



# Town of High Level

## **Human Resources Policy 165-97**

Original Policy No. HR 04-97

*A Policy Governing the Relationship between the Town and its Employees*

**Originally adopted March 1997**

**Resolution No. 183-97**

**REVISED AND ADOPTED NOVEMBER 26, 2007**

**Resolution No 446-07**

**REVISED AND ADOPTED MARCH 14, 2011**

**Resolution No 101-11**

**REVISED AND ADOPTED December 10, 2012**

**Resolution No 520-12**

**REVISED AND ADOPTED March 20, 2017**

**Resolution No 116-17**

**HUMAN RESOURCES POLICY MANUAL**  
**TOWN OF HIGH LEVEL**

**Welcome**

The Council for the Town of High Level welcomes you as a member of our team. You will play an important role in providing excellent service to our residents, as we rely on the skills and expertise of each employee for our success.

This handbook is designed to assist you in understanding the Town of High Level's Human Resource policies and procedures, working conditions, the benefits that are available to you as an employee, and other related information. After reading this information, if you have any questions your supervisor or director will be pleased to help you.

**Orientation**

Your supervisor will provide you an orientation to your job, work facilities, Health & Safety program, the organization and your co-workers. The supervisor will be responsible for any training and answering any questions that you may have.

Once again, welcome aboard! We hope that you enjoy your employment with the Town of High Level.

**Mayor**

**Chief Administrative Officer**

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## **1.0 STRATEGIC VISION**

### **1.1 Mission Statement**

The Mission Statement of the Town of High Level is as follows:

**“We will strive to improve our community’s quality of life by providing a safe, sustainable environment through planning, communication and cooperation, both locally and regionally.”**

### **1.2 Council’s Values**

1. Good fiscal planning and responsibility
2. Concern for the environment
3. Openness in Council
4. Information to the public and other stakeholders
5. Developing and maintaining trust

### **1.3 Council’s Strategies**

1. Regional leadership and co-operation
2. Partnerships with private and public partners
3. Long-term strategy and planning

**(Adopted by Council November 2001)**

### **1.4 Core Services Policy 216-06**

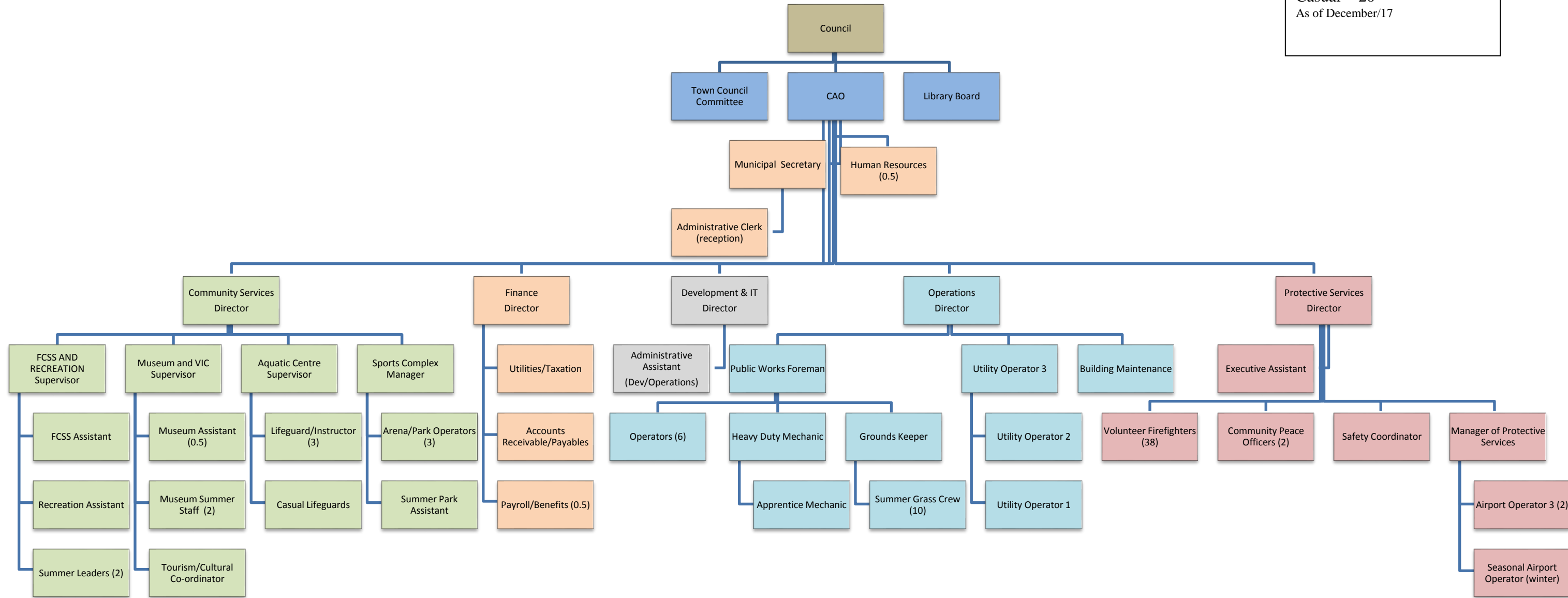
The Town of High Level is required by statute to provide certain core services, and Council may choose to provide additional core services, and other discretionary services. This policy seeks to identify those core services.

Legislated core services are governance, finance, planning and assessment. The Council identified additional core services as recreation, public works, fire protection and the airport.

# TOWN OF HIGH LEVEL – ORGANIZATIONAL CHART

Updated 2017

**Staffing Levels**  
 Full Time Equivalent = 47  
 Casual = 20  
 As of December/17



### **3.0 EMPLOYMENT POLICIES**

#### **3.1 Relationship of Council with Staff**

Council and Staff recognize that they are a Team and work cooperatively to achieve the goals of the Organization.

To clarify the roles of Council and Administration, Council has passed as part of this policy the following statement.

“Except for the purpose of social interaction or official inquiry, the Council for the Town of High Level and its members shall deal with and control the administrative service solely through the Chief Administrative Officer for the Town of High Level, and neither the Council nor any members thereof shall give orders to any subordinates of the Chief Administrative Officer.”

Administration understands the complexity of policy decisions made by Council and shall publicly support these decisions of Council.

#### **3.2 Nondiscrimination**

The municipality supports and practices a policy of nondiscrimination in all human resource practices related to recruitment, hiring, compensation, training, transfers or promotions, benefits and all other terms of employment. We support the intent of all related federal and provincial legislation regarding nondiscrimination.

#### **3.3 Organization Structure, Executive and Staff Positions**

The organization structure and salary ranges will be developed by the Chief Administrative Officer and presented to Council for approval. The Chief Administrative Officer is responsible for the hiring, promotion, appointment and dismissal of Town staff.

#### **3.4 Appointment of Chief Administrative Officer**

Council will appoint the Chief Administrative Officer.

#### **3.5 Appointment for Director Positions**

The Chief Administrative Officer, in accordance with the CAO Bylaw, shall hire all Director Positions. These positions include the Municipal Treasurer, Human Resources, Municipal Secretary, and heads of Town Departments. Council will create the necessary Designated Officer positions as defined in the Municipal Government Act.

#### **3.6 Appointment of Employees**

The Chief Administrative Officer or the responsible Director will hire all staff, within the budgetary limits set by Council.

#### **3.7 Hiring and Assignment of Related Individuals**

Relatives of employees may be hired to any position, but should not report to a relative, with certain exceptions. These exceptions include casual or seasonal employees who may report to a relative and positions for which no other qualified candidate has applied.

Married and Common-law couples shall not work in the same department.

#### **3.8 Employee Classifications**

Regular Full-time - Employees who are not in a temporary or probationary status and who are regularly scheduled to work a full-time schedule. These employees are eligible for the benefit program.

Regular Part-time - Employees who are not in a temporary or probationary status and who are regularly scheduled to work less than a full-time work schedule of at least 0.5 FTE. These employees are eligible for the benefit program (pro-rated).

Temporary - Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. These employees are not eligible for the benefit program unless hired for a period to exceed 6 months at a minimum of 0.5 FTE.

Casual - Employees who have an established employment relationship with the Town, but who are assigned to work on an intermittent and/or unpredictable basis. These employees are not eligible for the benefit program.

Contractors - Those individuals who work for the Town and who are not deemed to have an employee/employer relationship with the organization. Typically, these individuals operate their own business, supply their own tools and equipment, and bills the Town for services performed. These individuals are not eligible for the benefit program.

Extension of insurance-based benefits under this section is entirely dependent on the provisions of the benefit carrier

### **3.9 Common Law Relationships**

Under this policy a common law spouse is that person with whom the employee has been living in a conjugal relationship for a period of time defined by statute. Recognized common law relationships will be treated the same as married relationships for interpretations under this policy. Extension of the benefit package under this section is entirely dependent on the provisions of the benefit carrier.

### **3.10 Pre-requisites for Employment**

In addition to other requirements for being accepted, specific positions may include:

- 1. Medical Examination** - This may be required on application for designated positions, or if required for benefit plans, or where chronic health problem may have an impact on the ability of the candidate to complete the duties of the job.
- 2. Driver's License** - This may be required as a condition of employment and where it is required, loss of a driver's license may be cause for termination. Also refer Policy 167-99 Vehicle Usage
- 3. Background Checks** - Criminal record checks are required for all employees working with finances or Town owned property and/or equipment and CYIM (Child & Youth Information Module) checks may be required for those employees working in areas dealing with youth.

## **4.0 EMPLOYMENT STATUS AND RECORDS**

### **4.1 Personnel Data Changes**

Each employee is responsible for informing the Town's Human Resources and Payroll Departments of any changes required to their personnel file. These changes would include marital status, birth of children, banking information, emergency contacts etc. If the employee has any questions as to what information is required contact the Payroll & Benefits department

### **4.2 Probationary Period**

The normal probationary period for employees is ninety (90) days from the date of hiring. During this period the employee can become accustomed to the work required and the supervisor can evaluate whether the individual's skills will be adequate for the full range of responsibilities. At the end of the probationary period the employee will participate in a probationary performance review with his/her supervisor to discuss his/her job



performance, strengths and weaknesses and any training plans agreed upon. Probationary periods may be extended in ninety (90) day increments upon the recommendation of the appropriate Director.

Positions with longer probationary periods include:

1. All Director positions - one hundred and eighty (180) days

#### **4.3 Performance Management**

All personnel shall have annual performance appraisal at the anniversary date of position. Performance appraisals should be conducted by the immediate supervisor and include the following:

1. Performance in comparison with Position Description
2. Performance in comparison with goals and objectives of previous appraisal
3. Goals and Objectives for next appraisal period
4. Training requested by the employee and/or the supervisor

The Performance Appraisal shall be discussed and signed off by the employee and the supervisor. An employee who has not had an annual appraisal has the right to request one. The supervisor shall perform the appraisal within a reasonable time period of the request.

#### **4.4 Performance Improvement**

The Performance Improvement system shall follow the steps listed below:

1. Supervisor will describe problem and remedial action, verbally. The supervisor will record the outcome of this meeting and place in the employee personnel file
2. If no improvement is evident, or problem reoccurs, supervisor will draft a memorandum describing the problem and remedial action and place in the employee personnel file.
3. If no improvement is evident, or problem reoccurs, disciplinary action will result. Disciplinary action may include: delay of salary increases, suspension with pay, suspension without pay, or termination.

#### **4.5 Grievance Procedure**

The grievance procedure will follow the chain of command from their immediate supervisor to department Manager, department Director and CAO with the option of final appeal to the Council as Committee of the Whole.

#### **4.6 Performance Enrichment (Educational & Training Opportunities)**

The Town supports the enrichment of all staff through educational opportunities. This benefits the citizens, the employee and the organization.

This is best achieved through an educational plan to ensure the education benefits the community and is within any fiscal restraints. As part of the performance management process, an educational plan is to be part of the goals of every employee. The educational plans are to be submitted and monitored by Human Resources and approved by the appropriate Director and the Chief Administrative Officer.

Education, while beneficial to the community and organization, also benefits the employee beyond the workplace. This requires a commitment from both the employee and the employer. The commitment from both the Town and employee is as follows:

For conferences, workshops and minor courses the Town will pay 100% of all associated costs provided it is part of the current budget. If the employee ends their employment with

the Town within three months from the completion of a minor course, the employee shall compensate the Town for the costs paid.

For certificate and diploma programs the Town will pay 100% of all associated costs provided it is part of the current budget. If the employee ends their employment with the Town within six months from the completion of a course within the program, the employee shall compensate the Town for the costs paid for all course fees paid in the program.

For degree programs the Town will pay 50% of all associated costs provided it is part of the current budget. All degree programs must be approved by the Chief Administrative Officer. If the employee ends their employment with the Town within one year from the completion of a course within the program, the employee shall compensate the Town for the costs paid for all course fees paid in the program.

All employees must submit to Human Resources the final grade for all courses. Employees that fail to pass or complete a course or fail to attend a conference will be required to initially pay for any future courses on their own and be reimbursed when confirmation of passing or attending (if conference) is submitted to Human Resources. Failure to submit confirmation of passing any course, or attending a conference may result in no further courses being approved.

## **5.0 EMPLOYEE BENEFIT PROGRAMS**

### **5.1 Insurance Based Benefits**

The Town of High Level supplies a group of insurance-based benefits such as health, dental, and life insurance. For more information on these benefits the employee should contact the Town's Payroll & Benefits Department. Calculation of benefit eligibility will be dependent on the benefit carrier. If not defined by the benefit package, but included in this policy, benefit eligibility for all benefit programs will be calculated on a full time equivalent basis, i.e. after one (1) year an employee would be eligible for 80 hours of vacation, a regular part time employee working at fifty percent (50%) time would be eligible for 40 hours of vacation after one year service.

### **5.2 Vacation**

Vacation entitlement must be earned/accrued before it may be taken.

For the first calendar year of employment, vacation entitlement will be 15 (fifteen) working days for all eligible full time staff.

One (1) additional day per year of employment, as of the employee's anniversary date, will be added to the vacation entitlement to a maximum total vacation of thirty (30) working days.

Vacation earned must be taken by the anniversary date of the following year; i.e. they can only be carried forward for one year. It is not cumulative nor can it be taken in cash equivalent except upon retirement, resignation, or termination.

The Chief Administrative Officer in exceptional circumstances may approve carryovers beyond the twenty four (24) month period.

This policy applies to all Regular and Temporary Staff.

**(Amended October 1, 1998; December 10, 2012; January 8<sup>th</sup>, 2018)**

### **5.3 Statutory Holidays**

Employees will receive the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday and Easter Monday

- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Monday
- Remembrance Day
- Christmas Day and Boxing Day

Employees will receive a Christmas floater holiday between December 23<sup>rd</sup> and January 2<sup>nd</sup>, as determined by the Chief Administrative Officer. Employees will receive additional statutory holidays as defined by federal, provincial or municipal legislation. Statutory holidays falling on a weekend will be granted on the subsequent weekday. Statutory holidays for wage employees will be paid providing they meet the requirements of the Alberta Employment Standards (previously Labour Code).

#### **5.4 Long Term Service Awards – Also refer Directive 013-02**

Long-term service will be recognized in Five (5) Year increments.  
**(See separate Directive on Long Service Awards of August 17, 2002)**

#### **5.5 Recognition of Ethnic Holidays**

The Town of High Level recognizes ethnic holidays and each employee has the right to request time off without pay.

#### **5.6 Vacation Schedule Conflicts – Policy 204-03**

Vacation time for Town staff should be decided upon by March 1<sup>st</sup> of each year in question.

When acceptable vacation schedules cannot be developed by mutual agreement, the following policy will take effect:

1. Vacation time shall be used before Leave without Pay for employees with over one year in service.
2. Employees with accumulated vacation leave take precedence over employees using leave without pay.
3. Seniority in service with the Town gives an employee first choice for vacation time. This advantage can only be used once per year.

**(Vacation Policy adopted January 12, 1987 No. 015-87)**

#### **5.7 Health & Wellness Allowance**

The health and wellness of the Town's employees is very important to the organization. To assist the employee in maintaining their well-being, the Town will pay up to maximum of \$300 per year towards any health & wellness related activity for Regular Full Time Employees. Employees are required to submit receipts for the activity on the required form, verifying their participation. The funds claimed can only be for the employee and or for family memberships/packages.

Employees will become eligible to access the Health & Wellness Allowance after one full year of employment. The Health and wellness program will be administered by Human Resources.

(Amended January 8<sup>th</sup>, 2018)

## **6.0 LEAVE OF ABSENCES**

### **6.1 Time Off with Pay (Personal Leave)**

The Town of High Level recognizes the need for time off for special circumstances. Employees may take eighteen (18) days time off with pay each year by advising their supervisor in writing. Any additional time that may be required will require prior approval of the CAO.

Time off with pay will include time for casual illness not compensated for under the benefit plan, bereavement, doctor or dentist appointments, or family illness. It will also include travel time necessary for the above. Recording of personal doctor or dentist appointments of less than three (3) hours in length will not be required. "Family" shall be defined grandparents, parents, siblings, children or other dependents, regardless of residence or any relation living within the household of the employee. The definition of "Family" may be extended at the discretion of the employer.

Any unused *time off with pay* (personal leave) at year end will be paid out to, OR added to the vacation allotment of, the employee at a rate of fifty percent (50%) of the unused amount on an annual basis on or before December 31 of each year.

Added vacation allotment will only be allowed to employees who have less than one years' accrued vacation time.

The amount paid out (percentage) will increase in accordance with the employee's continuous length of service; sixty percent (60%) at five (5) years, seventy percent (70%) at ten (10) years, up to a maximum of eighty (80%) percent at fifteen years and thereafter.

Time off with pay for jury duty may be arranged with the Chief Administrative Officer.

### **6.2 Military Leave**

Military Leave may be arranged with prior consent of the CAO.

### **6.3 Long Term Sick Leave**

Sickness and disability leave in excess of three (3) days will require a doctor's certificate. Long term sickness and disability will be covered under the provisions of the benefit package.

## **7.0 COMPENSATION AND HOURS OF WORK**

### **7.1 Employee Compensation – Directive 011-01**

Employee compensation shall be determined by the Wage and Salary Grid as approved by Council and may be reviewed from time to time. Each employee shall be eligible for an incremental increase, budget permitting, on an annual basis. Increases will be effective at the Employee's anniversary date of position, pending receipt of a satisfactory performance appraisal and goals/targets achieved. **Increases will not be retroactive.** Additional increases may be granted, budget permitting, at the discretion of the Director with approval from the CAO, for the completion of job specific educational requirements on a case by case basis.

(Amended January 8<sup>th</sup>, 2018)

### **7.2 Other Allowances**

#### **7.2.1 Cost of Living Allowance**

Employees may be eligible for an annual Cost of Living Allowance (COLA), budget permitting, subject to Council approval of the final annual operating budget. The COLA will be calculated annually, as part of the Budget process, based on an average of the

Statistics Canada CPI for Alberta for the preceding five (5) years. Any COLA granted will be administered by way of an adjustment to the Wage and Salary Grid.  
**(Amended December 10, 2012)**

### **7.2.2 Travel Benefit Allowance – Policy 184-01**

Employees may be eligible for an annual Travel Benefit Allowance, in accordance with the requirements of “Living in a Prescribed Zone”, as defined by the Income Tax Act. The Travel Benefit Allowance will be determined by Council and granted, budget permitting, subject to approval of the final Annual Operating Budget.

### **7.3 Hours of Work**

The normal workweek for administrative and office support personnel (i.e. Corporate Services and Development Services) is thirty-seven and one half (37.5) hours per week.

The normal workweek for Operational Services (public works, utilities), Protective Services (fire, bylaw & airport), Maintenance personnel and Community Services (pool, arena, parks & FCSS) staff is forty (40) hours per week.

All members of the Senior Management Team are expected to work a thirty-seven and one half (37.5) hour workweek.

Council sets the hours of operation for the Town Office.

The Town of High Level recognizes and supports the family, personal and community commitments of all staff and offers that:

Flextime arrangements can be made with prior approval of the department head and the Chief Administrative Officer.

Summer hours can be arranged with prior approval of the department head and the Chief Administrative Officer.

For purposes of calculating Overtime Pay, “Overtime Hours of Work” will be considered to be (for all permanent, regularly scheduled full-time, non-exempt staff) **when pre-authorized by their supervisor:**

- a) any hours in excess of the full-time regularly scheduled work day (as set out in the employee’s employment agreement), either 7.5 or 8 hours/day or, in an *averaging agreement* , 10hrs/day, **or**
- b) any hours worked on a day that is NOT a regularly scheduled work day (regardless of number of hours *actually worked* during the work week due to any Statutory Holiday/Personal Time/Vacation Time), **or**
- c) any hours worked on a day or days designated to be a “General Holiday” or “Statutory Holiday” (AB Employment Standards Code) unless an alternate day has been designated as the observed holiday.
- d) Any salaried staff that are not eligible for overtime pay will be compensated with a maximum of ten (10) additional days of vacation in lieu of overtime. At the discretion of the Chief Administrative Officer, based on actual overtime of the position.

**(Amended January 8<sup>th</sup>, 2018)**

### **7.4 Rest Periods and Meals**

Within the hours of operation each regular full-time employee is entitled to two (2) paid fifteen (15) minute breaks and a (1) one hour unpaid meal break.

Staff is required to be at their place of work during working hours, with the exception of meal periods.

### **7.5 Notification of Salary/Pay**

All staff will be notified of their starting rate of pay prior to or at hire. Any changes thereto will be notified in writing.

Any questions regarding your rate of pay may be addressed to your Supervisor or Payroll & Benefits Department.

### **7.6 Timekeeping**

Staff is required by law (Alberta Employment Standards) to keep accurate records of time worked in order to calculate pay and benefits. This is particularly important for non-salaried staff. Your supervisor will advise you as to the records that must be kept and submitted. It is important to submit these records when required to ensure timely preparation of the payroll.

### **7.7 Pay Deductions**

The Town of High Level is required or permitted by law to make certain deductions from the employee's pay cheque. These deductions are as follows:

- Income Tax
- Canada Pension (CPP)
- Employment Insurance (EI)
- Provincial Health Care Insurance premiums and arrears
- Garnishee Order of a Court of Law, Government Organization or Body
- Any other deductions required by Statute

In addition the Town allows for voluntary deductions. These deductions include the Town's benefit plan and RSPs.

### **7.8 Pension**

The Town of High Level does not belong to a pension plan or fund. In lieu of pension the Town of High Level will pay to each employee an amount set by Council. This amount shall be at minimum equivalent to ten percent (10%) of that employee's annual base salary before taxes or deductions.

The pension contribution will be deposited monthly as a contribution to an employee-provided individual RSP.

**(Amended January 1, 1999; December 10, 2012 effective January 1, 2012)**

### **7.9 Standby Pay, Show Up Pay and Call Out Pay**

To fairly compensate employees for inspection and emergency work outside of the regular working hours.

Definitions:

'Standby Pay' is compensation for being available to respond to any call outside of the regular hours;

'Show Up Pay' is compensation for scheduled servicing or checking on facilities or equipment for normally less than one hour of work.

'Call Out Pay' is compensation for non-scheduled working time outside of regular working hours.

Policy:

***All employees required to be on Standby after completing their regular shift(s) will be compensated at a daily flat rate determined in conjunction with the Wage Grid approved by Council during the annual Budget process.***

Employees will be paid in accordance with Alberta Employment standards for any hours worked in relation to the above definitions. This is in addition to any Standby Pay the employee may qualify for.

(Amended March 14, 2011, January 8<sup>th</sup>, 2018)

### **7.10 Termination**

Terminations will be dealt with in accordance with Alberta Employment Standards and/or common law. The CAO will be responsible for final approval of any termination recommended by the department Director.

### **7.11 Acting Incumbency Compensation**

- 1) Where an Employee is designated, in writing, by the CAO to perform a majority of the duties and responsibilities of a higher level position for a period exceeding fifteen (15) consecutive working days or more, the Employee shall receive acting incumbency pay in place of their regular salary. The requirement to perform duties for the higher level position may be the result of a vacancy in the higher level position caused by either short or long term illness/disability or termination of employment, but excludes vacation time. The requirement to perform duties for the higher-level position may be in addition to the regular duties of the Employee.
- 2) Acting incumbency pay shall be paid to the Employee on the following basis:
  - a) Following the completion of fifteen (15) working days, for the total period of acting incumbency
  - b) The entry-level salary of the higher level position, except that the Employee shall not be paid less than 5% higher than the Employee's regular salary.

## **8.0 WORK CONDITIONS**

### **8.1 Safety - also refer to Policy 218-07**

The provision of a safe and healthy working environment for employees, citizens and visitors, is a top priority for the Town of High Level. Safety is a shared responsibility. Success depends on the alertness and personal commitment of all.

All employees are expected to obey safety rules and to exercise caution in all work activities.

All employees are required to have basic first aid and CPR training. If you do not have this training, please inform your supervisor and training will be arranged. The Town will cover the costs of this training.

Training for WHMIS, Hazardous Goods, and related courses will be provided to employees as required.

Coordination for safety and safety related training will be coordinated jointly with each department, the Safety Coordinator and the Health & Safety Committee. All concerns or requests should be forwarded through the immediate supervisor.

All injuries and accidents must be reported to your immediate supervisor and the Safety Coordinator as soon as possible after the incident occurring.

All safety related clothing and equipment shall be supplied to the employees by the Town, with the exception of boots. Employees required to wear safety or specialized footwear will be allowed a maximum annual claim of two hundred dollars (\$200.00) upon submission of receipts.

### **8.2 Security**

The senior individual in each of the Town's facilities is responsible for the security of that facility.

One set of keys to each facility and all security codes must be presented to the Chief Administrative Officer.

Security codes must be changed each time a staff member, with access to that code, leaves the employ of the Town of High Level, or is transferred from working in the facility. A facility will only be re-keyed when the Chief Administrative Officer believes that a departing employee does not return all sets of keys.

### **8.3 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

### **8.4 Smoking – Directive 017-05 Smoke Free Workplaces**

All public access municipal facilities are Non-Smoking unless posted otherwise.

### **8.5 Travel and Subsistence Expenses – Policy 182-01**

### **8.6 Membership in Professional Organizations**

The Town will pay for up to two Professional Memberships, in organizations reflecting the employee's duties, per annum. Employees are requested to inform the Municipal Treasurer during the Budget process the required Professional Memberships for inclusion in the subsequent year's budget.

## **9.0 EMPLOYEE CONDUCT**

### **9.1 Confidentiality of Information**

The Municipal Government Act and other applicable legislation govern confidentiality of municipal business. All employees undertake an oath of confidentiality as part of their employment agreement as a condition of employment with the Town of High Level.

### **9.2 Outside Employment**

Employees may seek employment from other sources while employed by the Town of High Level under the following circumstances:

1. The employee does not become a contractor, or an employee of, or subcontractor to a contractor to the Town while in the Town's employ, unless approved in advance by the Chief Administrative Officer.
2. The outside employment does not interfere with the regular work hours of the employee and job requirements of the Town of High Level as their primary employer.
3. The outside employment does not interfere with the employee's physical or mental capabilities to perform their duties, i.e. fatigue or ongoing physical problem.
4. The employee does not use the tools, equipment or facilities of the Town.
5. The employee does not put him/herself or the Town of High Level at an increased level of risk due to excessive hours of work over those regulated by Alberta Employment Standards (12 hours per day).

Attendance at meetings of boards or committees to which the employee has been elected or appointed that conflict with the employee's regular hours of work must be approved in advance by the Chief Administrative Officer. The employee may be required to make up the hours absent or take the time off without pay, although accommodations will be made whenever feasible for community service involvements.



### **9.3 Harassment – replaced by Policy 251-17**

### **9.4 Violence**

Violence in the workplace will not be tolerated. Incidents of violence will be brought to the attention of the employee's supervisor, department Director, HR and Safety Officer as soon as possible after the incident. The Director and Safety Officer will investigate the incident in an expedient fashion. If the employee alleging violence believes the incident will be repeated proper legal channels should be pursued.

If the individual accused of violence is an employee of the Town the Chief Administrative Officer may suspend that individual with pay. An employee found guilty of violence in the workplace, by a Court of Law or the Human Rights Commission, will be terminated immediately.

### **9.5 Drug and Alcohol Use**

The Town of High Level is committed to providing a drug-free, healthy and safe workplace. To promote this goal, employees are required to report for work in the appropriate mental and physical condition necessary to perform their duties.

While in or on Town of High Level premises and while conducting employment related activities away from Town of High Level premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The foregoing does not apply to alcohol consumption at sanctioned social functions. The legal use of prescribed drugs is permitted at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner. Employees are required to inform their supervisor of any prescription drugs that may cause impairment.

### **9.6 Attendance and Punctuality**

Employees are expected to be at their place of work during the time established by Town Council or the Chief Administrative Officer and Department Directors. Tardiness is only acceptable when previously arranged with the employee's supervisor or in exceptional circumstances.

### **9.7 Personal Use of Municipal Office Systems/Equipment**

Employees are allowed the use of the Town's computing equipment, photocopier, fax machine, or similar equipment only during non-working hours and at no cost to the Town. Costs for the use of the Town's equipment shall be set from time to time by the Chief Administrative Officer.

Land Line & Cell Phone Use: Use of the Town's telephone systems for personal outgoing calls shall be restricted to breaks and off-hours as much as possible. Long distance charges are to be reimbursed to the Town. While it is difficult to restrict incoming personal calls, employees are requested to keep these to a minimum occurrence and duration. Excessive use of the Town's telephone system for personal calls may result in disciplinary action.

Personal Visitors: While it is difficult to restrict personal visits in Public facilities, employees are requested to keep these to a minimum. Excessive personal visits may result in disciplinary action.

Internet Use: Use of the Town's internet system for personal use shall be restricted to breaks and off-hours as much as possible. Inappropriate use of the internet will not be tolerated and may lead to disciplinary action.

### **9.8 Media Relations**

Media relations shall be in accordance to any media relation policy adopted by Council.

### **9.9 Political Activities**

The Town of High Level is neutral in its support of any officially recognized political party. Political activities of employees shall not interfere with the ability of the employee or their coworkers to perform their duties. If the activity will interfere with the employee's duties they may request a leave of absence.

### **9.10 Application of Policy**

This policy applies to all employees of the Town of High Level, unless amended by individual contract with the employee and the Town. In situations where a contract exists between an employee and the Town this policy applies in all circumstances not addressed in the contract.

This policy may be amended from time to time by the Council. The Employees will be approached with any changes prior to the amendment.

Council reserves the right to extend the provisions of this policy, to the benefit of the employee, on an individual or group basis, at any time by resolution of Council.

### **10.0 Policies & Directives**

Human Resources Policies and Directives are adopted from time to time. Some may modify, directly or indirectly, the Human Resource Policy. Most are incorporated in the updated consolidations of the Human Resource Policy.

#### **Human Resource Policies:**

- 182-01 Travel & Subsistence Reimbursement
- 184-01 Travel Benefit Allowance
- 204-03 Vacation Scheduling
- 214-06 Vehicle Usage
- 218-07 Health & Safety
- 240-12 Electronic Communication Device
- 251-17 Harassment in the Workplace

#### **Administrative Directives:**

- 011-01 Employee Compensation
- 013-02 Long Service Awards
- 010-98 Protective Clothing
- 015-03 Health & Safety Manual
- 017-05 Smoke Free Workplaces
- 018-07 Hazard ID
- 019-07 Workplace Inspections
- 020-07 Safety Training
- 021-07 Incident Investigation
- 022-07 Safety Meetings
- 024-09 Employee Relocation Allowance
- 025-09 Safe Work Procedure Directive
- 026-10 Emergency Response Plans