

SECTION: AG SERVICE BOARD	SUBJECT: PERSONNEL POLICY
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**Personnel Policy
 Agricultural Service Board Staff**

The personnel policies as follow apply to the Agricultural Service Board employees of the County of Warner No. 5 and shall remain in force until such time as changed by the Agricultural Service Board

1. DEFINITIONS

a. Permanent Employees

Employees who occupy permanently established positions which require the employment of an individual for a period of twelve (12) months and who have successfully completed the probationary period.

b. Probationary Employees

Shall mean any employee who is filling a position and who has been employed by the County for a period of less than six (6) months.

c. Casual Employees

Casual Employees shall mean temporary employees filling a nonpermanent position.

d. Salary Scale

Shall be set by the County of Warner Council for the various positions.

e. Anniversary Date

Anniversary date shall be the date on which an employee commenced employment with the County.

f. Management

Management shall mean the County Administrator, Agricultural Fieldman, Public Works Superintendent and the Accountant.

2. HOURS OF WORK

- a. The hours of work shall be ten (10) hours per day, Monday through Thursday, forty (40) hours per week.
- b. Employees who are required to eat their lunch out on the job will be allowed a thirty (30) minute lunch period, but time shall not be included in their regular shift.
- d. General hours of operation will be from 7:00 a.m. to 5:30 p.m. but may vary from time to time at the discretion of Management, due to seasonal and adverse weather patterns.

3. CONDITIONS OF EMPLOYMENT - OTHER

- a. An employee reporting for work, who has not been instructed not to return to work and cannot perform his regular duties and cannot be offered alternate work and is sent home shall be paid for three (3) hours at his regular rate of pay as though he had been working. An employee refusing reasonable alternative work shall be sent home without pay.
- b. If an employee starts to work and then is sent home, shall receive not less than three (3) hours' pay at his regular rate.
- c. All travelling time to and from the job sites shall be included in the regular hours of work from specified work bases.
- d. A fifteen (15) minute break will be allowed in each half of a regular shift for all employees.

4. OVERTIME

- a. Overtime will take effect on all hours worked exceeding ten (10) hours per day, and all hours worked exceeding 44 hours per week. Refer to Policy 120.25
- b. All hours worked on a statutory holiday.
- c. All overtime must be authorized by the Ag Fieldman.
- d. No employee shall be required to take time off in lieu of overtime unless an overtime agreement is signed.
- e. Special Conditions: Should time be lost due to weather conditions, it is agreed that such lost time can be made up on following Fridays and those hours shall not affect the number of hours paid as overtime.

5. EMERGENCY SITUATIONS

- a. Employees may be requested to work overtime in case of an emergency situation. Any overtime is to receive prior approval of Management and will be paid at one and one half times (1½) the regular hourly rate.

6. GENERAL HOLIDAYS

a. The following shall be considered General Holidays:

New Year's Day	1 st Monday in August
Good Friday	Labour Day
Alberta Family Day	Thanksgiving Day
Remembrance Day	Canada Day
Victoria Day	Boxing Day
Christmas Day	

If December 24 (Christmas Eve) falls on a regular working day, the afternoon of that day will be granted as a holiday.

And all general holidays proclaimed by the County of Warner No. 5, the Province of Alberta and the Dominion of Canada.

- b. When such General Holidays fall on a Saturday or Sunday, the following Monday and/or Tuesday shall be observed as the holiday in lieu. If the Employee does not receive the lieu day, the Employee shall be entitled to an extra day pay for the same.
- c. If a General Holiday or declared holiday falls on an Employee's regular working period and he works, he shall be paid at one and one (1/1/2) times his regular hourly rate of pay for each hour worked.

7. VACATIONS

Employees who have been hired for a full time position or provided full time employment, excluding minor temporary lay off, shall receive holidays as follows:

- a. After one (1) year of employed service, the employee shall receive two (2) weeks' vacation with pay. Any employee requesting holidays before the completion of the first years service shall, with prior approval of management, receive holidays on a pro-rata basis.
- b. From two (2) thru nine (9) years service, the employee shall receive three (3) weeks' vacation with pay.
- c. After ten (10) years of service, the employee shall receive four (4) weeks' vacation with pay.
- d. After eighteen (18) years of service, the employee shall receive five (5) weeks of vacation with pay.

Vacation Pay for Part Time/Seasonal Employees

As far as General Holiday pay is concerned, after three (3) years of continuous County employment for at least six (6) months each year, the seasonal/part time employee will receive Vacation Pay as follows and it will be paid at the regularly scheduled pay periods:

1 thru 3 years	4%
4 thru 10 years	6%
11 thru 18 years	8%
19 years plus	10%,

- e. Any holidays taken prior to or after the employee's anniversary date will require prior approval of Management.
- f. Annual Vacations are non-accumulative and must be taken prior to the following anniversary date unless special arrangements are made with Management.
- g. An employee shall not be paid cash in lieu of vacation earned with the exception of terminated employees, part time employees and members of management. (See Management definition within this policy). If an employee feels they may have an extenuating circumstance, a written request will be reviewed by the County Administrator and the affected member of Management and a decision will be made regarding the request.

Members of management may receive a payout for their vacation hour entitlements, to a maximum of only those hours that exceed their current year allocation, and the calculation and approval will be at the discretion of the County Administrator. In the case of the County Administrator, County Council will be required to make the decision.

- h. It is agreed that employees taking holidays during the winter months shall be granted one extra day for each week taken, on condition that Management does not direct staff to take holidays during the winter months, and the employee has a carry forward number of holidays that are in excess of Clause 7(f). Winter months to be between November 1st and March 31st.

8. PAY DAYS

- a. Pay days for all employees shall be based on twenty-six (26) pay periods per year and will be every second Friday, with the exception of December, when pay day shall be the last Friday prior to Christmas Day.

9. TERMINATION

- a. Termination of employees shall be under the authority of the Ag Fieldman and the County Administrator.

10. SICK LEAVE

- a. Sick leave shall be granted to all permanent employees. Sick leave shall be accumulated at twelve (12) hours per month to a maximum of seven hundred and twenty (720) hours and in accordance with the County's Sick Leave Policy 120.20.
- b. An employee may be required to provide proof of illness upon return to work and provide a doctor's certificate where reasonable doubt exists in respect to the purpose of the absence claimed due to illness.
- c. An employee may use his sick leave to attend a medical practitioner.
- d. An employee deemed to be unfit by a medical board to perform his regular work shall become eligible for Long Term Disability Coverage.
- e. Long Term Disability Coverage shall provide income benefits to employees who are disabled in accordance with the terms and conditions of the County approved benefits contract.

11. ABSENCES

All absence shall be reported to the Ag Fieldman before starting time on the day in which the employee is absent and an explanation for the absence shall be given.

- a. **Bereavement Leave** - Absence shall be authorized, with full pay, by Management, for the purpose of bereavement leave. A reasonable period of time for the absence shall be at the discretion of management. Bereavement leave shall be granted for the death of the following legal relatives of the permanent staff or their spouse: spouse, child, parent, grandparent, grandchild, sister, brother, aunt, uncle, niece, nephew, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or other relative who is a member of the permanent staff's household.
- b. **Defined Personal Leave** - Permanent staff requesting an absence from work shall receive prior authorization from Management. Time off, with full pay, shall be granted up to a maximum of twenty-four (24) hours per year. This leave is non-accumulative and cannot be carried forward to the next year. Defined personal leave can be utilized for the following reasons:
 - i. Time off for the care of children, spouse, parents and spouse's parents who are ill and/or injured and unable because of age or capacity to provide for their own care.
 - ii. Time off for funeral services for other individuals not listed above in 12(a). Examples include distant relatives, friends of immediate family and community members.
 - iii. **Hospitalization** - additional defined leave benefit hours are allowed based on the following conditions:
 - (1) the total 24 hours referred to in 12(b) must be depleted

- (2) the individual requiring care must be either a spouse or a dependent child. (*Dependent is defined as: a child you adopted or who is your ward, a foster child for whom you declare an income tax deduction, a single adult child less than 25 enrolled in a full time accredited educational program or a single adult child more than 21 who is dependent through disability.*)
- (3) the individual must be hospitalized for a minimum of 24 hours.

One half ($\frac{1}{2}$) of the hours the employee is absent from work shall be granted as additional defined leave for the extenuating leave. The other half ($\frac{1}{2}$) of the hours shall be recorded by the employee as time off in lieu or holidays.

The maximum number of hours the employee is eligible for as additional defined leave in a calendar year is forty (40) hours. The change is retroactive to January 1, 2004.

- c. **Jury and Court Witness Duties** - Where an employee is subpoenaed for jury duty, as a crown witness in criminal matters, or as a general witness in civil matters, the employee is entitled to receive normal County pay, or court and other attendance fees as awarded, whichever is the larger amount. Should the employee elect to receive normal County pay, any court and other attendance fees must be paid to the employer or be deducted from the normal County pay, with the exception of monies awarded for travel, meals and lodging expenses. The employee shall present proof of subpoenaed service and the amount of court and attendance pay received. The employee is ineligible for normal County pay if the employee is charged with an offense that is associated with either their summoned or subpoenaed court appearance.
- d. Absence, without pay, for a reasonable period of time, may be authorized by Management for the purpose of attending to personal business.

12. EMPLOYEE BENEFITS

- a. The County agrees to pay towards the cost of Medical, Dental, Life and Long Term Disability benefits, Dependent Life, as well as other benefits authorized by the County Council at a rate agreed to by Council, any cost over the agreed to rate will be the responsibility of the employee.
- b. Pension Plan - Eligible employees are required to join the Local Authorities Pension Plan as required by regulation. Payments are to be made by both the employee and employer and contributions shall be made according to the schedule provided to the County.

13. EMPLOYEE SALARIES

- a. Salaries will be reviewed in a manner that is agreeable to Council and the employee groups to ensure the fair and equitable treatment of staff while ensuring the sustainability of municipal operations.
- b. Merit Increases - Employees should be recognized for above average ability and employee initiative and any merit or grid movements are at the discretion of the Ag

Fieldman and in accordance with the Employee Evaluation Policy 120.05.

15. SPECIAL PROVISIONS

- a. The Employer agrees to supply only personal protective equipment as required or stipulated under the Occupational Health and Safety Act
- b. The Employer shall supply specialty tools and equipment required by employees in the performance of their duties subject to prior approval by the department head. Replacement will be made by producing the worn or broken equipment. Tools that have been signed for by an Employee and not returned by the Employee shall be deducted from the Employee's wages.
- c. Medicals - The Employer shall grant time off with pay and pay costs of a medical examination required by an Employee to perform his duties when a medical is requested.
- d. Clothing - All regular full-time and seasonal ASB employees will be supplied with in-house laundered coveralls along with one County cap per year.

16. ADVERTISING OF POSITIONS

- a. All supervisory positions will be posted in order that present Ag Service Board employees are aware of the opening prior to any further advertising.