or Chief Administrative Officer, as appropriate.
- (b) Requests for leave will be judged on performance, by the Manager, having regard for individual circumstances, such as, the purpose of the leave, the performance and length of service of the employee, the frequency of such requests, and the impact of the employee's absence on operations. Such leaves, if granted, shall be without pay.
- (c) The Manager, prior to responding to the Request for Personal Leave, shall consult with the Chief Administrative Officer or a designated nominee, for guidance in order that consistent and fair treatment of all employees may be assured.
- 1.02 (a) Employee benefits are discontinued for the duration of any Leave of Absence in excess of one (1) month, unless specified otherwise herein.
- (b) If permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured health and medical benefits by prepaying the necessary premiums, including the employer's share, prior to the commencement of a leave in excess of one (1) month.
- 1.03 Any Request for Personal Leave for the purpose of working for another employer or for the purpose of serving a jail sentence will not be granted.

Section 4 Benefits
Policy No.4.02.10.04 Personal Leave of Absence

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- 1.04 Upon request, a father shall be given either one (1) day leave of absence with pay to attend the delivery of his child or one (1) day leave of absence with pay to attend the release from hospital of his spouse/partner who has given birth.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to outline types of Personal Leaves of Absence that will be approved and to establish guidelines for the handling of such requests. Furthermore, the Statement of Policy and Procedure deals with leaves relating to Jury Duty or attendance in court as a witness under summons.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union employees. Leaves of Absence for Union employees are covered by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 Managers are responsible for responding to any Request for Leave in a timely manner and for notifying the employee of the disposition of the request. Additionally, Managers are responsible for notifying Payroll of any approved requests for leave.

5 DEFINITIONS

- 5.01 "**Working day**" means a day on which the employee is regularly scheduled to work.

Section 4 Benefits
Policy No.4.02.10.04 Personal Leave of Absence

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6 REFERENCE and RELATED STATEMENTS of POLICY and PROCEDURE
Alberta Employment Standards Act and Regulations

7 PROCEDURE

7.01 Jury Leave

An employee who is summoned for jury duty, or as a court witness, shall be granted Jury Leave or Court Attendance Leave, with pay, for the period required. On conclusion of Jury or Court Attendance Leave, the employee shall be reinstated to the position most recently held, if it still exists, or to a comparable position, if it does not, at the same wage rate as paid when the employee's leave commenced. The following conditions apply:

- a) The employee is required to return to work immediately if services as a juror, or as a court witness, are not required; and
- b) Fees paid by the court, or any other parties, for serving will be deducted from the employee's regular base pay. Fees paid by the court for reimbursement to the employee for expenses such as travel are exempt.

7.02 Except for Paragraph 7.01, whenever possible, employees are requested to first use vacation or lieu time owed to them before requesting personal leave.

7.03 Requests for Personal Leaves of Absence shall be submitted to the employee's Manager, as far in advance of the date of commencement of the requested leave as is possible. The Personal Leave of Absence Request and Response Form shown in Attachment A is used for this purpose.

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Policy No.4.02.10.04 Personal Leave of Absence

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7.04 Requests for Personal Leave without pay, of up to three (3) working days per year, may be authorized by the employee's Manager. Requests for Personal Leave without pay, in excess of three (3) working days, and all requests for Personal Leave with pay, require the approval of both the employee's Manager and the Chief Administrative Officer or a designated nominee.

7.05 A copy of all approved Personal Leave of Absence Requests shall be provided to Payroll and a copy shall be filed in the employee's Personnel file.

8 ATTACHMENTS

Attachment A — Leave of Absence Request and Response Form.

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Policy No.4.02.10.04 Personal Leave of Absence

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Attachment A
Leave Of Absence Request and Response Form
Request For Leave Of Absence

NAME		DEPARTMENT
POSITION		SHIFT
FIRST DATE OF LEAVE	LAST DATE OF LEAVE	RETURN TO WORK DATE
REASON FOR REQUEST		
EMPLOYEE SIGNATURE		DATE REQUESTED

Response To Request For Leave Of Absence

SUBJECT TO THE FOLLOWING CONDITIONS , request for leave is:					
APPROVED 0		WITH PAY 0			
NOT APPROVED 0		WITHOUT PAY 0			
Leave will start on: _____			Leave will end on: _____		
Scheduled return to work date: _____			Shift: _____		
FAILURE TO RETURN TO WORK, ON SCHEDULED DATE, WILL BE DEEMED A VOLUNTARILY QUIT FROM JOB ON THE DATE LEAVE COMMENCED.					
HOLIDAY PAY will not be paid for the following holidays occurring during leave.					

EMPLOYEE BENEFITS WILL BE AFFECTED AS SHOWN BELOW:					
BENEFIT PROGRAM	CONTINUE	DISCONTINUE	BENEFIT PROGRAM	CONTINUE	DISCONTINUE
Group Life Insurance	0	0	Short Term Disability	0	0
Group Accident Insurance	0	0	Long-Term Disability	0	0
Extended Health Care	0	0	Retirement Plan	0	0
Dental Insurance	0	0	Other	0	0
Authorized by: _____			Date: _____		

Section 4 Benefits
Policy No.4.02.10.05 Maternity/Pregnancy Leave

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1 POLICY

- 1.01 (a) A pregnant employee who has at least fifty-two (52) weeks of consecutive employment before the expected date of birth is entitled to and shall be granted a pregnancy leave of absence without pay, not exceeding fifteen (15) weeks in duration provided she:
- (i) Submits a written application for Pregnancy Leave at least six (6) weeks before the date on which the leave is to commence; and
 - (ii) If requested, provides a certificate from a legally qualified medical practitioner stating the expected birth date.
- (b) In the case of an employee who stops working because of complications caused by her pregnancy or because of a birth, stillbirth or miscarriage that happens earlier than the employee was expected to give birth, the employee must, within two (2) weeks of stopping work, provide:
- (i) A written notice of the date pregnancy leave began or is to begin; and
 - (ii) A certificate from a legally qualified medical practitioner that:
- (c) In the case of an employee who stops working because of complications caused by her pregnancy, a legally qualified medical practitioner states the employee is unable to perform her duties because of complications caused by her pregnancy and states the expected birth date; or
- (d) In any other case, a legally qualified medical practitioner states the date of birth, stillbirth or miscarriage and the date the employee was expected to give birth.

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- 1.02 Unless Paragraph 1.01(b) applies, pregnancy leave may commence no earlier than fifteen (15) weeks before the expected birth date and no later than the earlier of the employee's due date or the day on which the employee gives birth. Such leave shall be for a continuous period and not intermittent.
- 1.03 (a) Pregnancy leave of an employee who is entitled to take parental leave ends fifteen (15) weeks after the leave began.
- (b) Pregnancy leave of an employee who is not entitled to take parental leave or who elects not to take parental leave, ends on the later of the day that is fifteen (15) weeks after the leave began or the day that is six (6) weeks after the birth, stillbirth or miscarriage.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure employees are aware of the rights related to pregnancy leave.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for providing the appropriate written notices and medical certificates required by this Statement of Policy and Procedure.

5 DEFINITIONS

None.

Section 4 Benefits
Policy No.4.02.10.05 Maternity/Pregnancy Leave

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6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000 and Regulations
No.4.02.10.02 — Vacation and Vacation Pay
No.4.02.10.06 — Parental and/or Adoption Leave
No.5.02.10.04 — Workplace Accommodation on the Basis of Handicap

7 P R O C E D U R E

- 7.01 During Pregnancy Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that she does not intend to pay the required contributions, if any, to the plan(s). If employer contributions are required, the employee is responsible for paying those contributions unless, prior to taking leave or within two (2) weeks thereafter, the employee notifies the Town of Drumheller in writing of her intention to discontinue contributions during the leave period. Benefits do not accrue during the leave, if required employee contributions are not paid. An employee wishing to continue benefits during the leave will be required to provide either post-dated cheques or make other suitable arrangements regarding payment of employee's portion of premiums for benefit coverage.
- 7.02 Except for determining whether an employee has completed a Probationary Period, the period of a Pregnancy Leave is included in calculating an employee's length of employment, service or seniority.
- 7.03 On expiry of a Pregnancy Leave, an employee who returns to work shall be reinstated in the position occupied by her at the commencement of the leave, or if that position is not available, in a comparable position with not less than the same wages and benefits.

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- 7.04 An employee who is entitled to Parental Leave in addition to Pregnancy Leave must commence that leave upon the expiry of Pregnancy Leave, unless the child has not yet come into the care and control of the employee.
- 7.05 An employee may end a pregnancy leave earlier than planned provided she gives at least four (4) weeks of written notice of the date on which she intends to return to work.
- 7.06 (a) An employee who does not intend to return to work after the leave ends is required to provide at least four (4) weeks of written notice of termination. An employee is not permitted to terminate her employment before the leave expires.
- (b) An employee who fails to return to work upon the expiry of her Pregnancy Leave and fails to provide a written notice of termination as required in Paragraph (a) is deemed to have voluntarily resigned her employment effective with the expiry of the leave.
- 7.07 No employee shall be intimidated, suspended, laid off, dismissed or penalized in any way because she becomes eligible to, intends to take, or takes pregnancy leave.

8 ATTACHMENTS
None.

Section 4 Benefits
Policy No.4.02.10.06 Parental and/or Adoption Leave

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1 POLICY

- 1.01 An employee who has completed at least fifty-two (52) weeks of employment and who is the parent of a child is entitled to Parental/Adoption Leave without pay, up to a maximum period of thirty-seven (37) consecutive weeks if the employee also took Pregnancy Leave or thirty-seven (37) weeks, otherwise, following;
- (a) The birth of the child; or
 - (b) When the child comes into the custody, care and control of a parent for the first time.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish effective procedures to be used by employees who become parents and wish to provide for the care and custody of a new-born or adopted child.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for providing at least six (6) weeks of written notice when requesting a Parental/Adoption Leave.

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5 DEFINITIONS

- 5.01 **"Child"** means a newborn child of the parent and, in the case of an adopted child, a child who has not reached the age eighteen (18) years.
- 5.02 **"Parent"** means the father or mother of a new-born child and includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000 and Regulations
No.4.02.10.02 — Vacation and Vacation Pay
No.4.02.10.05 — Maternity/Pregnancy Leave

7 PROCEDURE

- 7.01 (a) Eligible employees, upon giving the Manager a minimum of six (6) weeks of written notice of the intention to take a Parental/Adoption leave, shall be granted the requested leave for a maximum period of up to thirty-seven (37) consecutive weeks for an employee who also takes Pregnancy Leave or thirty-seven (37) consecutive weeks for an employee who does not take Pregnancy Leave.
- (b) If an employee stops working because a child comes into the employee's custody, care and control for the first time earlier than expected,
- (i) The employee's Parental/Adoption Leave begins on the day he or she stops working; and
- (ii) The employee must, within two (2) weeks after stopping work, give written notice that he or she is taking Parental/Adoption Leave.

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- 7.02 An employee who takes Pregnancy Leave and wishes to take Parental Leave must commence the Parental Leave immediately upon expiry of the Pregnancy Leave, without a return to work, unless agreed to otherwise by the Town of Drumheller and the employee. Otherwise Parental/Adoption leave must commence not later than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of a parent for the first time.
- 7.03 On expiry of a Parental/Adoption Leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position. The employee shall receive a pay rate that is equal to the greater of:
- (a) The rate the employee most recently earned; and
 - (b) The rate the employee would be earning had he or she worked throughout the leave.
- 7.04 Parental/Adoption Leave is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.
- 7.05 During Parental/Adoption Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans unless the employee elects in writing not to do so, or the employee provides written notice that he or she does not intend to pay the required contributions, if any, to the plan(s). If employer contributions are required, the employee is responsible for paying those contributions prior to taking leave or within two (2) weeks thereafter. If the employee notifies the Town of Drumheller in writing of his or her intention to discontinue contributions during the leave period, benefits coverage will be discontinued.

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- 7.06 An employee may end a Parental/Adoption Leave earlier than planned by providing at least four (4) weeks of written notice of the date on which the leave is to end.
- 7.07 An employee who takes Parental/Adoption Leave shall not terminate his or her employment before the leave expires or when it expires without giving at least four (4) weeks' written notice of termination. Unless written notice of termination is given, an employee who fails to return to work upon the expiry of a Parental/Adoption Leave is deemed to have voluntarily resigned his or her employment coincident with the expiry of the leave.
- 7.08 No employee who has completed the Probationary Period shall be terminated or laid-off solely because the employee has applied for leave in accordance with this policy.

8 ATTACHMENTS
None

Section 4 Benefits
Policy No.4.02.10.07 Bereavement

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1 POLICY

1.01 In the event of a death of a member of an employee's Immediate Family, an employee is entitled to and shall be granted a Bereavement Leave for the purpose of arranging and/or attending the funeral:

- (a) Provided the Town of Drumheller is satisfied that the request is a legitimate one, it will be permissible to grant Bereavement Leave, with pay, up to but not exceeding, three (3) consecutive working days;
- (b) Bereavement Leave shall be extended to four (4) days if travel is necessary in excess of 400 km with prior approval of the Manager.

1.02 To attend funeral services of persons related more distantly (Other Relatives) may be granted to a permanent employee at the discretion of the Department.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to establish an employee's entitlement to a Bereavement Leave in the event of a death of a member of the employee's Immediate Family or Other Relatives.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all Non-union employees. Bereavement Leave provisions for Union employees are governed by the terms of the applicable Collective Agreement.

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4 RESPONSIBILITY

- 4.01 Employees are responsible for notifying the Manager of the need for a Bereavement Leave as soon as possible.
- 4.02 Managers are responsible for advising Payroll of the name of any employee who takes a Bereavement Leave and for ensuring the payroll records properly reflect the employee's pay entitlement.

5 DEFINITIONS

- 5.01 **“Immediate family”** means:
- (a) The employee's spouse or common-law spouse;
 - (b) A parent, step-parent, foster parent or parent-in-law of the employee;
 - (c) A child, step-child or foster child of the employee;
 - (d) A grandparent, step-grandparent, grandchild or step-grandchild of the employee;
 - (e) The employee's brother or sister; or
 - (f) A relative of the employee who is dependent on the employee for care or assistance.
- 5.02 **“Other relatives”** means aunt, uncle, niece, nephew and cousin of the employee or a person who resides in the employee's household as a member of the family.

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5.03 **“Working day”** means a day on which the employee is regularly scheduled to work.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000

No.4.02.10.04 — Personal Leave of Absence

No.4.02.10.12 - Urgent Domestic Contingency/Emergency Leave

7 PROCEDURE

7.01 Employees who wish to take a Bereavement Leave shall provide written notice to the Manager as soon as practicable after learning of a death that qualifies for this type of leave. The notice of leave shall be filed in the employee's Personnel file and a copy shall be provided to Payroll. If necessary, and on behalf of the employee, the Manager may complete the Request for Leave form.

7.02 The Town of Drumheller reserves the right to require an employee to provide evidence, such as a photocopy of the death certificate, obituary, burial certificate or other confirmation, of the need for Bereavement Leave.

8 ATTACHMENTS

None.

Section 4 Benefits
Policy No.4.02.10.08 Educational Assistance Program

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1 POLICY

1.01 The Town of Drumheller provides an Education Assistance Program that offers reimbursement of tuition fees to encourage eligible employees to upgrade education and/or skills by enrolling in part-time studies at recognized colleges or universities.

1.02 **Eligibility**

- (a) Full-time or Permanent Part-time employees who have completed the Probationary Period are eligible to apply for Education Assistance Program benefits prior to enrolment in a course of study.
- (b) Employees must remain actively employed by the Town of Drumheller throughout the duration of the course of study.
- (c) The Educational Assistance Program benefits shall be applied to such educational upgrading that is required by approved Town of Drumheller's job description or legislative/licensing requirements. (E.g.: Alberta Environment Waste Water Certification, Canadian Payroll Association)

1.03 **Basis of Education Assistance**

- (a) Education Assistance Benefits for qualified Full-time employees are limited to the cost of tuition for the approved course, specific examination fees, and required textbook(s), if any. Travel expenses incurred as the result of lectures or examinations may be approved by the CAO or his designate and in accordance with Policy #4.02.10.11.
- (b) Education Assistance Benefits for qualified Part-time employees are *pro rata* of those benefits available to full-time employees. The *pro rata* share is based on non-overtime hours worked in relation to the full-time non-overtime hours scheduled during the thirteen (13) weeks immediately preceding the week in which the application is made for Education Assistance.
- (c) The Education Assistance Program applies to studies that are:
 - (i) Offered by a recognized educational institution or professional organization;

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- (ii) In the case of non-degree courses, related to the specific job which the employee performs; or
- (iii) In the case of degree courses, designed to enlarge and/or broaden an employee's knowledge and/or develop potential to assume greater responsibility within the Town of Drumheller.

2 PURPOSE

- 2.01 The Town of Drumheller wishes to encourage employees to continually upgrade and develop skills and knowledge through attendance at colleges and universities in part-time studies. This mutually beneficial Education Assistance Program is provided for this purpose.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to Full-time and permanent Part-time active employees.

4 RESPONSIBILITY

- 4.01 Employees wishing to apply for the Education Assistance Program are responsible for doing so prior to enrolling in the course of study.
- 4.02 The Town of Drumheller is responsible for issuing any refunds directly to the employee within two (2) weeks of receipt of approved documentation.

5 DEFINITIONS

None

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

No.2.02.10.04 — Probationary Period
No.2.02.10.05 — Employment Classifications
No.4.02.10.11 – Travel and Per Diems

7 PROCEDURE

- 7.01 Application for admission to the Education Assistance Program is made on the form provided for this purpose, prior to the commencement of the course of study. The application form requires the endorsement of the employee's Manager. The approved Form is shown in Attachment A.
- 7.02 A copy of the approved Education Assistance Application Form will be returned to the employee and serve as authorization for the employee to proceed with enrolment.
- 7.03 The employee may apply for reimbursement by attaching to the employee's copy of the approved Education Assistance Application Form, evidence of successful completion of the approved course of study, the tuition fee paid, and the cost of one (1) textbook, and submitting the documentation to the employee's Manager for his or her approval. The Manager shall complete the Refund Authorization section of the Form and submit the documentation to the Corporate Services Department for reimbursement.
- 7.04 **Exclusions**
The following types of programs are not eligible for an Education Assistance refund unless taken at the specific request of the Town of Drumheller:
- (a) General interest correspondence courses, personal and/or hobby type courses;

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(b) Correspondence or immersion courses offered by organizations other than recognized schools, colleges, universities and professional organizations.

7.05 Evidence of successful completion of the course of study and proper reimbursement under this program shall be filed in the employee's Personnel file.

7.06 If in the event that the employee wins or receives education bursaries, gifts or awards as they relate to the course of study; such bursaries, gifts or awards will remain in the ownership of the employee receiving them.

8 ATTACHMENTS

Attachment A — Education Assistance Application Form

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Attachment A
Education Assistance Application Form

Employee Name:		Department:		Date:	
I request approval of the following course(s) under the Education Assistance Program. I understand that in order to be eligible each course must be approved prior to enrolment.					
Course Name	Course #	Education Institution	Start Date	End Date	Tuition Fee
Please check (?) one of the following. The above course(s) are being taken as: ? - part of a curriculum leading _____ to the degree of _____ ? - a non-degree course					
DEGREE REQUIREMENTS: The Degree being pursued must be in a field related to employment. You must furnish a letter, or equivalent acceptable documentation, from the college or university indicating: (1) that you may be officially enrolled, and (2) the degree towards which you are working.					
NON-DEGREE REQUIREMENTS: A non-degree course(s) must be Job Related, improve performance on present job, or help prepare for future assignments.					
Employee Signature				Date	
MANAGER APPROVAL					
Briefly state the benefit of these courses to the employee and why you recommend approval.					
Department Head		Chief Administrative Officer		Date:	
REFUND AUTHORIZATION					
TO: Payroll Please refund the amount of\$ _____ to the above employee under the Education Assistance Program. Evidence of completion of the approved courses and the necessary _____ satisfactory receipts are attached and submitted herewith.					
Department Head:				Date	

Section 4 Benefits
Policy No.4.02.10.09 Seminars, Conferences and Conventions

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Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
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1 POLICY

- 1.01 During the course of conducting business for the Town of Drumheller, employees have the opportunity of attending conferences, seminars and conventions relevant to the business proceedings of municipalities or specialized areas. The Town of Drumheller pays for employee attendance at approved seminars, conferences, and conventions.
- 1.02 If an employee wishes to be accompanied by his or her spouse, employees may do so at the employee's own cost. The Town of Drumheller will not be responsible for any costs incurred for the travel, meals or registration of the spouse. Accommodation of the employee may be shared with the spouse.

2 PURPOSE

- 2.01 The Town of Drumheller encourages employees to increase knowledge, maintain currency in the profession, and to continually upgrade skills. Such improvement is often best accomplished through attendance at seminars, conferences or conventions.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Managers are responsible for arranging an employee's registration and attendance at an approved seminar or conference and for ensuring a Seminar, Conference, and Convention Report is completed by the employee in a timely manner.

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Policy No.4.02.10.09 Seminars, Conferences and Conventions

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4.02 Employees may be authorized by their Manager to attend conferences, seminars or conventions in accordance with budget limitations. The Town of Drumheller will pay in advance all registration fees.

4.03 Employees who attend a seminar, conference, or convention, paid for by the Town of Drumheller, are responsible for submitting a Seminar, Conference, and Convention Report in a timely manner.

5 DEFINITIONS
None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE
None.

7 P R O C E D U R E

7.01 In advance of any registration or enrolment for a seminar or conference employees are required to obtain approval from their Manager to attend a seminar or conference. If the request is approved, the Manager shall arrange for the enrolment or registration of the employee in the approved seminar, conference, or convention and, if necessary, arrange for appropriate return travel and accommodation during the event.

7.02 Employees who attend a seminar or conference shall complete The Seminar, Conference, and Convention Report Form attached herein as Attachment A within two (2) weeks following attendance at any seminar or conference paid for by the Town of Drumheller. Copies of the report shall be provided to the employee's Manager and the Department Director.

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7.03 A copy of the Seminar, Conference, and Convention Report shall be filed in the employee's Personnel file.

8 ATTACHMENTS

Attachment A — Seminar, Conference, and Convention Report

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Attachment A
Seminar, Conference, and Convention Report

Instructions: This report is to be completed within two (2) weeks after attending a Seminar or Conference. Distribute a copy of this report to the Manager and the Department Director. Use additional pages, as necessary, to provide a full report.

Name of person attending seminar or conference	
Seminar or conference name	<div>OVERALL EVALUATION</div> <div>Poor Below Average Good Excellent</div>
Seminar or conference presented by:	Name of leader:
Date(s) of seminar or conference	Size of group attending
Cost of Attending Salary: Registration Fees: Travel: Hotel: Meals: Total:	
Purpose in attending seminar or conference	
Summarize the contents and the main points of the seminar or conference. Use additional pages, if necessary.	
Will you use this data in the job? If yes, explain how.	
Do you recommend others in the Company attend this program? If so, who?	
Should similar conference material be presented in-house? If so, by whom?	
Employee Signature:	Date:

Section 4

Benefits

Policy No.4.02.10.10 Professional or Non-Professional Association Membership

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Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
Issued by:	Corporate Services	Effective:	January 4, 2005	Dated:	n/a

1 POLICY

- 1.01 The Town of Drumheller reimburses employees for periodic association fees or dues required to maintain professional or industry status. The Town of Drumheller has sole discretion to determine whether the Association status is a necessary qualification for the employee's current job or a foreseeable future position.

2 PURPOSE

- 2.01 Maintaining industry status or designation is important and is often related to an employee's current job duties or a foreseeable future position within the Town of Drumheller. This Statement of Policy and Procedure outlines the procedures to be followed for reimbursement of association fees in relation to municipally orientated designations and organizations.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees who are required to maintain professional or industry status as a job requirement.

4 RESPONSIBILITY

- 4.01 Department Heads are responsible for budgeting for association fees and expense reimbursement.

5 DEFINITIONS

- 5.01 "**Professional association**" means an organization, which is self-regulating and may accredit members to practice in the profession and to use the appropriate professional designation.

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Policy No.4.02.10.10 Professional or Non-Professional Association Membership

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE
None.

7 PROCEDURE
7.01 Reimbursement of association fees or expenses may be made by completing and submitting a regular expense report.

8 ATTACHMENTS
None.

Section 4 Benefits
Policy No.4.02.10.11 Travel and Per Diems

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Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	C #06-04
Issued by:	Corporate Services	Effective:	September 2, 2014	Dated:	October 12, 2014

1 POLICY

1.01 The Town of Drumheller will provide reimbursement of expenses at a level that reflects the costs incurred by an employee while on Town of Drumheller business. All travel expenses must be authorized the CAO or Department Director.

1.02 Meals may be claimed at the amount shown on receipts submitted including GST and a maximum 15% gratuity on the meal costs and where no receipt is submitted, a maximum of the following may be claimed:

Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00

Meals claimed on a receipt basis shall exclude any charges for alcoholic beverages. A meal allowance may not be claimed for any meal which is provided to the employee and does not require an expenditure by the employee such as meals provided as part of a seminar, conference, air flight, etc.

1.03 Lodging may be claimed at the amount shown on receipts submitted. Employees shall request the “Municipal Rate” upon registering at a hotel or motel. The Town shall cover costs related to the room and any applicable taxes only.

1.04 Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the amount shown on receipts submitted. Parking fees in excess of \$10 may be claimed at the amount shown on receipts submitted. Employees may claim the following expenses without a receipt:

Parking fees under \$10. (Not to exceed \$10 per day)
Taxi and Bus fees under \$10. (Not to exceed \$10 per day)

1.05 Travel by personal vehicle may be claimed at a rate equivalent to the Province of Alberta Government Employee rate while on Town of Drumheller business. Employees driving personal vehicles for business travel must maintain valid insurance coverage of minimum one (1) million dollars of public liability at all times at the employees’ own expense. Employees must comply with the Town of Drumheller’s Safety Policy and Safe Work Practices.

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1.06 Travel expenses of spouses accompanying Town staff at seminars, conferences or other Town business shall not be covered by the Town of Drumheller.

1.07 When an employee receives a discount, credit or bonus for travel that reduces the original travel cost, only the net expense may be claimed. This clause is not applicable when the employee receives a rebate, credit or privilege for using a personal credit card for which a fee has been paid.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to provide fair and equitable reimbursement of expenses by the Town of Drumheller.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Department Heads are responsible for ensuring travel and expense reimbursement of employees is approved in accordance with Town of Drumheller policy and procedures.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 P R O C E D U R E

7.01 All travel shall be authorized in advance by the Department Director or Chief Administrative officer.

Section 4 Benefits
Policy No.4.02.10.11 Travel and Per Diems

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7.02 All travel and related expense amounts shall be reimbursed in accordance with the amounts set forth in this policy.

7.03 Town of Drumheller Expense Forms shall be completed by the travelling employee and authorized by the Department Head (Director) or Chief Administrative Officer, before any payment shall be issued.

8 ATTACHMENTS

Attachment A – Statement of Expense

<div style="text-align: right; margin-bottom: 20px;">Date _____</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Name _____</div> <div style="width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Reason _____</div> <div style="width: 45%;"></div> </div>						
Date	Description	Meals	Mileage	Hotel	Other	Total
Totals Account						
Signature _____		Approval/Verified _____				

Section 4

Benefits

Policy No.4.02.10.12 Urgent Domestic Contingency/Emergency

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Issued to:	All Manual Holders	Issued:	October 7, 2016	Replaces:	n/a
Issued by:	Corporate Services	Effective:	October 3, 2016	Dated:	January 2011

1 POLICY

1.01 An employee is entitled to emergency leave, with pay, to a maximum of five (5) days of emergency leave each year because of the following reasons:

- (a) A personal illness, injury or medical emergency;
- (b) The death, illness, injury, medical emergency or an urgent matter that concerns a relative, friend, or former co-worker not defined in policy; or
- (c) Fire in home, flooding, sewer-backup, heating equipment failure.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to specify the reasons for which emergency leave will be granted and to establish uniform procedures for the administration of emergency leaves of absence.

3 SCOPE

3.01 This Statement of Policy and Procedures applies to all out of scope employees who are eligible for sick leave. In-scope employees are subject to the provision of their respective collective agreements

4 RESPONSIBILITY

4.01 An employee who wishes to take leave under this policy is responsible for advising his or her Manager in advance that he or she will be doing so. If the employee must begin the leave before advising the Manager, the employee must advise the Manager of the leave as soon as possible after beginning the leave.

4.02 Managers are responsible for determining an employee's entitlement to emergency leave and for notifying Payroll of the starting and ending dates of emergency leave taken by any employee.

Section 4

Benefits

Policy No.4.02.10.12 Urgent Domestic Contingency/Emergency

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- 4.03 Payroll is responsible for recording accurately the total number of days of emergency leave taken by any employee each year. Additionally, Payroll is responsible for advising the Manager whether or not an employee has any entitlement remaining for emergency leave under this policy.

5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Alberta Employment Standards Act, 2000 and Regulations

No.4.02.10.03 — Holidays

No.4.02.10.04 — Personal Leave of Absence

No.4.02.10.07 — Bereavement Leave

No.5.02.10.13— Sick Leave and Long-Term Disability

7 PROCEDURE

- 7.01 If an employee **takes less than one half (1/2) day** as leave under this policy, the employee shall be deemed to have taken one half (1/2) day's leave on that day; if an employee takes more than one half (1/2) day as leave, the employee shall be deemed to have taken one (1) day's leave on that day for the purpose of determining the maximum number of days of leave to which the employee is entitled each year.
- 7.02 The Town of Drumheller reserves the right to require an employee who takes leave under this policy to provide evidence reasonable in the circumstances that the employee is entitled to such leave.
- 7.04 Emergency Leave taken is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.

Section 4

Benefits

Policy No.4.02.10.12

Urgent Domestic Contingency/Emergency

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7.05 Examples of circumstances for which Emergency Leave with pay will not be granted:

- (a) Moving of household goods;
- (b) Extension of sick leave when sick leave credits are exhausted;
- (c) During a state of “Municipal Emergency”;
- (d) Legal and banking appointments;
- (e) Non-statutory holidays which are not recognized by the Town;
- (f) Attendance at a social function;
- (g) Missing a train, plane, bus, etc.;
- (h) Breakdown of private transportation;
- (i) Studying for examinations;
- (j) Marriage;
- (k) Settling of an estate; or
- (l) Attendance at routine medical appointments for other family members.

8 ATTACHMENTS

None.

Section 4

Benefits

Policy No.4.02.10.13 Sick Leave and Long-Term Disability

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1 POLICY

- 1.01 Every permanent employee shall earn sick leave credits at a rate of two (2) working days per month. Sick leave credits may be accumulative from year to year to a maximum equivalent to the Town of Drumheller's Long-Term Disability Plan 120 calendar days or 86 work days. Sick Leave credits are not earned while on Sick Leave in excess of fifteen (15) days or on leave of absences without pay in excess of 15 days.
- 1.02 An employee may be required to produce a certificate from a medical practitioner, on a form provided by the Town of Drumheller, for any illness or injury, certifying that the employee was unable to carry out duties due to such illness or injury.
- 1.03 While on Sick Leave, benefits will be provided until termination according to the Termination policy.
- 1.04 Subject to the conditions specified in the Town of Drumheller's Long-Term Disability Plan, permanent employees (subject to review) who suffer a non-occupational illness or injury, which causes an absence from work, may become entitled to receive long-term disability benefits.
- 1.05 While on Long-Term Disability, the premiums for Life Insurance, Dependent Life and Long-Term Disability will be waived by the carrier, premiums for Accidental Death and Dismemberment will be paid by the Town of Drumheller, and coverage for Alberta Blue Cross, Alberta Health Care and the Dental Plan are available, provided the premium cost is shared 80% employer and 20% employee until termination.

Section 4

Benefits

Policy No.4.02.10.13 Sick Leave and Long-Term Disability

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1.06 Long-Term Disability benefits commence after a permanent employee uses all accumulated sick leave provided that the employee provides a certificate to the Town of Drumheller that he/she is under the active care of a licensed physician.

1.07 Any permanent employee using all accumulated sick leave to go on Long-Term Disability shall upon returning from Long-Term Disability have previously accumulated sick leave reinstated should it be required due to an unrelated subsequent illness or accident of a duration exceeding thirty (30) days.

2 PURPOSE

2.01 The purpose of this policy is to outline benefits that may be available to eligible employees during a period of absence due to an illness or injury that is not covered by the Workers' Compensation Act.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all permanent Full-time and Part-time Non-union employees. Long-Term Disability Benefits for Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

4.01 Employees are responsible for notifying the Manager of the employees' inability to report to work due to sickness.

4.02 It is the responsibility of the Town of Drumheller to advise each permanent employee in writing of the amount of sick leave accrued by January 31st of the following year.

Section 4

Benefits

Policy No.4.02.10.13 Sick Leave and Long-Term Disability

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4.03 In order to receive Long-Term Disability benefits, employees are responsible for providing the required medical certificate to the Manager stating that the employee is under the care of a licensed physician. Employees must comply with recommended treatment and must authorize full medical disclosure, if requested. Employees must also participate in independent evaluations by medical or para-medical professionals, if requested by the Town of Drumheller.

4.02 Managers are responsible for verifying, where possible, the reason for the absence of any employee. If the absence is caused by an illness or injury not covered by the Workers Compensation Act, the Department Head is responsible for notifying Payroll of the need to commence Long-Term Disability benefits for the employee.

4.03 Payroll is responsible for consistency with the terms of this Statement of Policy and Procedure. Payroll is also responsible for following up to ensure appropriate medical certification is received prior to paying more than three (3) days of benefits.

5 DEFINITIONS

5.01 "Regular Base Pay" means an employee's normal wage exclusive of overtime pay, shift premium, vacation pay or other allowances.

5.02 "Year of continuous employment" means the completion of one year of employment commencing with the date of hire and ending on the next anniversary date of hire.

5.03 "Sick Leave" means the period of time a permanent employee is absent from work with full pay due to bona fide sickness and/or injury that does not come under the provision of the Workers' Compensation Act.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Workers' Compensation Act
Employment Insurance Act
Employment Standards Act, 2000

7 P R O C E D U R E

- 7.01 In order to be eligible to receive benefits under this policy a qualified employee is required to provide an appropriate medical certificate to the Manager within three (3) days of the first date of absence due to non-occupational illness or injury. An appropriate medical certificate must indicate that the employee is under the active care of a qualified physician and indicate an estimated or expected return-to-work date. The employee is required to comply with medical advice. If the required medical certificate is not received within the time limits, benefits payable under this policy will be discontinued until such a certificate is provided to the Manager. The Town of Drumheller may request full medical disclosure or require an independent evaluation by a medical or para-medical professional prior to paying benefits. The employee is also required to complete a long term disability application required by the Town's insurance carrier and submit it along with the appropriate medical certificate.
- 7.02 A Manager shall immediately forward to Payroll any medical certificate received. Payroll shall not continue Regular Base Pay for more than three (3) days without the receipt of an appropriate medical certificate. The medical certificate shall be filed by Payroll in the employee's Personnel File.
- 7.03 Any exception to this policy requires the advance written approval of the Chief Administrative Officer
- 7.04 All employees shall, prior to or within thirty (30) minutes of the commencement of the workday, notify the Manager of the inability to report to work. Failure to comply with this requirement may result in the employee losing entitlement to pay for the absence.

Section 4 Benefits

Policy No.4.02.10.13 Sick Leave and Long-Term Disability

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- 7.05 Deductions will be made from accumulated sick leave of all normal working days absent for sickness, exclusive of holidays. Deductions shall be made on the basis of all time absent from work.
- 7.06 From the time a permanent employee goes on Sick Leave, including Long-Term Disability, that employee will remain an employee with the Town of Drumheller for one (1) month for each year of service to a maximum of twenty-four (24) months.
- 7.07 That employee's position will not be filled permanently until the employee is terminated. Staff assigned to that position will only become permanent to that position at the point that employee is terminated.

8 ATTACHMENTS

None

Section 4 Benefits

Policy No.4.02.10.14 Personal Use of Town of Drumheller Vehicles

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Issued by:	Corporate Services	Effective:	January 4, 2005	Dated:	n/a

1 POLICY

- 1.01 No vehicle shall be used for an employee's personal purposes or for the transport of non-Town of Drumheller employees, except in the following circumstances:
- (a) Transportation of immediate family (spouse and children) is allowed when travel is between the employee's residence and place of work provided that the employee does not vary from a direct route to or from his or her place of work;
 - (b) Non-Town of Drumheller passengers may be transported for the purposes of Town of Drumheller business.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that all Town of Drumheller vehicles are operated in a manner consistent with efficiency, economy, and good public relations.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The Chief Administrative Officer shall approve the number of Emergency Response Vehicles and Inspection Vehicles in operation in one department at any one time.
- 4.02 Department Heads shall be responsible for determining the number of Emergency Response Vehicles and Inspection Vehicles necessary to be in operation in departments and recommend approval of the same to the Chief Administrative Officer.

Section 4

Benefits

Policy No.4.02.10.14

Personal Use of Town of Drumheller Vehicles

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4.03 Department Heads are responsible to distribute, explain and ensure compliance with this policy within departments.

4.04 All Town of Drumheller employees shall maintain awareness of this policy and adhere to its content.

5 DEFINITIONS

5.01 “Emergency Response Vehicle” is a Town of Drumheller owned or leased transportation vehicle assigned on a year-round basis (or occasional or partial year basis, as required) to an employee who is receiving Stand Pay for the purpose of maintaining response availability; or to an employee who has a normal and major work related function within the position that must maintain immediate response availability.

5.02 “Inspection Vehicle” is a Town of Drumheller owned or leased transportation vehicle assigned on a year round basis (or occasional or partial year basis, as required) to an employee who has a normal and major work related function within the position that inspects Town of Drumheller job sites.

5.03 “Personal Purpose/Use” means the operation of a vehicle for private purposes, such as driving to and from work whether at the extremities of the workday or at lunchtime. Personal purposes may also include visiting, transport of immediate family and shopping.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE
None

Section 4

Benefits

Policy No.4.02.10.14

Personal Use of Town of Drumheller Vehicles

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7 PROCEDURE

- 7.01 All employees assigned an Emergency Response Vehicle or an Inspection Vehicle are subject to the following:
- (a) To maintain care, attention and control of the vehicle at all times;
 - (b) Maintain a valid Alberta Operating Licence, consistent with the legislated Class requirements (e.g. Air Brake Endorsement, etc.);
 - (c) Town of Drumheller-owned vehicles shall not go more than eleven (11) km outside of the Town of Drumheller's boundaries for any purposes other than Town of Drumheller business;
 - (d) Only those employees assigned Emergency Response Vehicles or Inspection Vehicles, and who have the prior approval from the Department Head or Chief Administrative Officer, may use the vehicle to transport them to and from the residence for lunch; and
 - (e) Employees must respond directly to a call. Transportation of non-Town of Drumheller employees prior to response or transportation of non-Town of Drumheller employees to the location of the emergency is not permitted.
- 7.02 All employees assigned a Town of Drumheller-owned vehicle shall not transport non-Town of Drumheller employees (except on Town of Drumheller business) nor use the vehicle for personal purposes, subject to section 7.01 above.
- 7.03 No Town of Drumheller employee shall allow a non-Town of Drumheller employee to operate Town of Drumheller owned or leased vehicles, except as approved in writing by the Chief Administrative Officer.
- 7.04 This Policy does not exempt employees from paying federal and provincial income tax liability related to use of a Town vehicle.

8 ATTACHMENTS

None

Section 4 Benefits
Policy No.4.02.10.15 Long Service Benefit

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1 POLICY

- 1.01 To provide appreciation for long-term continuous service to permanent Town of Drumheller employees. Long-Term Service Benefit will be given to all employees upon retirement, resignation or permanent layoff from the employment with the Town of Drumheller.
- 1.02 Effective January 1st, 1982 and thereafter, the following conditions shall apply to new permanent employees:
- (a) Upon the fifth (5th) anniversary date of continuous employment with the Town of Drumheller, an employee shall be credited with ten (10) working days;
 - (d) Upon each annual anniversary date of continuous employment thereafter, an employee shall be credited with an additional two (2) days.
- 1.03 For all those permanent employees on staff prior to January 1st, 1982, the following conditions shall apply:
- (a) All employees in the employ of the Town of Drumheller as of December 31, 1981 shall be frozen at December 31, 1981 accrued sick leave level, as outlined in 1.03 (b), until such time as section 1.02 would provide greater benefit when calculated from date of hire.
 - (b) Upon termination or retirement, an employee having accrued sick leave to his/her credit shall receive an allowance in the amount equal to fifty percent (50%) of accrued sick leave as of December 31, 1981, at the rate of pay effective immediately prior to severance or retirement.

Section 4 Benefits
Policy No.4.02.10.15 Long Service Benefit

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2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish a fair and consistent procedure for an employee's entitlement to Long Service Benefit.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Payroll shall be responsible for creating and maintaining a listing of all employee anniversary dates and a schedule that outlines entitlements to this Long Service Benefit. Payroll shall inform, in writing, the Department Heads whose section contains employees that qualify for this benefit.
- 4.02 Department Heads shall be responsible for advising those employees who are eligible for this benefit.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

Section 4 Benefits
Policy No.4.02.10.15 Long Service Benefit

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7 PROCEDURE

- 7.01 All Long Service awards are paid to the employee upon retirement, resignation or permanent lay-off at the employee's current rate of pay.
- 7.02 Temporary lay-offs (less than 60 days) will not be considered breaks in continuous employment.
- 7.03 In the case of termination resulting from permanent disability or death of an employee, full payment of the days then standing to the credit of the employee shall be paid by the Town of Drumheller to the employee or to the estate.
- 7.04 Upon termination or retirement and at the employee's request, the payment of this benefit shall be:
- (d) A lump sum payment at the time of termination or retirement;
 - (e) For income tax purposes, held over to any taxation year following termination of employment; or
 - (f) Converted into a paid pre-retirement vacation equivalent.
- 7.05 No part of this article will apply to an employee dismissed for just cause.

8 ATTACHMENTS

None

Section 4

Benefits

Policy No.4.02.10.16

Staff Long Term Service Awards/Retirement/Resignation Recognition

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1 POLICY

- 1.01 Employees who've dedicated milestone years of service to the Town of Drumheller deserve special recognition and thanks for their contributions. In recognition of their contribution, the Town of Drumheller shall annually express its gratitude by honouring major milestones in an employee's service for the following:

**Long Term Service
Resignation
Retirement**

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish that Long Term Service, Resignation and Retirement awards are given in an appropriate, fair and consistent manner in recognition to all Town of Drumheller employees.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees. Employees who are on maternity, paternity, short term or long term disability leave, actual service will be considered in the calculation of their years of service. In the case of part-time or casual employees, actual service will be considered in the calculation of their years of service.

4 RESPONSIBILITY

- 4.01 The Chief Administrative Officer shall be responsible for ensuring the consistent implementation of this policy.
- 4.02 Human Resources staff shall monitor each employee's service record to insure that the length of service may be retrieved in five-year increments and that an annual listing of employees eligible for their service awards is provided to the Directors. Directors are responsible to assist with the implementation and promotion of this policy within departments.

5 DEFINITIONS

None

- 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**
No.4.02.10.15 — Long Service Benefit

Section 4

Benefits

Policy No.4.02.10.16

Staff Long Term Service Awards/Retirement/Resignation Recognition

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7 PROCEDURE

7.01 Long Service

Employees who reach 5 years of service and beyond in five year increments shall be recognized at the Town's Christmas Party annually with a gift card to a local business equivalent to \$10.00 per year of service or a day(s) off to be taken following the year of recognition as follows:

5 years – \$50.00 or 1 day off;
10 years – \$100.00 or 2 days off;
15 years – \$150.00 or 3 days off;
20 years – \$200.00 or 4 days off;
25 years – \$250.00 or 5 days off (capped at 5 days);
30 years - \$300.00 or 5 days off (capped at 5 days);
35 years - \$350.00 or 5 days off (capped at 5 days);
40 years - \$400.00 or 5 days off (capped at 5 days).

Resignation

Employees who resign from the Town shall be recognized with a gift card to a local business equivalent to \$10.00 per year of service commencing at their tenth year of service:

\$100 - \$190 for 10 - 19 years of service;
\$200 – \$290 for 20 - 29 years of service;
\$300 - \$390 for 30 - 39 years of service; and
\$400 - \$490 for 40 – 49 years or service.

Should employees wish to host a lunch for an employee who resigns, the cost of the lunch would be at the co-workers' expense. The Town will provide the use of a Town facility.

The funds paid for the gift card will be allocated to the budget of the respective department.

Retirement

Employees who retire from the town shall be recognized at the Town's Christmas Party with a gift card to a local business equivalent to \$10.00 per year of service commencing at their tenth year of service similar to the resignation gift allotment.

Retirees will be acknowledged at the Town Christmas Party. The retiring employee's partner's ticket shall be paid for by the Town.

Employees retiring with over 20 years of employment will be entitled to a retirement

Section 4

Benefits

Policy No.4.02.10.16

Staff Long Term Service Awards/Retirement/Resignation Recognition

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function separate from the Town Christmas Party, should the employee wish. The planning, organizing and fundraising will be the responsibility of the retiring employee's department. The Town will provide the venue / facility with all other costs incurred to be covered by the Town.

- 7.02 Employees who retire or resign within the allotted divisions shall receive a gift to the nearest division (six months and thereon shall be rounded up).

8 ATTACHMENTS

None

Section 4 Benefits
Policy No.4.02.10.17 Employee Assistance Program

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1 POLICY

- 1.01 The Town of Drumheller recognizes that behavioural health issues (including chemical dependence and emotional distress) are conditions, which can respond to treatment.
- 1.02 The Town of Drumheller's concern for employees with behavioural health issues is limited to the detrimental effects on the employee's ability to perform his or her job functions
- 1.03 No employee's job security or promotion opportunities will be jeopardized by the request for assistance with behavioural health issues.
- 1.04 Sick leave, where applicable, will be granted for treatment.
- 1.05 Treatment records of employees experiencing behavioural health issues will be kept confidential. Any and all information by the "Referral Agency" will be forwarded to the Chief Administrative Officer in order to confirm attendance.
- 1.06 Employees who refuse assessment and treatment, if indicated, or who do not respond to treatment, will be subject to corrective action/disciplinary actions.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish that the Employee Assistance Benefit is provided to all Town of Drumheller employees in a confidential, fair and consistent manner.

Section 4 Benefits
Policy No.4.02.10.17 Employee Assistance Program

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3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The Chief Administrative Officer shall be responsible for ensuring the consistent implementation of this policy.
- 4.02 The employee's Manager is responsible for assessing job performance.
- 4.03 The Department Head (Director) is responsible to institute referral procedures for the employee and recommend the same to the Chief Administrative Officer.

5 DEFINITIONS

- 5.01 "**Behavioural health issues**" are defined as personal/medical problems in which the employee's job performance is being directly impaired.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- No.4.02.10.13 ☐ Sick Leave and Long-Term Disability
No.5.02.10.06 ☐ Corrective Action/Discipline

7 PROCEDURE

- 7.01 Based upon a documented, deteriorating job performance, as noted by the employee's Manager, the Manager in conjunction with the Department Head shall arrange a treatment-evaluation referral.

Section 4 Benefits
Policy No.4.02.10.17 Employee Assistance Program

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- 7.02 The employee shall agree to a release of confidential information between the Chief Administrative Officer and the Referral Service/Agency regarding the progress of treatment and job performance.
- 7.03 The Manager, after observing an employee's deteriorating job performance, shall conduct an interview to advise the employee of the concern. Documentation shall be retained as confirmation to the meeting.
- 7.04 If the employee's job performance continues to deteriorate, the Manager shall conduct a corrective interview. Upon review of the job performance, a referral for treatment may be suggested if a behavioural health issue is indicated. This interview shall be documented and a date for a follow-up interview shall be set.
- 7.05 If the employee's job performance continues to deteriorate after steps 7.04 and the follow-up interview, the Manager shall document all areas of deteriorating job performance, absenteeism, etc. and shall inform the Department Head (Director).
- 7.06 The Department Head shall prepare a referral letter that shall be presented to the employee at a confidential meeting between the employee, his or her representative and the employee's Manager.
- 7.07 The employee shall read and sign the referral letter. By signing the referral letter the employee agrees to the assessment interview with the Referral Service/Agency. A written report by the Director will be submitted to the Chief Administrative Officer outlining the meeting and recommendation for referral.
- 7.08 Upon confirmation by the Referral Agency of a behavioural health issue, the Referral Service will advise the Chief Administrative Officer of information relating to the treatment plan.

Section 4 Benefits

Policy No.4.02.10.17 Employee Assistance Program

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8 ATTACHMENTS

Attachment A - Referral Letter

Dear _____ ,

The Department Manager has advised me that he/she discussed unsatisfactory job performance with you and provided you with a fair opportunity to resolve the problems are affecting work. As there has been no improvement, we have a responsibility according to Town of Drumheller policy, to ascertain the cause.

The purpose of this letter is to inform you of the steps you must take and the assistance the Town of Drumheller is prepared to provide to you in order to determine what is causing unsatisfactory job performance.

The Chief Administrative Officer will arrange an assessment interview with the Town of Drumheller's Referral Service/Agency for you; the Manager shall inform you of the date and time of this appointment. Should treatment be recommended, cooperation with the treatment agency selected is expected. If no evidence of a behavioural health issue is diagnosed and there is no improvement in job performance, you will be subjected to normal corrective action/disciplinary procedures.

Should treatment be required, any absence from work to attend appointments and or treatment will be covered by sick leave credits to the extent they exist.

Full cooperation and anticipate improvement in job performance is expected. If there is failure to cooperate with the above requirements, or if there is no improvement to job performance, you will be subjected to corrective action/disciplinary procedures.

Department Head

The above letter, outlining the steps to be followed, has been discussed in the presence of:

Employee's Representative

Manager

I acknowledge receipt of this letter, which I have read, understood, and agree to the conditions outlined. I hereby authorize the Town of Drumheller's Referral Service/Agency to exchange) on a confidential basis) information with the Chief Administrative Officer for the Town of Drumheller regarding the assessment and subsequent treatment required under this Program.

Date

Employee's Signature

Section 5 Employee Relations

Policy No.5.02.10.01 Employee Relations Principles

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1 POLICY

1.01 The Town of Drumheller believes that only through the fulfilment of individual needs for personal and professional growth can it achieve its goal of being a successful organization. Because success depends upon the quality and commitment by employees, the objectives are to employ the best people available and to maintain a high quality working relationship with all employees, based upon mutual trust, respect, courtesy and tolerance. To this end, the Town of Drumheller strives to:

- (a) Provide a work environment which is free of discrimination and/or harassment;
- (b) Provide a work environment that encourages self-motivation and initiative;
- (c) Provide fair rewards for sustained job performance encourage open and frank dialogue about work and/or business issues;
- (d) Offer equal opportunity for personal development, career growth and advancement based on individual ability and demonstrated job performance; and
- (e) Provide healthy and safe working conditions for all.

1.02 The Town of Drumheller believes that issues which may arise periodically between employees and management can best be resolved through open and frank discussions directly between the two parties. The Town of Drumheller respects the right of employees to request such involvement of third parties and will govern its actions accordingly.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to focus attention on human resources as the prime and vital component in successfully and profitably achieving the Town of Drumheller's mission.

Section 5 Employee Relations
Policy No.5.02.10.01 Employee Relations Principles

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3 SCOPE

3.01 The Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Managers are responsible for creating a work environment in which employees can learn and/or develop a work ethic consistent with the principles outlined in paragraph 1.01.

4.02 Employees are primarily responsible for actions related to personal development, conduct and behaviour.

5 DEFINITIONS

None.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

No.2.02.10.01 — Employment Principles

No.3.02.10.01 — Pay Principles

No.4.02.10.01 — Benefits Principles

7 PROCEDURE

None.

8 ATTACHMENTS

None.

Section 5 Employee Relations
Policy No.5.02.10.02 Dispute Resolution

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1 POLICY

- 1.01 The Town of Drumheller believes in resolving employee concerns and disputes, related to employment relationship, in a prompt and equitable manner.
- 1.02 Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint under this Statement of Policy and Procedure may do so without fear of retaliation or reprisal. Any such conduct will be subject to immediate corrective action.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to provide an effective problem-solving and dispute resolution process that every employee can utilize without concern for reprisal or recrimination. It is a vehicle by which employees may lodge complaints or express concerns to Management about the employment relationships with the Town of Drumheller, or on other issues.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union employees. Dispute resolution procedures for Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 Managers are responsible for investigating and responding to employees in a timely manner regarding issues or concerns raised through this procedure.
- 4.02 Employees who have legitimate complaints or concerns are encouraged to use these procedures — without fear of reprisal or recrimination.

Section 5 Employee Relations
Policy No.5.02.10.02 Dispute Resolution

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5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE
No.5.02.10.01 — Employee Relations Principles

7 P R O C E D U R E

7.01 Informal problem solving

Employees who have legitimate concerns about any aspect of employment relationship with the Town of Drumheller should first discuss those concerns with their Manager and attempt to resolve them satisfactorily. Managers are required to discuss and/or investigate any concern raised, and to respond in an appropriate manner, within two (2) working days of learning of the concern or dispute. If the issue is not resolved in a manner that is satisfactory to the employee, the employee may lodge a formal complaint.

7.02 Formal problem solving

- (a) If an employee's concern is not resolved in a satisfactory manner, through the informal problem-solving process, a formal complaint may be lodged, within five (5) working days of the facts becoming known that give rise to the concern or dispute.
- (b) A formal complaint is required to be in writing. The Incident Resolution Form shown in Attachment A to this Statement of Policy and Procedure may be utilized for this process. The completed and signed formal complaint shall be addressed to the employee's Manager and be presented to their Manager. The employee may request the assistance of any employee of the Town of Drumheller in preparing a formal complaint. Preparing a formal complaint will not be interpreted as criticism of the Manager. The recipient of a formal complaint shall provide a copy of the complaint to their immediate supervisor.

Section 5 Employee Relations
Policy No.5.02.10.02 Dispute Resolution

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- (c) Within two (2) working days of receiving a formal complaint, or at a time mutually agreed upon, the Manager's direct superior shall meet with the employee and Manager, investigate the complaint, and respond, in writing, to the employee who lodged the complaint. If the matter is not resolved in a satisfactory manner, the employee may appeal the matter within five (5) working days of receiving the written response, and consult with the Chief Administrative Officer, in an attempt to resolve the issue. The Chief Administrative Officer's decision shall be final and binding upon the parties.

8 ATTACHMENTS

Attachment A — Dispute Resolution Form.

Section 5 Employee Relations
Policy No.5.02.10.02 Dispute Resolution

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Attachment A
Dispute Resolution Form

EMPLOYEE: _____ POSITION: _____	
DEPARTMENT: _____	TIME: _____
(Use additional pages, if necessary)	
WHAT HAPPENED? (Objectively state details)	
WHO WAS INVOLVED? (Include names of parties involved and witnesses, if any)	
WHERE and WHEN DID THE INCIDENT TAKE PLACE? (Identify the specific location, date and time of incident)	
WHY DO YOU BELIEVE THIS SITUATION CONSTITUTES A CONCERN? (Examples are: Statement of Policy and Procedure violation, unjust or unfair treatment, favouritism, harassment/discrimination, etc.)	
WHAT REDRESS ARE YOU SEEKING?	
_____ Employee Signature	_____ Date
MANAGER'S RESPONSE:	
_____ Manager's Signature	_____ Date

Section 5 Employee Relations
Policy No.5.02.10.03 Sexual Harassment

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1 POLICY

- 1.01 Every employee is entitled to employment free of sexual harassment. The Town of Drumheller, in cooperation with the unions, shall make every effort to deal effectively with this harassment and offenders will be subject to corrective action, which may culminate in termination of employment.
- 1.02 The Town of Drumheller recognizes that individuals may find it difficult to come forward with a complaint under this Statement of Policy and Procedure because of concerns of confidentiality. Therefore, all complaints concerning sexual harassment, as well as the names of parties involved, shall be treated as confidential. The Town of Drumheller's obligation to conduct an investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained on the personnel file of the complainant. If there is a finding of improper conduct that results in disciplinary action, it will be reflected only on the file of the person who engaged in such conduct, in the same way as any other disciplinary action.

2 PURPOSE

- 2.01 This Statement of Policy and Procedure outlines the procedures to be followed regarding sexual harassment so that employees reporting alleged incidents will know the matter will be treated confidentially.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees attending to any activities on or off the Town of Drumheller's business premises that are in the ordinary course and scope of employment with the Town of Drumheller or are activities arranged or sanctioned by the Town of Drumheller.

Section 5 Employee Relations
Policy No.5.02.10.03 Sexual Harassment

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4 RESPONSIBILITY

- 4.01 All employees, and particularly employees in management positions, are responsible for ensuring sexual harassment is not tolerated and, where possible, is redressed.
- 4.02 Employees are requested to report promptly when becoming aware of, or hear of, alleged actions or complaints of discrimination or harassment.
- 4.03 It is the responsibility of the CAO, Director, Manager, or any person within the Town of Drumheller supervising one or more employees to take immediate and appropriate action to report or deal with incidents of sexual harassment in the work place whether brought to the attention or personally observed.

5 DEFINITIONS

- 5.02 "**Sexual harassment**" is any behaviour that is sexual in nature and is unwelcome. The Alberta Human Rights Commission defines sexual harassment as follows: "Sexual harassment, being discrimination on the grounds of sex, is a violation of the Individual's Rights Protection Act. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is made either explicitly or implicitly a term of or condition of an individual's employment.
- b) Submission to or rejection of such conduct by an individual affects that individual's employment."

Sexual harassment is illegal under the provisions of the Individual's Rights Protection Act. Sexual harassment can include such things as pinching, patting, rubbing, or leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. It is offensive and in many cases it intimidates others. It will not be tolerated within the organization named Town of Drumheller.

Section 5 Employee Relations
Policy No.5.02.10.03 Sexual Harassment

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5.03 **“Town”** means the municipal corporation of the Town of Drumheller, in the Province of Alberta as established by Order in Council 414/97 and contexts requires means all lands situated within the corporate boundary within the said Town.

5.04 **"Workplace"** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or plants), work assignments outside the Town of Drumheller's offices or plants, work-related travel, and work-related conferences or training sessions.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Individual's Rights Protection Act
Canada Labour Code
Alberta Human Rights Code
No.2.02.10.01 — Employment Principles
No.5.02.10.01 — Employee Relations Principles
No.5.02.10.02 — Dispute Resolution

Section 5 Employee Relations
Policy No.5.02.10.03 Sexual Harassment

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7 PROCEDURE

7.01 **If you are being sexually harassed:**

- (a) Tell the individual his/her behaviour is unwelcome and ask him/her to stop.
- (b) Keep a record of incidents (dates, times, locations, possible witnesses, what happened, and response). You do not have to have a record of events in order to file a complaint, but a record will assist you in remembering details over time.
- (c) Should it be warranted, after asking the harasser to stop his/her behaviour, report the problem to one of the following individuals:
 - (i) Direct Supervisor/Manager
 - (ii) Department Director
 - (iii) Personnel Services Director (Corporate Services Director)
 - (iv) Chief Administrative Officer
 - (v) Union Representative

7.02 **Dealing with a Complaint:**

- (a) Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If a complaint is filed through the union as a grievance, a meeting will be held with the union representative before and after the investigation.
- (b) The complainant and the alleged harasser will both be interviewed along with individuals who may be able to provide relevant information. All information will be kept in confidence and confined to a minimum of people on a “need to know” basis. The Chief Administrative Officer shall be informed, and kept up to date of the situation until its resolution.

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- (c) If the investigation reveals evidence to support the complaint of sexual harassment, the harasser will be disciplined appropriately, in accordance with established policies. Discipline may include suspension or dismissal and the incident will be documented in the harasser's personnel file. No documentation whatsoever will be placed in the complainant's personnel file where the complaint is filed in good faith, whether the complaint is upheld or not.
- (d) If the investigation fails to find evidence to support the complaint, there will be NO documentation concerning the complaint placed in the file of the alleged harasser.
- (e) The Town of Drumheller will attempt to protect any complainant as well as anyone providing information regarding the complaint from any form of retaliation by superiors or co-workers regardless of the outcome of a complaint made in good faith.

8 ATTACHMENTS

None.

Section 5 Employee Relations
Policy No.5.02.10.04 Workplace Accommodation on the Basis of Handicap

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1 POLICY

- 1.01 Provided a person with a disability is able to perform the essential duties of the job or other available work and requests accommodation in order to do so, the Town of Drumheller will try to accommodate that person.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish a process by which persons with a disability may request accommodation.

3 SCOPE

- 3.01 This policy applies to all Town employees at all Town owned locations in Alberta.

4 RESPONSIBILITY

- 4.01 Each Manager is responsible for ensuring the principles outlined in this Statement of Policy and Procedure are adhered to throughout all business activities.

5 DEFINITIONS

- 5.01 "**Disability**" means for the reason that the person has or has had, or is believed to have or have had:
- (a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheel chair or other remedial appliance or device;

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- (b) A condition of mental retardation or impairment;
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) A mental disorder; or
- (e) An injury or disability for which benefits were claimed or received under the *Workers' Compensation Act*.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Canada *Human Rights Code*
No.2.02.10.01 — Employment Principles

7 PROCEDURE

- 7.01 Employees who wish to raise a potential accommodation issue shall do so by submitting a request for accommodation, preferably in writing, to their Manager. The request shall:
- a) Describe the condition or circumstances causing the accommodation issue; and
 - b) Describe, in detail, the accommodation sought to address the need.
- 7.02 When necessary to facilitate the assessment and determination of the accommodation, the employee may be required to provide relevant medical information to the Town of Drumheller. Employees seeking accommodation are expected to provide fullest cooperation in providing any information or medical assessments relevant to determination of the accommodation request.

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Workplace Accommodation on the Basis of Handicap

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- 7.03 The Department Director and the Chief Administrative Officer will jointly assess the accommodation issue in light of the information provided. During the assessment phase, the Town of Drumheller reserves the right to require further information, including relevant medical information or opinions. The Town of Drumheller further reserves the right to require the employee to participate in a formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.
- 7.04 The Department Director and Chief Administrative Officer will jointly finalize a decision regarding the accommodation issue. The Manager shall communicate the decision to the employee.
- 7.05 If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision to the Chief Administrative Officer for further review. The decision of the Chief Administrative Officer shall be final and binding upon the parties.

8 ATTACHMENTS

None.

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Policy No.5.02.10.05 Conduct and Behaviour

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1 POLICY

1.01 Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees and the protection of the Town of Drumheller's assets. Employees are expected to govern conduct and behaviour in a manner consistent with the guidelines set out herein.

1.02 The Town of Drumheller is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of such materials on municipal premises is prohibited. The possession, transfer, sale, or use of such materials during the conduct of Town of Drumheller business is also prohibited. A breach of this policy will result in discipline up to and including discharge.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure 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 the Town of Drumheller.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Each employee is responsible for observing rules of conduct that are normally accepted as standard in a municipal organization.

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- 4.02 Managers are responsible for counselling employees promptly when conduct or behaviour is inconsistent with the intent of this Statement of Policy and Procedure.

5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

No.2.02.10.01 — Employment Principles
No.5.02.10.01 — Employee Relations Principles
No.5.02.10.03 — Sexual Harassment

7 P R O C E D U R E

- 7.01 **Appropriate Conduct and Behaviour** includes but is not limited to:
- (a) Adherence to published policies, practices and procedures;
 - (b) Competent performance of all job duties assigned;
 - (c) Prompt and regular attendance at work;
 - (d) Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the Town of Drumheller in the conduct of its business;
 - (e) Wearing proper business attire and footwear during working hours, appropriate to the job performed. For this purpose ripped or torn attire, shirts displaying inappropriate slogans, blue jeans, or other such casual, revealing attire are not acceptable office attire; thongs, etc. are not acceptable business footwear.

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7.02 **Inappropriate Conduct and Behaviour** includes but is not limited to:

- (a) Loitering or loafing;
- (b) Leaving work early or leaving the department without supervisor's permission;
- (c) Using obscene, abusive language;
- (d) Spreading malicious gossip or rumours;
- (e) Horseplay or throwing objects;
- (f) Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances;
- (g) Creating or contributing to unsanitary conditions;
- (h) Illegal gambling, lotteries, or any other game of chance while on municipal premises;
- (i) Excessive personal use of telephones or computer facilities

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

7.03 **Unacceptable Conduct or Behaviour includes:**

- (a) Possession of guns, weapons or explosives on municipal property;
- (b) Possession, consumption or use of alcoholic beverages or illegal substances while on municipal premises;
- (c) Solicitation of other employees, for any reason, during working hours, unless approved in advance by the Department Director;
- (d) Wilful violation of safety rules and procedures;
- (e) Wilful neglect and/or mishandling of equipment and machinery;
- (f) Unsafe driving of municipal or in-plant vehicles;
- (g) Theft and/or falsification of municipal records;
- (h) Indecency;
- (i) Fighting;
- (j) Insubordination;
- (k) Harassing, threatening, intimidating, coercing any person at any time;

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- (j) Poor or careless work;
- (k) Sleeping while on duty;
- (l) Accepting gifts, favours or gratuities that are contrary to the Town's Employee Code of Ethics from firms, organizations, agents, employees, or other individuals who do or desire to do business with the Town of Drumheller.

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

8 ATTACHMENTS

Attachment A – Code of Ethics

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Attachment A

Code of Ethics Agreement

Management and Non-Management Employees

It is the responsibility of the Managers to ensure the adherence of staff to the Code of Ethics. These standards are important to the Town of Drumheller's reputation and success in the community. All employees are expected to notify the Manager if there may be a conflict of interest situation, real, potential or perceived. The Manager shall be responsible in determining the proper course of action once the conflict has been brought to light. In any event, the Chief Administrative Officer shall be notified.

Confidential Information

Employees have access to confidential information by reason of employment with the Town of Drumheller. Employees must not make such information available unless it is public information. Where an employee is unsure of the status of information before making any disclosure release, the employee shall discuss it with the Manager who may see fit to consult with the Chief Administrative Officer.

Sensitive or confidential information includes, but is not limited to, the following:

- (a) Items under litigation.
- (b) Personnel matters including discipline, dismissals, resignation, job and salary information.
- (c) Information pertaining to the buying and selling of municipal property or the acquisition of property, real or proposed, by the Town of Drumheller.

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Attachment A
Code of Ethics continued

- (d) Information about suppliers provided for evaluation, which might be useful to competitors.
- (e) Information that might infringe on the right to privacy of others.
- (f) Sources of complaints about a variety of matters where the identity of the complainant is given in confidence.
- (g) Items under negotiation.
- (h) Information, which is supplied in support of license application, etc., where information is not part of the public documentation.
- (i) Schedule of prices in contract tenders.
- (j) Any item protected by the Freedom of Information and Protection Privacy Act or any other Provincial or Federal statute.

All information relating to the operation and affairs of the Town of Drumheller will be released to the media by the Chief Administrative Officer and at his discretion, or through his designate.

Public Statements

The Town of Drumheller encourages good communication between the public and all Town of Drumheller employees. The general guidelines for public statements are as follows:

- (a) Only the Chief Administrative Officer or Directors can release information.

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Code of Ethics continued

- (b) An employee must make it very clear that the comments are being made as a private citizen and not in the capacity as a Town of Drumheller employee when expressing opinions on municipal matters.
- (c) Advice that goes beyond the bounds of normal job related service should not be given to the public and is strongly discouraged.

Outside Employment

1. As a general rule, an employee shall not engage in any outside work or a business undertaking:
 - a) That interferes with the performance of the duties as a Town of Drumheller employee.
 - b) In which advantage is derived from employment with the Town of Drumheller.
 - c) In a professional capacity that will, or is likely to, influence or affect the ability to carry out the duties as a Town of Drumheller employee.
 - d) Creates a pecuniary interest for the employee.
2. Employees may take supplementary employment including self-employment, unless such employment:
 - a) Is performed in such a way as to appear to be an official act or endorsement of the Town of Drumheller.
 - b) Unduly interferes through lack of performance, telephone calls or otherwise, with regular duties.

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Attachment A
Code of Ethics continued

3. No Town of Drumheller employee shall use Town of Drumheller property for other than authorized Town of Drumheller purposes, unless with written approval of the Chief Administrative Officer.

Pecuniary Interest

An employee shall not have pecuniary interest in any business decision or contract made by them in the official capacity as a Town of Drumheller employee without the written consent of the Chief Administrative Officer. A Town of Drumheller employee may not acquire interests in a business or real estate venture or partake in any other activity in which pecuniary benefit may be derived, as a result of information received by virtue of employment with the Town of Drumheller.

An employee has a pecuniary interest in a matter if:

- a) The matter could monetarily affect the employee, or
- b) The employee knows or should know that the matter could monetarily affect the employee's immediate family (defined as employee's spouse, children, parents of the employee and spouse).

A matter monetarily affects an employee if the matter monetarily affects:

- a) The person directly,
- b) The corporation other than a distributing corporation, in which the person is a shareholder, director or officer,

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Code of Ethics continued

- (c) A distributing corporation in which the person beneficially owns voting shares of at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- (d) A partnership or firm of which the person is a

member. **Contractual Relationships**

An employee acting in connection with the hiring or contracting of labour or the purchase of materials or supplies for the Town of Drumheller shall not, without written notification to, and the written expressed permission of the Chief Administrative Officer, allot any work to, or order any supplies from the following:

- a) An immediate relative, including in-laws (see definitions in this manual),
- b) Any firm or partnership in which the employee alone or any immediate relatives holds any interest,
- c) Any company, partnership or firm in which the employee or immediate relatives holds a directorship or management position.

Criminal Offence

1. It is a condition of employment that employees are expected to obey and observe the laws of the Federal, Provincial and Local Governments. Breaking a law, therefore, whether at place of work or not, may contravene this condition and the disciplinary process may be initiated.

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2. If convicted of a criminal offence, the employee may be disciplined according to Town of Drumheller policy, which can include dismissal after consultation with the Town of Drumheller lawyer.
3. The Town of Drumheller, upon undertaking an investigation, may suspend or dismiss the employee whether convicted or not, if the Town of Drumheller feels the employee's conduct is unbecoming or detrimental to the Town of Drumheller.

Acceptance of Gifts

In order to preserve the image and integrity of the Town of Drumheller, business gifts should be discouraged. However, the Town of Drumheller recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients should not allow themselves to reach a position whereby it might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality.

The frequency and scale of hospitality accepted should not be greater than what the employee's Manager would allow to be claimed on an expense account if it were charged to the Town of Drumheller. Where gifts are accepted, acceptance must constitute a benefit to the Town of Drumheller or be of nominal value and publicly acknowledged. Employees are under no obligation to consult with the Manager regarding the acceptance of specific gifts and benefits.

This policy does not apply to gifts received in connection with municipal twinning, nor gifts received for services to professional organizations or non-profit community groups.

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Code of Ethics continued

Political Activity

(a) School Board, Hospital Board, Other Local Boards

Employees may run for Board positions however, all requests or a general leave of absence without pay so as to run for a Trustee position must be submitted in writing to the Chief Administrative Officer for approval within Twenty One (21) days of requested commencement date.

(b) Municipal

Pursuant to section 22 of the Municipal Government Act, employees are not permitted to be nominated for the office of Mayor or Councillor unless a leave of absence without pay has been obtained from Council.

During working hours employees will not be permitted to become actively involved in a candidate's campaign for civic office.

(c) Provincial or Federal

Employees shall be entitled to a general leave of absence without pay if candidates for Federal or Provincial election. Upon election, the employee must resign from the Town of Drumheller's employ. An employee, who seeks election and is not elected, shall be entitled to return to the same or similar employment effective the day after election.

Any employee may:

- a) Join a Provincial or Federal political party or other political organization.
- b) Participate actively in the internal affairs of a Provincial or Federal party or organization.
- c) Hold an office in a Provincial or Federal party or organization.

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Code of Ethics continued

- (d) Solicit funds or other contributions for Federal or Provincial parties, elections and campaigns.

All activities undertaken on behalf of a Federal or Provincial Party must be done on the employee's own time and without use of Town of Drumheller equipment.

Penalties and Appeals

1. If an employee's actions result in a breach or violation of the Code of Ethics, it can be assumed a section of the conditions of employment have also been breached or violated, and corrective action/discipline and/or dismissal will ensue.
2. An employee has the right to appeal as is stated in the appropriate Collective Agreement or Dispute Resolution Procedure.

I have read and understood the above documentation:

DATE:

PER: _____
Employee

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Policy No.5.02.10.06 Corrective Action/Discipline

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1 POLICY

- 1.01 It is the policy of the Town of Drumheller to be patient, fair and tolerant in the administration of its employees, and to encourage employees to exercise self-discipline at all times in conduct and performance. However, repeated, wilful or inexcusable breaches of policies, standard operating practices or normal business ethics are not acceptable and shall be dealt with in accordance with the provisions of this Statement of Policy and Procedure.
- 1.02 Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of five corrective steps — informal counseling, verbal warning, written warning, suspension with or without pay, or termination of employment. Except for termination of employment, any step of the disciplinary procedure may be repeated more than once, if necessary.

2 PURPOSE

- 2.01 The purpose of this policy is to encourage consistent self-discipline and corrective action in the event of undesirable or unacceptable conduct, behaviour, or violations of policies, procedures or standard practices.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees. Discipline procedures for Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 Employees are responsible for performing work in a competent manner and displaying conduct and behaviour that is consistent with policies and practices, as well as those practices that are generally regarded as standard in a municipal organization.

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- 4.02 Managers are responsible for training, counseling, and coaching employees to understand the expectations of the Town of Drumheller and the improvements that are necessary to achieve the desired level of performance and/or behaviour.
- 4.03 Each Manager is responsible for ensuring employees are treated fairly, with dignity and respect, and for ensuring that employees have been provided with appropriate coaching and assistance throughout the disciplinary process.
- 4.04 The Chief Administrative Officer is responsible for ensuring this policy is applied objectively, promptly, and consistently to all employees and throughout all operations; and to provide advice and assistance to management throughout the disciplinary process and in the application of the procedures outlined herein.

5 DEFINITIONS
None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE
No.2.02.10.08 — Termination of Employment
No.5.02.10.01 — Employee Relations Principles
No.5.02.10.05 — Conduct and Behaviour

7 P R O C E D U R E

- 7.01 Discipline may be administered at any time when an incident or developing pattern of behaviour creates a serious concern for the Manager. Discipline may be administered in the form of informal counseling or formal discipline. Any informal counseling or formal discipline shall be administered as soon as possible (within 24 hours) after the facts giving rise to the discipline, become known to the Manager.

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- 7.02 **Informal counseling** — When an incident occurs that warrants informal counseling under this policy, the employee's Manager shall bring the incident to the employee's attention, as soon as the facts giving rise to the incident become known. The Manager and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The Manager is expected to follow-up with the employee to ensure the corrective action plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period of time, then a formal disciplinary step may be implemented.
- 7.03 **Formal Discipline**
- (a) **Verbal Warning**
- (i) This formal step usually occurs when informal counseling has not produced the required results; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation.
- (ii) Employee actions giving rise to a verbal warning must be investigated and documented by the Manager and then be brought to the attention of the employee. The documented facts are useful in preventing misinterpretation and are used in establishing the standard of performance and/or behaviour that is expected.
- (iii) Managers are required to keep a record of all verbal warnings that are issued.
- (b) **Written Warning**
- (i) Written warnings are considered a severe disciplinary action and are usually issued after verbal warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counselling or a verbal warning.

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- (ii) Prior to issuing a written warning, the Manager shall document all pertinent facts related to the incident. A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and place of the incident(s). Upon issuing a written warning, a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible, the corrective action plan should be mutually acceptable to and be signed by both parties. A copy of the written corrective action plan shall be provided to the employee. A follow-up meeting should be scheduled no later than thirty (30) days following the date on which the written warning and corrective action plan was issued.
 - (iii) Written warnings, related documentation, and corrective action plans are required to be filed in the employee's Personnel file.
 - (iv) If, in the opinion of the Manager, a written warning fails to correct the concern, more severe disciplinary action may be required, including progression to a higher level of involvement. Higher level of involvement may include the Department Director or Chief Administrative Officer, depending upon the circumstances; and may also include advising the employee that failure to correct shortcomings could place the employee's continued employment at risk.
- (c) Disciplinary Suspension
 - (i) Suspension from duty may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. A suspension requires the approval of both the Department Director and the Chief Administrative Officer before being issued. A union affiliated supervisor may not issue a suspension, however the union affiliated supervisor may make recommendations to the immediate supervisor that a suspension take place.

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- (ii) Immediate suspension from duty without the approval of the Department Director and Chief Administrative Officer is an option available to Managers only in the event that the specific incident demands immediate serious remedial action to correct gross insubordination or to protect the health/safety of employees or to protect the assets of the Town of Drumheller. In those rare and exceptional circumstances where this option is used, the suspension will be of indefinite duration, pending an investigation of the events surrounding the suspension. The Department Director and the Chief Administrative Officer must be notified immediately of any suspension of this nature. The investigation of an immediate suspension must be concluded within forty-eight (48) hours. Where possible, the suspended employee shall be notified of the results of the investigation within thirty-six (36) hours after the suspension occurs.

(d) Discharge or Dismissal

Discharge may occur under the following conditions:

- (i) After the formal discipline steps have been exhausted or the investigation of an immediate suspension is deemed to warrant such action.

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- (ii) Dismissal may occur after a “culminating incident” which in itself would not normally result in dismissal but in consideration of other documented problems with the employee justifies dismissal. The documentation of the incident prior to the “culminating incident” must specify all previously documented incidents that the next incident will be considered the “culminating incident” and dismissal will result.
- (iii) A union affiliated supervisor may not effect the dismissal of an employee but may recommend to the appropriate management supervisor that such action be taken.
- (iv) A discharge, for any reason, must be properly documented and approved, in advance, by the Chief Administrative Officer. The Recommendation To Terminate Form may be used for this purpose.

The decision to discharge an employee is a serious step that can have repercussions for both the discharged employee and for the Town of Drumheller.

8 ATTACHMENTS

Attachment A ☐ Recommendation to Terminate Employment Form

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Policy No.5.02.10.06 Corrective Action/Discipline

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Attachment A
Recommendation To Terminate

EMPLOYEE		DATE ON JOB	
POSITION		DATE OF HIRE	
DEPARTMENT		DATE OF BIRTH	
PRESENT WAGE		RECOMMENDED TERMINATION DATE	
WHAT ACTIONS HAVE CAUSED THIS RECOMMENDATION?			
LIST THE STEPS TAKEN TO CHANGE OR CORRECT THE ACTIONS NOTED ABOVE AND THE DATES OF EACH STEP.			
WHAT OTHER ALTERNATIVES TO TERMINATION HAVE BEEN CONSIDERED? WHY HAVE THEY NOT BEEN ADOPTED?			
HAS THIS PERSON RECEIVED WRITTEN NOTICE OF UNSATISFACTORY PERFORMANCE? (Attach copy)			
HAS THIS RECOMMENDATION BEEN REVIEWED WITH OTHERS? IF SO, WHO AND WHEN?			
WHAT NOTICE AND/OR SEPARATION PAY, IF ANY, IS RECOMMENDED? (Show calculations and reasons for recommendation)			
Recommended by	Date	Authorized by	Date

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1 POLICY

- 1.01 The Town of Drumheller is committed to protecting the privacy of its employees, clients/customers and confidential business information.
- 1.02 It is the intent under this Statement of Policy and Procedure to:
- Protect the information resources of the Town of Drumheller against loss or unauthorized use; and
 - Comply with the requirements of Freedom of Information and Protection of Privacy Act (FOIP).
- 1.03 Employees are obligated to ensure that personal information, to which access remains confidential, is only used for the purposes for which it was collected and is not disclosed without authorization or used for personal gain.
- 1.04 Employees are required to follow all procedures regarding collection, use, and disclosure of personal information as set out in this policy.
- 1.05 Employees who disclose personal information, contrary to this policy will be subject to disciplinary measures, up to and including discharge for cause.
- 1.05 The Chief Administrative Officer is accountable for the implementation of this policy. Any issues or questions regarding this policy should be directed to the Chief Administrative Officer.

2 PURPOSE

- 2.01 All employees at one time or another may receive personal, privileged and/or confidential information which may concern other employees, municipal operations or clients/customers. The purpose of this policy is to preserve the privacy of employees, clients and the Town of Drumheller, by outlining employee obligations and procedures for dealing with personal, privileged and/or confidential information.

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2.02 The Town of Drumheller relies heavily on the application of information technology for the effective management of its programs. The value of the information, software, communications systems, mapping application, etc. must be protected against loss or unauthorized use.

3 SCOPE

3.01 This policy applies to all employees, contractors, and subcontractors of the Town of Drumheller or anyone else who are granted access to personal, privileged and/or confidential information.

4 RESPONSIBILITY

- 4.01 Employees are responsible for:
- Keeping employee files current regarding name, address, phone number, dependents, etc.
 - Being familiar with and following policies and procedures regarding personal information;
 - Obtaining the proper consents and authorizations prior to disclosure of personal, privileged and/or confidential information;
 - Immediately reporting any breaches of confidentiality to their Supervisor/Manager;
 - Keeping private passwords and access to personal, privileged and/or confidential data;
 - Explaining this policy to clients and referring them to the Chief Administrative Officer if necessary;
 - Relinquishing any personal, privileged, confidential or client information in possession before or immediately upon termination of employment.

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4.02 Managers are responsible for:

- Ensuring policies and procedures regarding collection, use and disclosure of information of personal information are consistently adhered to;
- Responding to requests for disclosure after the proper release is obtained;
- Cooperating with the Chief Administrative Officer to investigate complaints or breaches of policy;
- Obtaining from terminating employees prior to termination any personal, privileged, confidential or client information in their possession.

4.03 Human Resources and/or Payroll personnel are responsible for:

- Maintaining systems and procedures to ensure employee records are kept private;
- Obtaining the proper consents and authorizations prior to disclosure of information contained in employee records;
- Responding to employees' requests for access to Personnel files;
- Ensuring proper disposal of unnecessary files/information.

5 DEFINITIONS

5.01 "Personal information" is any information about an identifiable individual and includes race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and any numerical identification, such as Social Insurance Number.

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5.02 **"Third parties"** include individuals or organizations but exclude the subject of the records and representatives of the Town of Drumheller.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 No.2.02.10.09 — Third Party Reference Requests
 No.5.02.10.08 — E-Mail and Internet Use

7 PROCEDURE Employee

Records

- 7.01 An employee's Manager and human resources and payroll personnel shall have access to employee records without the consent of the employee. Personal information required by law, court order or subpoena, or for legitimate business purposes, including the administration of benefit plans, will be disclosed without specific consent.
- 7.02 (a) Employees may request access to review the file by making arrangements with the Corporate Services department. Employees shall provide at least twenty-four (24) hours notice to the Corporate Services department. Employees may obtain a copy of any document on file that has been previously signed. No material contained in an employee file may be removed from the file. A representative of the Corporate Services department will be present during viewing of the file.
- (b) An employee may provide a written notice of correction related to any data contained in the employee's file. The notice of correction shall be provided to the Corporate Services department.
- 7.03 Employee requests for disclosure of personal information to Third Parties must be accompanied by a completed, signed and dated Authorization to Release Information form. Attachment A to this policy is used for this purpose.

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Client Information

- 7.04 Personal, privileged and/or confidential information about customers and clients may only be collected, used, disclosed and retained for the purposes identified by the Town of Drumheller as necessary.
- 7.05 Employees must ensure that no personal, privileged and/or confidential client information is disclosed unless security procedures are satisfied.
- 7.06 Client information is only to be accessed by employees with appropriate authorization.

8 ATTACHMENTS

Attachment A - Authorization to Release Information

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Attachment A
Authorization to Release Information

I, _____, hereby authorize the **Town of Drumheller** to
Employee's Name

Release information regarding _____ to
Subject of Request

Third Party

I agree to hold the **Town of Drumheller** harmless for the way in which
the requesting entity uses the information.

Employee's Signature

Date

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Policy No.5.02.10.08 E-Mail and Internet Use

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1 POLICY

- 1.01 The Town of Drumheller provides the privilege of Internet access to those employees who are deemed to require access to assist in the fulfillment of the position responsibilities and duties. All employees who have access to the Town of Drumheller's local intranet e-mail on the Town's information system automatically have access to Internet e-mail.
- 1.02 The Town of Drumheller's e-mail and Internet resources are business systems for use by authorized employees to conduct legitimate Town of Drumheller business only. Some examples of permitted and prohibited uses are shown in Attachment A to this policy. Use of internet/e-mail connection for any purpose that is not specifically related to Town of Drumheller business is prohibited during working hours. Some incidental and occasional personal use of these systems is permitted outside of normal working hours subject to the sections below.
- 1.03 Although the Town of Drumheller respects the privacy of its employees, employee privacy does not extend to the employee's use of Town of Drumheller's e-mail and Internet systems. No person using such resources should expect privacy in communications. All email communications and information downloaded from the Internet constitute municipal property.
- 1.04 All users of Town of Drumheller's e-mail and Internet resources must adhere to the terms and conditions of this policy. A copy of the Town of Drumheller's E-mail/Internet Policy Acknowledgement and Agreement Form shall be provided to each user and each user is required to read and sign an acknowledgement of receipt. The form shown in Attachment B to this policy is used for this purpose.

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2. PURPOSE

The Town of Drumheller seeks to promote a high level of responsible behaviour in connection with the use of Internet and email and has formulated this policy to accomplish the following goals:

- To protect the reputation and resources of the Town of Drumheller, its customers, and the Internet/e-mail communities at large, from irresponsible or illegal activities;
- To ensure privacy, security and reliability of the Town of Drumheller's network and systems as well as the systems of the Town of Drumheller's clients and taxpayers;
- To establish guidelines for the acceptable use of the Town of Drumheller's network;
- To define generally those actions which are considered abusive and prohibited; and
- To outline procedures for handling and reporting abuse to the Town of Drumheller.

3 SCOPE

3.01 All users of Town of Drumheller's network and electronic resources must comply with this policy, as well as applicable laws and regulations.

4 RESPONSIBILITY

4.01 (a) Users of Town of Drumheller's Internet and e-mail systems are strictly prohibited from creating, transmitting, distributing, forwarding, downloading and/or storing anything which:

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- (i) Infringes any copyright, trademark, trade secret, or other intellectual property right;
- (ii) Is obscene, immoral, unethical or pornographic;
- (iii) Is libellous, defamatory, hateful, or constitutes a threat or abuse;
- (iv) Encourages conduct that would constitute a criminal offence or give rise to liability;
- (v) Harasses the receiver, whether through language, frequency, or size of messages;
- (vi) Is considered e-mail junk, spam or chain e-mail;
- (vii) Forges or misleads the sender's identity;
- (viii) Divulges private and/or confidential information related to Town of Drumheller's business, its clients and/or its employees; or
- (ix) Violates any of the Town of Drumheller's policies related to Sexual Harassment.
- (x) Contravenes the Town of Drumheller's Employee Code of Ethics

4.02 The Director of Corporate Services or designate is responsible for authorizing the use of e-mail and Internet resources, providing appropriate training to users, issuing and recording system passwords and monitoring the use of electronic systems as necessary or as requested. This includes auditing and logging Internet use for compliance with this policy. Additionally, the Director of Corporate Services or designate is responsible for investigating and reporting on any allegations or concerns regarding the misuse of these systems.

5 DEFINITIONS
None

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- No.5.02.10.03 ☐ Sexual Harassment
No.5.02.10.06 ☐ Corrective Action/Discipline
No.5.02.10.07 ☐ Confidentiality of Information

7 P R O C E D U R E

- 7.01 Internet and e-mail use may be monitored from time to time, without notice, to evaluate customer service and to determine how the system is being used. Employees should not expect privacy when using e-mail or Internet resources. All monitoring of electronic systems shall be conducted by the Director of Corporate Services or designate who will log and audit Internet usage to ensure compliance with this policy.
- 7.02 When necessary, due to vacations and other absences, the Town of Drumheller may request access to an employee's e-mail and Internet accounts in order to properly continue work. Employees are required to provide this access upon request.
- 7.03 Downloading of any programs, software or data from the Internet or e-mail directly to a user's computer terminal is prohibited unless advance written authorization is obtained from the Director of Corporate Services or designate. Such material must first be screened through the town of Drumheller's computer security systems including virus scans.
- 7.04 Upon the termination of any e-mail or Internet user, the user's immediate supervisor shall immediately notify the Director of Corporate Services or designate of the names(s) of the user(s) terminated. The Director of Corporate Services or designate is required to immediately deactivate the user's password(s) and the user's access to any electronic systems.

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- 7.05 (a) In the event any individual feels the electronic systems of the Town of Drumheller are being used in an abusive manner, that individual shall report the alleged abuse directly to the Director of Corporate Services or designate, in confidence. The Director of Corporate Services or designate shall, within forty-eight (48) hours, investigate such allegations which may include monitoring electronic system users
- (b) If usage is deemed unusual and it is believed that monitoring Internet sites visited and/or reviewing e-mail message contents will help the investigation, the Director of Corporate Services or designate shall obtain the written approval of the Chief Administrative Officer before commencing such monitoring.
- (c) Upon completion of the investigation, the investigating Manager shall issue a report and recommendation(s), if any, to the Chief Administrative Officer for further action.
- (d) The complainant shall be advised by the Director of Corporate Services or designate of the outcome of the investigation.
- 7.06 Employees found in breach of this policy will be subject to disciplinary action up to and including termination for cause.

8 ATTACHMENTS

Attachment A ☐ Examples of E-mail/Internet Uses

Attachment B ☐ E-mail/Internet Policy Acknowledgement and Agreement Form

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Attachment A
Examples of E-mail/Internet Uses

Permitted

Uses: E-Mail

- Sending, receiving, forwarding and replying to messages for business purposes

Internet Browsing

- Connecting to and viewing any web page for well-defined business purposes
- Printing web pages for business purposes

Downloading Data

- Downloading files/information from reliable major commercial sites to an isolated or quarantined folder until download data is scanned for viruses, worm, etc.

Internet Newsgroups

- Approved groups may be accessed for business purposes by approved users

Prohibited Uses:

E-mail

- Sending confidential or privileged information, or any kind (e.g. Financial, management, legal or operational) to unauthorized personnel
- Opening file attachments or enclosures without performing a virus scan
- Forwarding e-mail chain letters

Internet Browsing

- Connecting to any site for non-business purposes
- Connecting to web sites related to illegal, immoral, and/or unethical materials

Downloading Data

- Downloading files/information not related to company business, including pictures
- Downloading files/information related to illegal, immoral, and/or unethical materials

Internet Newsgroups

- Accessing any group for legal, immoral and/or unethical materials, non-business reasons
- Accessing Internet chat rooms on any topic

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Attachment B
E-mail/Internet Policy Acknowledgement and Agreement Form

The Town of Drumheller and _____, an employee of the Town of Drumheller, agree as follows:

The Town of Drumheller shall provide the employee named above, E-mail/Internet Access to assist the employee in the fulfillment of the employee's responsibilities and duties. In response the employee agrees as follows:

1. The employee shall only use the E-mail/Internet Access for appropriate use, such use defined as responsible, cooperative, community minded behaviour/use that protects the common good and promotes the legitimate goals of the Town.
2. The employee will not use the E-mail/Internet Access for inappropriate uses, such use defined as pornographic material (pictures, stories, etc.), hate literature, propaganda, and harassment.
3. The Town of Drumheller has the right to audit all E-mail/Internet Access through the Town of Drumheller.
4. The Town of Drumheller has the right to remove E-mail/Internet Access through the Town of Drumheller from any employee upon instruction from the employee's supervisor.
5. The Town of Drumheller has the right to restrict Internet Access to sites and other resources that contain material, which is inappropriate for the employee's use.
6. Employees who breach the provisions of this policy in any manner will be dealt with in accordance with Town of Drumheller policy or Collective Agreement, which may result in dismissal.

_____, who is an employee of the Town of Drumheller and under my supervision, is hereby given approval to obtain E-mail/Internet Access.

<i>Director's Name</i>	<i>Date</i>	<i>Signature</i>
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I, by signing this document, acknowledge understanding of the Town of Drumheller E-mail and Internet Use Policy and agree to abide by this agreement.

<i>Employee's Name</i>	<i>Date</i>	<i>Signature</i>
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Town of Drumheller, Alberta
Human Resources
POLICY and PROCEDURE Manual
