



LAC LA BICHE COUNTY POLICY

TITLE: Lac La Biche County's Employment Conditions Policy	POLICY NO:	CS-03-014
RESOLUTION: 14.758	EFFECTIVE DATE:	September 24, 2013
LEAD ROLE: Manager, Human Resources	NEXT REVIEW DATE:	October 28, 2016
SPECIAL NOTES/CROSS REFERENCE: Procedures: CS-03-014-01 to CS-03-014-19	AMENDMENT DATE:	October 28, 2014

POLICY STATEMENT:

It is the policy of Lac La Biche County to ensure the sound, consistent and effective administration of the terms and conditions of employment across the organization.

General Statements:

a) Authorities for Personnel Management Actions

Lac La Biche County Council has delegated, subject to consistency with the budget approved by the Council, all authorities for all Human Resources management actions to the Chief Administrative Officer, as per the Chief Administrative Officer Bylaw No. 14-041 and amendments thereto, as well as the Municipal Government Act, sections 203(1) and 207. The Chief Administrative Officer has the authority to further delegate certain personnel management actions.

b) Code of Ethics

Lac La Biche County conducts business in an open and ethical manner by creating a workplace built on the strength of trust, accountability, and integrity in all its business practices. It is the responsibility of every employee to build and maintain the code of ethics by supporting, and actively participating in the process.

c) Mutual Respect

Lac La Biche County promotes responsibility, mutual respect, civility and professional excellence in a safe work-environment.

d) Employment Equity

Lac La Biche County is an equal opportunity employer and is committed to the principles of employment equity and providing equal opportunities for employment in relation to remuneration, promotion and training based on job-related factors including performance, knowledge, ability and experience.

e) Hiring Process

Lac La Biche County practices equal opportunity and fair hiring processes when filling vacancies, and hires qualified and suited individuals to ensure the success of its operations.

f) Recruitment and Retention Strategy

Lac La Biche County will support and adhere to a Recruitment and Retention Strategy. The overall goals of the strategy are to attract and retain top quality, productive staff that positively contributes to achieving the County's organizational and operational objectives.

g) Employee Orientation

Lac La Biche County ensures that all new employees are provided with an orientation designed to familiarize them with their responsibilities, services and functions.

h) Employee Occupational Health & Safety

As part of the municipality's continued commitment to Occupational Health & Safety as it relates to employees and the organization as a whole, all new employees will be given a safety orientation upon commencement of employment and will be provided updates as required.

i) Staff Identification

Lac La Biche County will issue photo identification badges to all employees to ensure County employees are easily identifiable by the public.

j) Confidentiality

Lac La Biche County employees shall not disclose confidential and proprietary information gained through the course of their employment, in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).

k) Employee Files Management

Lac La Biche County ensures that all employee files are maintained in a confidential manner, in accordance with the provisions of the Alberta Employment Standards Code and the Freedom of Information and Protection of Privacy Act (FOIPP).

l) Classifications of Work Relationships

Lac La Biche County will establish various position classifications within the organization to meet the needs of the variety of provided programs and services.

m) Hours of Work

Lac La Biche County has various operational and service requirements and will set and manage hours of work accordingly.

i. Flex Time:

Lac La Biche County supports flex time arrangements for reasons such as to enhance employees' job satisfaction, boost productivity, support work/life balance and decrease the total amount of time spent commuting to and from work. The approval of flex time arrangements will be based upon the ability of the municipality to accommodate such requests.

ii. **Overtime Management:**

Lac La Biche County may require employees to work overtime during busy times in order to ensure that specific projects, products or assignments are completed on time. The organization is committed to providing employees with appropriate compensation for overtime hours worked, in accordance with applicable federal or provincial legislation.

iii. **Absenteeism Management:**

Lac La Biche County strives to reduce absenteeism by fostering an inclusive, supportive, progressive, nurturing and understanding workplace environment. The municipality will deal with absenteeism in a professional, supportive and consistent manner.

n) **Telework Arrangements**

Lac La Biche County supports telework arrangements for reasons such as to enhance employees' job satisfaction, boost productivity, support work/life balance and decrease the total amount of time spent commuting to and from work. The approval of telework arrangements will be based upon the ability of the municipality to accommodate such requests.

o) **Retirement Planning**

Lac La Biche County provides a pension plan to assist employees in preparing for their retirement. The municipality is also committed to succession planning and counselling employees in their retirement planning.

p) **Termination Process**

All terminations and severance pay will be conducted and distributed at a minimum according to Alberta *Employment Standards Code* guidelines, unless otherwise agreed.

“Original Signed”

Chief Administrative Officer

November 14, 2014

Date

“Original Signed”

Mayor

November 21, 2014

Date