LAC LA BICHE COUNTY POLICY

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<th>TITLE: LAC LA BICHE COUNTY’S COMPENSATION AND BENEFITS POLICY</th>
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<td>EFFECTIVE DATE: SEPTEMBER 24, 2013</td>
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<td>LEAD ROLE: Manager, Human Resources</td>
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POLICY STATEMENT:

Lac La Biche County strives to maintain a total compensation package that is internally equitable and externally competitive. The components of the benefits are designed to address the needs of our employees, reward employees for their contributions, attract and retain suitable candidates and foster a satisfying work experience at Lac La Biche County.

General Statements:

a) Administration of Salary and Benefits
Lac La Biche County strives to maintain a salary and benefits program that is internally equitable and externally competitive.

b) Employee Wellness Programs
Lac La Biche County supports the overall wellness of our employees by developing voluntary wellness initiative which encourage and support healthy personal lifestyle choices and safe practices both on and off Lac La Biche County premises.

c) Employee Recognition
Lac La Biche County recognizes and values the efforts and accomplishments of all employees and the contributions they make towards the success of our organization. The municipality will strive to recognize their achievements in an appropriate and timely fashion.

d) Professional Development
Lac La Biche County supports the job-related training and development of its employees, with the particular objective of meeting the County's present and future skill needs.

e) Special Leave
Lac La Biche County understands that under certain circumstances special leave with or without pay may be granted to an employee to take care of non-work related matters.

i) Bereavement/Funeral Leave
Lac La Biche County understands that employees should have time off work to attend funeral services, grieve, and deal with family issues in the event of a death. It is our intention to
ensure that our employees are provided the time they need to properly take care of their family obligations, while maintaining their employment with our organization.

ii) Compassionate/Emergency Leave
Lac La Biche County is committed to supporting a work-life balance for its employees and understands that situations can arise in which employees need to be away from work to attend to urgent matters that directly affect their families or dependants.

iii) Jury Duty
Lac La Biche County recognizes and respects the necessary civic duty of Jury Duty, and shall make accommodations for employees that have been selected to perform it. The County also recognizes that there are times when an employee is required to attend court as a plaintiff, defendant or witness.

iv) Reasonable Accommodation
Lac La Biche County will support required workplace accommodation for employees and job applicants under the grounds described in the Human Rights Code/Act, up to the point of undue hardship for the organization.

v) Return to Work
The County is committed to supporting employees to safely return to work, at the earliest possible date following an injury or illness, through the implementation of a return to work program.

vi) Maternity/Parental/Adoption Leave
Lac La Biche County ensures that employees are provided with maternity, parental or adoption leave, in accordance with Alberta Employment Standards Code guidelines, without fear of a negative impact on their employment status or opportunities with the organization.

vii) Sick Leave
It is the commitment of the municipality to establish guidelines and procedures surrounding the awarding and use of sick leave benefits.

viii) Statutory Holiday
In addition to annual vacation leave, Lac La Biche County provides a variety of paid holidays to employees each year: a blend of statutory, civic and County-recognized holidays.

ix) Vacation
It is the policy of the municipality to provide annual vacation benefits to employees, which shall include vacation time off or vacation payment compensation.
1.0 Specific Objectives

The purpose of this SOP is to assist supervisors to formulate and apply equitable salary and wage administration decisions for employees of Lac La Biche County.

Lac La Biche County has developed this SOP and related policy to achieve the following objectives:

- To facilitate a better understanding of the County’s principles for salary administration;
- To assist employees to understand the manner and principles by which salaries/wages are adjusted; and
- To help County management translate the results of performance appraisals into meaningful salary/wage adjustments for each employee.

2.0 General Guidelines

Fundamental to the effective and equitable administration of salaries and wages is a valid evaluation of a current, accurate position description. Therefore, position descriptions and classification decisions should be reviewed whenever:

(a) a new position is created; or

(b) a significant change occurs in duties, responsibilities or reporting relationships; or

(c) a position becomes vacant; or

(d) within three years of its having been last described in writing, whichever should occur first.

3.0 Salaries/Wages on Appointment

(a) When an employee is appointed to a position at Lac La Biche County, that person’s salary/wage shall be established at not less than the minimum of the range for the job to which the employee has been appointed.
(b) In recognition of particularly relevant additional experience, the employee may be appointed at a rate above the minimum of the range, with due regard, however, for salary/wage relativities within the appointee’s work unit specifically, and within Lac La Biche County, generally.

(c) The specific amount of the appointee's salary/wage shall be determined by:

   i) Human Resources, in consultation with the related Manager if the salary/wage is within the first 3 steps of the range.

   ii) Through application of the County’s "two-up" recommendation and approval process if the salary/wage is above the third step of the range.

(d) In the case of an appointee who will report directly to the Chief Administrative Officer, the Chief Administrative Officer shall determine the appointment salary/wage.

4.0 Salaries/Wages at the end of Probation

Unless there is a special arrangement at the time of hire that has been approved by the Appropriate Authority, salary increases are not scheduled at the end of probation. Salary increases can only happen at the end of probation if a special arrangement has been made upon hire, or the employee has performed extraordinarily in the position. Pay increases in either case must be authorized using the “Two-Up” protocol.

5.0 Salary/Wage Adjustment

Salary/Wage Adjustment Authority:

(a) All Employees Except Those Reporting to the Chief Administrative Officer: Salary/wage adjustments (Market and Merit) shall be approved in accordance with the County's "two-up" recommendation and approval process.

(b) Employees Reporting to the Chief Administrative Officer: Salary/wage adjustments (Market and Merit) for employees reporting directly to the Chief Administrative Officer shall be reviewed and decided upon by the Chief Administrative Officer.

6.0 Market Salary Wage Adjustment

The salary/wage range, or an employee’s salary/wage, may be adjusted from time to time to recognize changing economic conditions and Cost of Living Allowance (COLA) considerations, and to permit Lac La Biche County to compete effectively in the recruitment and retention of qualified, competent and committed staff and should not be interpreted to be the result of an assessment of that employee's performance.
6.1 **Eligibility:**
Should an upward market adjustment to the pay range be deemed necessary, all employees in the associated effected positions, regardless of length of service, shall be eligible for such an increase.

6.2 **Application of Market Salary/Wage Adjustments:**
Market adjustments to employee salaries/wages shall be in the form of movement to the same relative step on the adjusted salary/wage range (i.e. Step 3 on the former range to Step 3 on the adjusted range).

6.3 **Market Salary/Wage Adjustments to Salary Ranges Attached to Red-Circled Positions:**
There shall be no market adjustment to the salary/wage range of a red-circled position or actual salary/wage of a red-circled employee.

7.0 **Merit Salary Wage Adjustments**

7.1 **Eligibility:**

A salary review usually follows the annual performance review. Work knowledge, skills and abilities, responsibility, effort and working conditions are reviewed by the employee’s supervisor as well as whether the employee’s performance has achieved or exceeded job performance standards during this review period. The supervisor will confirm salary adjustments and the effective date of the adjustment in writing, usually stated on the annual performance evaluation form. Human Resources will make a copy for the employee and the employee's personnel file.

(a) **Full-Time/Part-Time Permanent and Full-Time/Part-Time Term Employees:**
Salary reviews take place annually on the employee’s anniversary date of commencement.

(b) **Casual Employees:**
In the case of casual employees, a salary review will be considered when the employee’s working hours equate to one year of service. For positions that traditionally work seven (7) hours a day, this would equate to 1820 hours a year, for positions that traditionally work eight (8) hours a day, this would equate to 2080 hours in a year. All employees deemed "Fully Competent" or better, as determined through application of Lac La Biche County's performance management process, may be recognized by increasing the salary/wage of the employee up to, but not beyond the maximum of the range.

(c) **Seasonal Employees:**
Conditional on a performance rating of "**Fully Competent**" Performance or better, at the end of a season of employment with Lac La Biche County, upon becoming re-employed at the start of the subsequent season, Seasonal Staff shall be granted, at a minimum, one range salary/wage increase.
7.2 Amounts of Merit Salary/Wage Adjustments:
Salaries may be adjusted within the following parameters:

(a) "Fully Competent" Performance:
The salary/wage of an employee, whose performance is assessed as "Fully Competent" qualifies for a one step increase within the range but may NOT exceed the maximum of the range.

(b) "Frequently Exceeds Expectations" Performance:
The salary/wage of an employee, whose performance is assessed at this level qualifies for a one or two step increase within the range but may NOT exceed the maximum of the range.

(c) "Consistently Exceeds Expectations" Performance:
The salary/wage of an employee, whose performance is assessed at this level qualifies for a two-step increase within the range but may NOT exceed the maximum of the range.

(d) "Unsatisfactory" or "Below Expectations" Performance:
There shall be no merit adjustment to the salary/wage of an employee whose performance is assessed below the "Fully Competent" performance category, until such time as that employee’s performance is assessed as "Fully Competent" or better. At that time an adjustment may be made. There shall be no retroactivity in any such adjustments, however.

8.0 Salaries/Wages on Promotion

(a) Where a Lac La Biche County employee is promoted to a job in which the maximum of the new range exceeds the maximum of the range for the employee’s pre-promotion job, the employee’s salary/wage shall be placed either at a rate in the higher range representing at least a one-step increase, or equivalent thereof, on the former range or shall be placed at the maximum of the new range, whichever is the lesser.

(b) In accordance with the County's "two-up" recommendation and approval process, an additional increase may be granted, provided the resulting salary/wage does not exceed the maximum of the salary/wage range for the position.

9.0 Salaries/Wages upon Upward Reclassification

The Supervisor will notify Human Resources if they feel a position’s requirements/duties have changed and the job requires a formal re-evaluation. Human Resources will coordinate any job evaluation reviews.

(a) Where a Lac La Biche County's employee’s position is reclassified, through the application of the County’s Job Evaluation process, and the maximum of the new range exceeds the maximum of the range for the employee’s pre-reclassification level, the employee’s salary/wage shall be placed at a step on the higher range which is nearest to, but not less than the employee’s former salary/wage rate. This
salary/wage shall not be less than the minimum, nor greater than the maximum of the new range.

(b) In accordance with the County's "two-up" recommendation and approval process, an additional increase may be granted, provided the resulting salary/wage does not exceed the maximum of the salary/wage range for the position.

10.0 Salaries/Wages Upon Downward Reclassification

(a) Where a Lac La Biche County employee’s position is reclassified, through the application of the County’s Job Evaluation process, and the maximum salary/wage of the new pay grade is lower than the maximum salary/wage of the pay grade for the employee’s pre-reclassification level, the employee’s salary/wage range shall be frozen (“Red Circled”) until such time as the maximum salary/wage for the new pay grade meets or exceeds the maximum of the employee’s “red circled” salary/wage range.

(b) The employee is not eligible for market or merit adjustments to the “red circled” salary/wage range.

(c) When the maximum of the correct range for the job meets or exceeds the maximum of the “red circled” salary/wage range, the employee’s salary/wage will be placed on the appropriate range and the employee will once again be eligible for BOTH market and merit salary/wage adjustments.

11.0 Salaries/Wages Upon Transfer

(a) Where a Lac La Biche County employee is transferred to a job where the maximum salary/wage of the new pay grade is the same as the maximum salary/wage of the pay grade for the employee’s pre-transfer job, there shall be no adjustment to the employee’s salary/wage.

(b) Should an employee be moved to a job where the maximum salary/wage of the pay grade is less than that of the employee’s former job, the employee’s salary/wage shall be reduced so that it falls at or below the maximum of the range for the new job, and whichever is the closest rate to the employee's pre-demotion salary/wage.

12.0 Paydays

Both salaried and hourly employees will be paid bi-weekly, provided approved timesheets are submitted by the pay period cutoff. Payroll schedules are available from the Finance Department and from Human Resources.

Pay is automatically deposited into each employee’s chosen bank account according to the pay schedule. All employees will receive a paystub prior to direct deposit of earnings.
13.0 WCB Administration

(a) Lac La Biche County is committed to disability prevention, support and assisting employees returning to work as soon as possible following an occupational or non-occupational injury or illness.

(b) Should the disability occur while an employee is working on the job, the employee is eligible for financial assistance through the Workers Compensation Board benefits and policies.

(c) When an incident occurs, the reporting Manager or General Manager of the injured employee shall be responsible to coordinate with the Manager, Protective Services who is the administrator for the WCB benefits. The Manager or designate of the injured employee shall be responsible to complete a Lac La Biche County Incident Investigation Report and the WCB Employer’s Report of Injury or Occupational Disease. WCB must be notified of the injury within 72 hours. Please refer to the section 7 Incident Investigations in the Lac La Biche County Safety Manual.

(d) If the injury is a lost time incident, the salary of the injured employee will be suspended from the day after the incident occurred. The Workers Compensation Board may cover an injured worker’s salary at 90% of gross earnings, but please note that WCB has the right to refuse coverage. If the employee is eligible, at no time will Lac La Biche County suspend health and dental benefits nor LAPP pension benefits while the employee recovers from injury.

(e) Employees who are unable to perform their regular duties because of illness or injury (work or non-work related) are expected to participate actively in modified/alternate work and rehabilitation planning. The manager or designate of the injured employee, along with Human Resources will document the requirements for the employees return to work on “light duties” and have the injured employee sign the Offer of Modified Work Agreement Form.

“Original Signed” November 8, 2013
Chief Administrative Officer Date
1.0 General Guidelines

When we talk about how much an employee of the County earns, we consider our total compensation package as total pay.

The total compensation package is comprised of the following components:

- Base Pay + Group Benefits + Pension + Extended Health Care Benefits

2.0 Pension Plan

- Employees are eligible for participation in the Local Authorities Pension Plan (LAPP) in accordance with the criteria set out in the Local Authorities Pension Plan Handbook, available from Human Resources and the Finance Department.

- Upon hire, permanent full-time employees must participate in the Local Authorities Pension Plan. Permanent part-time employees and employees who are appointed to term positions of one year plus one day, or more, who are scheduled to work at a minimum the half time equivalent to the related full time position, may choose to participate in the Local Authorities Pension Plan.

- Casual or term employees (who are appointed to positions of less than one year) and seasonal employees are not eligible for participation in the LAPP.

- Permanent staff members who are on Long Term Disability benefits will be permitted to contribute to the Local Authorities Pension Plan (LAPP) up to and including one year following the date the disability began. Lac La Biche County will match at the applicable percentage rates of the employee portion and pay the employer portion of the premium up to and including one year following the date disability began, pending the employee contributes his/her portion. Should the employee return to work, LAPP benefits contributions will be reinstated at the same rate as before the disability began.

3.0 Extended Health Care Benefits

For complete details on the current health and dental benefits plan, please see the Employee Benefits Manual, available from Human Resources and the Finance Department.

- Upon completion of three consecutive months of service, permanent full-time
employees, and permanent part-time employees who are scheduled to work in excess of 30 hours per week, are eligible to receive full benefits in accordance with the current Extended Health Care benefit plan.

- Permanent part-time staff who works a minimum of 15 hours per week shall be eligible for benefits under the current Extended Health Care Benefit Program on a pro-rata basis in the proportion that their weekly hours of work bear to the weekly hours of work of a full-time staff member in a similar position.

- Notwithstanding the above, part-time staff must work 20 hours per week to participate in the current Extended Health Care Benefit Plan.

- Casual or term employees who are appointed to positions of less than one year and seasonal employees are not eligible for benefits.

- Term employees who are appointed to positions with an expected term of 12 months or more, upon completion of three consecutive months of service, are eligible for benefits, with the exception of 120 days of General Illness.

- Volunteer Firefighters shall be provided with a limited benefits plan under the terms of the County’s contract with Jubilee Insurance.

- Permanent employees who are on Long Term Disability benefits will be provided with 100% of premium coverage for health and dental benefits up to a maximum of two years from the date the disability began. The option to continue with health and dental benefits through the current Extended Health Care Benefits Plan; should the permanent employee so choose to enroll, will result in he/she being required to pay 100% of the premiums by means of being invoiced by Lac La Biche County. Under the current Extended Health Care Benefits plan regulations, should the employee choose to terminate health and dental coverage, the employee may not be permitted to reinstate the coverage once they return to work.

- If a new permanent, full-time or part-time employee wishes to do so, the three-month waiting period for benefits coverage, set out above, may be waived upon approval by the Chief Administrative Officer.

4.0 Employee Assistance Program

- Employees, Council members and their immediate families have access to an Employee Assistance Program (EAP). This program offers confidential support services including individual and family counseling, financial and legal counseling and family advisory and health information services. If necessary, the program also provides referral to long term, specialized care.
• Delivery of counseling services under the EAP is provided through a reputable external provider specializing in the provision of EAP programs, namely Shepell-FGI. Employees and their families can access any of the EAP services by calling **1-800-387-4765** (Canada-wide), TDD 1-800-363-6270 (hearing impaired), or you may request an appointment via the internet at [www.fgiworldmembers.com](http://www.fgiworldmembers.com).

• The service is provided at no cost to employees or immediate family members and is available to municipal employees eligible to receive coverage under group benefits plans.

• The EAP is a voluntary program that employees should feel free to access at their own choice. There will be no mandatory referral to EAP.

• The program is structured to allow employees choice in how they access EAP. The administration and operation of the program is coordinated through the Chief Administrative Officer (or designate). A brochure providing greater detail on the range of services is available under the EAP is available from Human Resources.

“Original Signed” November 8, 2013
Chief Administrative Officer Date
1.0 General Statement

Lac La Biche County supports the development and implementation of wellness programs for employee’s that will provide education and awareness of the benefits of wellness, build skills to assist individuals in making healthy choices, and make changes to the work environment that will facilitate those healthy choices.

2.0 Participation

- Participation in the Lac La Biche County wellness programs is strictly voluntary.
- Employees that wish to participate in the Lac La Biche County wellness programs may be asked to submit information that relates to their current health, and potential health-related goals they wish to accomplish through the program. This information will be held in confidence.
- Lac La Biche County employees that wish to discontinue their participation in any component of wellness programs may do so at any time without the necessity of an explanation or discussion.

3.0 Privacy

- All information provided by Lac La Biche County employees for the purposes of participation in the Lac La Biche County wellness programs shall be kept private and confidential, and will in no way, shape or form be used in the evaluation of their performance at work, or affect their employment status with Lac La Biche County.
- All medical information will be strictly confidential, and shall not be used against the employee in any way, shape or form.
- Access to employee wellness programs information will be limited to the Human Resources department, specified trainers, and the health professionals associated with this wellness program, or other County wellness leaders, upon approval by the employee.

4.0 Legal Considerations

- Lac La Biche County will advise all employees that are considering participation in wellness programs to consult their physician before undertaking any regimen of diet or exercise.
• Lac La Biche County will not be held liable for any accidents or incidents that occur off of Lac La Biche County premises that may be construed as arising out of participation in the wellness programs.
• Lac La Biche County employees are not required to participate in the wellness programs, and may participate voluntarily, of their own volition, without any unnecessary fear of retaliation for lack of participation.
• Lac La Biche County offers these programs as a service to our employees, and will not try to influence the behaviors of employees on County premises relating to health, except for any other Lac La Biche County policy or procedure that reasonably prohibits types of behavior in particular circumstances.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date
1.0 Definitions

County-Wide Recognition: Annual awards (such as Employee, Manager and Volunteer of the Year) may be given to individual employees who demonstrate excellence and innovation in meeting the objectives of the organization.

Department-Wide Recognition: Formal and informal recognition given at a departmental level to individual employees or teams for outstanding contributions and accomplishments which best reflect the Department's mission, vision and values.

Formal Recognition: A formal process, and includes the submission of a nomination which is voted on, or through the consideration of the board.

Informal Recognition: Acknowledgment of day-to-day accomplishments in the workplace.

Long Service: Recognition provided for a staff member that has provided the County with a long history of commitment, dedication and exceptional service, and has been with the organization for a specified number of years.

Service Appreciation: Recognition provided to acknowledge the service and efforts of a long service staff member upon receipt of his/her intent to resign or retire.

2.0 General Guidelines

Recognition may be provided in the following manners:

- Verbal or written congratulations and/or thanks;
- Awards for excellence and/or achievement; and
- Ceremonies for the celebration and communication of excellence and/or achievement.

The County will ensure that all recognition provided reflects the staff member or team's ability to successfully meet or exceed defined corporate objectives, goals and values, and will ensure that the recognition creates a lasting effect.
3.0 Department Obligations

Recognition programs employed for use in all departments must act in accordance with the Compensation and Benefits Policy.

Each department will be responsible for effectively documenting commendable service achievements, and communicate these achievements effectively. Where appropriate, departments will provide recognition, and may submit the information for consideration for organization-wide recognition and/or award(s).

Departments are encouraged to promote County goals and objectives, and the recognition programs and strategies.

Human Resources shall create documentation for all formal recognition activities and provide feedback to assist in the review and revision of recognition programs.

Human Resources will monitor and evaluate the recognition programs and SOP, and revise as appropriate.

4.0 Long Service Award

Lac La Biche County acknowledges that it is appropriate to give recognition to those employees whom have shown dedication to the County through their long service to the County. This recognition will come in the form of a cheque and certificate which will be awarded to each eligible employee at a special annual ceremony.

4.1 Procedure

• Lac La Biche County shall give a long service award to each permanent employee who has completed a multiple of five (5) years of continuous service as a permanent employee to the County (i.e. 5, 10, 15, 20, etc.), by and including December 31 of the awarding year.

• The award shall be in the form of a cheque for the value of $100.00 for a five year award, increasing by $50.00 for each subsequent multiple (i.e. $150.00 for 10 years, $200.00 for 15 years) to a maximum of $250.00. Further, a personalized certificate noting the employee’s term of service shall be provided to the award recipient.

• The value of the award for part-time employees will be prorated by their FTE.

• The FTE for a part-time employee shall be calculated as the total hours employed compared to the total hours of a full-time employee.

“Original Signed” October 4, 2017
Chief Administrative Officer
1.0 General Statement

This SOP and related policy has been adopted by Lac La Biche County to enhance professional development opportunities for staff by supporting participation in professional conferences and educational activities.

2.0 General Guidelines

Lac La Biche County shall create and maintain a budget for professional development costs.

Lac La Biche County will work to ensure that Professional Development objectives align with any Human Resources strategic plans for succession planning and career planning.

Lac La Biche County will offer funding for Professional Development in an effort to provide staff with career advancement and professional development opportunities.

Supervisors are responsible for identifying developmental requirements for and with employees and for noting these requirements in the County's Performance Management process and forms.

Probationary, Term, Casual and Seasonal employees will normally not be considered for training or development support by the County. Exceptions may be made at the discretion of the General Manager, Manager or the Chief Administrative Officer.

Where it is either not possible or is not practical to arrange development programs during the employee's regularly scheduled hours of work, the time involved in attending the professional development opportunity is NOT considered to be work or overtime and the employee shall be provided with either equivalent time off with pay OR the employee shall be compensated, on an hour-for-hour basis, for the employee's personal time taken in attending the training program.

No compensation shall be paid by Lac La Biche County for the time for an employee to complete homework, assignments, exams or other such similar activity associated with an on-line or distance education course. Course work shall not be worked on by the employee while the employee is at work.
3.0 Mandatory and Optional Training

Mandatory training is training that is required in order to fulfill the duties of a position or that is mandated by legislation.

Optional/requested training is training that is not a requirement of a position.

An employee completing mandatory training shall not be required to sign a Return for Service Agreement. Only employees who have been approved for optional/requested training will be required to sign the agreement.

4.0 Training Schedules

Where the County requires a staff member to enrol in professional development activities, the training shall be scheduled as often as possible during regular working hours, on an agreed timetable that causes a minimal disturbance to the completion of their regular job-duties.

Where a staff member is required to enrol in professional development activities, the staff member, their supervisor and the Human Resources department shall work together in selecting an appropriate format of training that best suits the schedule and educational needs of the employee.

When an employee makes a request for professional development activities, as a personal development exercise, the training shall be completed outside of regular working hours.

5.0 Applying for Professional Development

Employees, who would like to enrol in professional development activities and are not required to complete the training as a condition of employment, will be required to submit a written request for training to their supervisor stating the desired form of training, dates and the rationale for requesting the training. The supervisor will review the request. Where the request is approved and fits within departmental training budgets, the employee will be notified in writing of the approval.

For all personal development requests above $2,000, for which the professional development opportunities result in the employee obtaining academic credits, the requesting staff member shall be required to agree to and sign a Return Service Agreement.

6.0 Approval of Training, Training Leave and Associated Expenses

Authorities for approval of training, training leave and training related expenditures are as follows:

- For employees reporting directly to the Chief Administrative Officer - the Chief Administrative Officer.
- For all other employees - approval is made in accordance with the County's "two-up" recommendation and approval process.
- In all cases where the County is requested to support employee training or development, written approval must be obtained before the training or development commences.
7.0 Return for Service Agreement

Once a request for professional development has been approved, Lac La Biche County and the employee will sign a Return for Service Agreement. The agreement will outline subsequent employment commitments, amounts, and types of payments that will be made to the employee (or on behalf of the employee) and any default provisions and conditions of repayment.

If any financial assistance is provided, the employee will enter into a written agreement to reimburse Lac La Biche County for any financial assistance provided if the employee does not:

- Successfully complete the course; and/or
- Return to the employment of Lac La Biche County for a period of one (1) year for every $2,000 received towards credit courses during the professional development year.

By way of example and for greater clarity, if the County pays $4,000 or more, but less than $6,000 during the PD year, the employment period shall be for two (2) years.

All apprentice employees shall enter into a written agreement to fulfill a one (1) year service commitment to Lac La Biche County immediately following the completion of educational leave for each level of apprenticeship completed, for which Lac La Biche County pays full salary. An apprentice who has earned Journeyman status shall commit to a minimum three (3) years’ service commitment.

8.0 Reimbursement for training costs

Upon pre-approval of professional development related expenses, and presentation of receipts, the County shall reimburse a County employee for the costs associated with registration for courses, conferences and seminars, tuition fees, course materials, accommodations, travel and subsistence.

9.0 Travel to Courses and Seminars

Provided the County has requested and/or approved that the employee attend a course, seminar or developmental program, and provided that the course, seminar or developmental program takes place outside the Lac La Biche County area, an employee shall be compensated at straight time on an hour-for-hour basis, for the reasonable time required to travel to and from such conferences, seminars, courses and other developmental programs. The reasonableness of the time shall be determined by the authority approving the training.

In the event that a County vehicle is available for use, and the employee choses to drive their own vehicle, the employee will only be compensated half of the current reimbursement rate.

10.0 Membership Fees for Professional Associations and Organizations

Upon approval under the provisions of the County's "two-up" recommendation and approval process, the County shall pay membership fees in any professional association or organization to which the employee must belong in order to satisfactorily perform her or his duties with the County.
11.0 First Aid Training

First Aid training shall be provided to permanent staff members, as identified by the responsible Manager or General Manager as appropriate, and the County shall ensure that such identified employees attend a refresher First Aid course at least every two years. In no instance, however, shall there be fewer than TWO such staff members in EACH Department.

12.0 Tracking

Human Resources can track the successful completion and/or attendance of professional development opportunities.

13.0 Workshop Requirement

An employee who is given the opportunity to pursue professional development may be required to offer workshops to co-workers and/or members of the community in order to share the knowledge acquired. The employee may be required to file a written report with the immediate supervisor upon his/her return.

“Original Signed”
Chief Administrative Officer

July 21, 2015
Date
PROFESSIONAL DEVELOPMENT
RETURN FOR SERVICE AGREEMENT

Between
Lac La Biche County
(the “County”)

And

_____________________________
Employee

I, __________________________________, agree to enter into this Return for Service Agreement with Lac La Biche County on the following terms and conditions:

1. The County agrees to pay my costs in relation to the course(s) as set out in Schedule “A” attached.

2. I agree that I shall work for one (1) year (the “Employment Period”) for every $2,000 I receive towards credit courses during the professional development year (January 1 - December 31) (the “PD Year”). By way of example and for greater certainty, if the County pays $4,000 or more, but less than $6,000, under this Agreement during the PD Year, the Employment Period shall be for two years.

3. The Employment Period commences on the actual completion date of the last completed course during the PD Year. In the event that the actual completion date is different than the estimated completion date set out in Schedule “A”, I shall provide the County with sufficient evidence of the actual completion date.

4. In the event that my employment with the County terminates during the Employment Period, for any reason, I shall reimburse the County all costs paid by the County under this Agreement as follows:
   
   a. Any monies owing in this respect shall be first deducted from any monies owed by the County to the employee for salary/wages. The employee hereby authorizes the County to deduct said monies owing at the time of termination without requirement from the employee for any further approval or authorization.
   
   b. If the amount owed by the County is insufficient to reimburse all the monies owing to Lac La Biche County under this agreement, I assume liability for repayment of the remaining amount owing to the County and agree to pay all remaining monies owed up to the date of the retirement of this debt, within sixty (60) days of leaving the County.
   
   c. If I fail to repay the funds pursuant to paragraphs (a) and (b), I agree that the County may commence legal proceedings against me to recover the funds payable under this Agreement, and is entitled to recover its legal fees on a full indemnity basis

5. This Agreement shall not be amended except by mutual agreement. Any such amendment shall be in writing and signed by the parties.

6. I agree that I have satisfied myself of the facts by my own knowledge and investigation and after taking as much time and independent advice as thought necessary after time to consider matters.

_____________________________________ _____________________________________
Employee Date

_____________________________________ _____________________________________
Human Resources Date
## Schedule “A”

<table>
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<tr>
<th>Course:</th>
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1.0 General Guidelines

Under certain circumstances special leave with or without pay may be granted to a permanent employee by approval from the appropriate department Manager.

2.0 Special Leave with Pay

Circumstances for which Special Leave with Pay May be Granted:

- **Illness in the immediate family** (spouse, common-law spouse, child, parent of the employee, parent of the employee's spouse or of the common-law spouse) and requiring that the employee provide care to the family member, up to five days may be granted, per circumstance. For the purposes of this SOP, "spouse" shall be as defined in the Extended Health Care Benefits Plan.

- **Upon the birth or the adoption of a child**, two days of Special Leave with pay shall be granted to the employee.

- Requirement of an employee to discharge his or her duties as the Executor of an estate, up to five days may be granted.

- **Change of residence location for the employee**, in which case the special leave shall not exceed two days per fiscal year.

- **Natural disaster** such as fire, flood, tornado, as a result of which the employee must personally attend to certain emergency activities, up to five days may be granted.

- **Requirement to assist a law enforcement agency by appearing in a line-up**, in which case the required time shall be considered as special leave.

- **For an employee or a member of the employee’s immediate family to attend an appointment with a healthcare professional outside of the Lac La Biche area**, a full day with pay shall be granted. No more than six days per calendar year may be approved for each employee for this purpose.
• **Inclement Weather**
  
  i. Municipal offices remain open during severe weather conditions unless declared closed by the Chief Administrative Officer (or designate). In the event of a closure, managers are required to make every effort to maintain at least a minimum level of service to the public.

  ii. In the event of inclement weather, employees are expected to make every effort to be at work during their normal working hours. However, the municipality recognizes that inclement weather can create concerns for employees with respect to attending work and employees must use their judgement in determining whether it is safe to travel.

  iii. If an employee is unable to report for work as a result of weather conditions, this time off can be drawn from vacation or other banked time at the employee’s request. As an alternative, this time may be considered as unpaid leave. In any case, employees are required to contact their supervisor, or follow other established procedures to report that they will be absent.

At the discretion the Chief Administrative Officer, special leave with pay may be granted in other circumstances. Additionally, the Chief Administrative Officer may grant special leave for a time period exceeding the maximum specified above.

Special leave with pay shall be paid at the employee's regular rate, and shall not include overtime or other premiums.

**3.0 Leave without Pay**

Using the “Two-Up” approval process, leaves without pay of ten (10) days or less can be approved by the responsible Manager and General Manager. Leaves without pay for more than ten (10) days can only be approved by the CAO.

On leaves without pay, the employee shall be responsible for any benefits premiums which the County would otherwise have been responsible for, had the employee remained on salary or wage.

“Original Signed” November 8, 2013
Chief Administrative Officer Date
1.0 Definitions

For the purposes of the Bereavement / Funeral Leave SOP, immediate family members consist of:

- Spouse
- Domestic Partner
- Parent
- Child
- Brother
- Sister
- Grandparent
- Grandchild
- Father-In-Law
- Mother-In-Law
- Any relative of the employee who resides permanently with the employee or with whom the employee permanently resides

For the purposes of the Bereavement / Funeral Leave SOP, extended family members consist of:

- Brother-In-Law
- Sister-In-Law
- Son-In-Law
- Daughter-In-Law

2.0 General Guidelines

Employees are expected to notify their immediate supervisor and request Bereavement / Funeral Leave time off as soon as possible when a death occurs in their family. Bereavement / Funeral Leave time is granted such that an employee may have time to attend a funeral, grieve, and deal with family issues in the event of a death in the immediate or extended family as defined above.

Use of Bereavement / Funeral Leave time for any purposes other than the reasons listed above, are inappropriate and non-compensable.

2.1 Funeral Leave Benefits

Funeral leave benefits may be granted to permanent employees by their supervisor.

A maximum of three (3) working days of paid time off per occurrence can be paid to an employee in the event of a death of an immediate family member. A maximum of
one (1) working day of paid time off per occurrence can be paid to an employee in the event of a death of an extended family member. Additional unpaid time may be requested, using the “Two-Up” approval procedure, where extensive travel outside the Lac La Biche area is required to attend the funeral.

With the approval of his or her supervisor, an employee may use up to four (4) hours of paid leave to attend the funeral of a co-worker. “Co-worker” is defined as a person who was an active employee of Lac La Biche County at the time of his or her death.

Bereavement / Funeral Leave pay shall be equal to the regular hourly rate of the employee.

Bereavement / Funeral Leave pay will not be considered hours worked for purposes of calculating overtime.

The County reserves the right to inquire as to the name, and nature of the relationship with the deceased, and the name of the funeral home responsible for handling the arrangements. Proof of relationship may be required.

Bereavement / Funeral Leave pay will not be granted in the event that the County does not receive reasonable notice of the required absence, and the intended return to work date of the employee.

Bereavement Leave covers only scheduled working days. Bereavement Leave would not apply if the death occurred during an employee’s vacation.

2.2 Funeral Leave without Pay

If an employee does not qualify for Bereavement / Funeral Leave benefits, approved time off may still be awarded without pay. Employees can also use accrued overtime or vacation entitlements in these situations.

Time off without pay may be granted to attend a funeral in the event of the death of a close friend or distant family member.

Days required off for Bereavement / Funeral Leave without pay shall be counted as an absence without pay.

3.0 Legal Compliance

Lac La Biche County shall comply with the Alberta Employment Standards Code with respect to Bereavement Leave.

“Original Signed” May 3, 2017
Chief Administrative Officer Date
1.0 Definitions

Dependant: any parent, spouse, partner, child, or other individual living as part of an employee’s family for whom that employee is the primary caregiver. This can include any person who relies on an employee for personal assistance or care.

Family: any living arrangement or cohabitation within the employee’s home with other persons, including children and unmarried and/or same-sex partners. Family also includes grandparents, aunts, uncles, first cousins, nieces, nephews, foster children, foster parents, foster brothers, foster sisters, step-parents, step-children, step-brothers, and step-sisters. This definition does not include tenants, lodgers, or boarders who live in the employee’s home.

Emergency Leave: any serious situation requiring the immediate attention of an employee (e.g. illness of a dependent, automobile accident, disaster involving the employee’s property, etc.).

Compassionate Leave: a family bereavement or the serious sudden injury of a family member requiring the immediate presence of the employee. This may also include a sudden breakdown of normal caregiver arrangements where no immediate solution is available.

2.0 General Guidelines

The following statements set forth all procedures for granting compassionate and emergency leave to employees:

Paid emergency or compassionate leave will normally be authorized to cover the duration of the initial situation. However, the County understands that some situations may require greater time to remedy the situation. Generally, it is up to the supervisor’s discretion to determine the length of the extended leave, as well as whether the leave will be paid or unpaid. In certain circumstances, the employee may use a combination of paid leave, unpaid leave, annual vacation time, accrued over time or parental leave (if applicable).

Emergency or compassionate leave shall have no impact on an employee’s current salary and/or benefits. Performance objectives and goals for the employee will be adjusted so that he or she will not be penalized for being absent.

Employees are legally protected from dismissal, termination, selection for redundancy, or any other detriment to employment for making appropriate and authorized use of this policy and SOP.
Employees may be authorized unpaid emergency leave under provincial legislation.

Leave will be authorized for serious illness or injury of a family member, (e.g. any bodily threat deemed grave, critical, or life-threatening), including sudden injuries (e.g. automobile accident) or even less serious illnesses or injuries of family members wherein the absence of the employee would result in great personal hardship for the immediate family.

Emergency or compassionate leave is not intended for personal employee illnesses or for scheduled doctor/dentist/other health practitioner visits – all routine wellness visits must defer to the County’s Sick Leave Policy and SOP.

Emergency or compassionate leave for dependants is not intended to be used for taking or accompanying dependants to planned routine wellness visits (i.e. flu shot visits to the hospital, dental appointments, etc.). If the employee knows in advance that a dependant will be admitted to hospital, the employee must make alternated working arrangements. In these circumstances, an employee may request holiday leave, unpaid leave or Special Leave (if applicable).

At the discretion of the County, authorized unpaid additional leave for up to eight (8) working weeks, subject to operational requirements, may be granted when extensive time is needed to care for an ill dependant or family member, and the employee’s domestic responsibilities increase greatly. In situations such as these, it may be possible to grant the employee part-time hours for a defined period.

Situations may arise that are not addressed by the SOP statements above. These uncovered situations will be addressed sympathetically by Lac La Biche County on a case-by-case basis.

3.0 Application for Leave

Employees must inform their supervisors immediately once they know that emergency or compassionate leave is required.

The employee shall inform his or her supervisor of the situation at hand, and how much leave will likely be required to address the situation.

The employee will also advise his or her supervisor and the Human Resources department of any potential longer-term implications as soon as they make themselves evident.

Supervisors will listen to requests sensitively and diplomatically, and then make a sound decision as to whether paid or unpaid leave is warranted. The decision will be made using the “Two-Up” approval process, without delay.

In deciding on what type of leave to approve (e.g. paid or unpaid, a combination of the two with vacation leave, etc.), supervisors should consider if the situation is exceptional, if operational needs can still be met, the amount of emergency or compassionate leave used by the employee in the last twelve (12) months, and whether or not alternative working arrangements can be made with the employee.
Supervisors should exercise discretion when inquiring about type of leave, especially where bereavement is concerned. In some cases, the supervisor should wait until the employee returns from a funeral before discussing leave.

There will likely be circumstances where the employee contacts his or her supervisor on extremely short notice to explain that they are not able to attend work that day because of a crisis. Again, the supervisor should use their discretion and may want to wait until the employee returns before discussing leave.

Both the employee and the supervisor will agree to the type and extent of leave, confirm this agreement in writing, and will each sign the document. The agreement shall be forwarded to the Human Resources and payroll departments.

Human Resources can be contacted at any time for assistance with this policy and SOP, including clarifying which type of leave best suits the employee circumstances.

“Original Signed”
November 8, 2013
Chief Administrative Officer
Date
1.0 Procedures

- Employees selected for jury duty must provide their supervisor and Human Resources with as much advance notice as possible.

- Advance notice shall be accompanied by a copy of the summons to jury duty for documentation purposes.

- Permanent, full-time employees shall receive a paid leave of absence to perform jury duty.

- The amount of compensation the employee receives, if any, for their jury duty shall be deducted from their rate of pay for the duration of their jury duty leave of absence. An employee must make Human Resources aware of any compensation they receive for their jury duty involvement.

- Casual or part-time employees shall be granted leave without pay to perform their duty as a juror.

- In the event that the jury duty requirement lasts for only part of a day, the employee shall return to work for the remainder of the day whenever possible.

- Any employee that is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the employee may use vacation time, accumulated overtime or request an unpaid leave of absence.
LAC LA BICHE COUNTY PROCEDURE

TITLE: Reasonable Accommodations Standard Operating Procedure

PROCEDURE NO: CS-03-016-10

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016

AMENDMENT DATE:

1.0 Definitions

The following definitions of disability are sourced from Alberta’s Human Rights Act:

- Physical disability: any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness. This includes, but is not limited to, epilepsy; paralysis; amputation; lack of physical coordination; visual, hearing and speech impediments; and physical reliance on a guide dog, service dog or wheelchair or other remedial appliance or device.

- Mental disability: any mental disorder, developmental disorder or learning disorder, regardless of the cause or duration of the disorder.

2.0 General Guidelines

Lac La Biche County will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Act.

Lac La Biche County will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Human Rights Act, up to the point where it causes undue hardship for Lac La Biche County. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Human Rights Act.

The approach taken by Lac La Biche County in the provision of reasonable accommodation shall include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the person to be accommodated and medical or other relevant professionals;
- An approach that ensures confidentiality and dignity.
3.0 Duty to Accommodate

Lac La Biche County will work to ensure that individuals protected under the Human Rights Act are able to work effectively, by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

Lac La Biche County will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Lac La Biche County encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s).

3.1 Accommodation

Accommodation shall be provided for individuals where a disability or religious requirement requires that the work be modified or adjusted to address the needs of the individual, based on protected grounds of discrimination under Human Rights legislation.

Lac La Biche County shall provide accommodation as appropriate, using a consultative approach that involves the County, the individual, and as appropriate, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary, or permanent, based on the requirements of the individual and the ability of the organization to support the accommodation up to the point of undue hardship.

3.2 Responsibility

The process of accommodating individuals is a shared obligation of Lac La Biche County and the employee. Management staff should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with Human Resources, and, where appropriate, healthcare practitioners and other required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the individual.

3.3 Accommodating Job Applicants

Lac La Biche County will meet all legislative requirements in providing accommodation to job applicants as well as employees.

Any job applicant to Lac La Biche County that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our Human Rights obligations.

3.4 Undue Hardship

Lac La Biche County shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of
appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

4.0 Non-Compliance

Failure to comply with this SOP may result in disciplinary action up to and including termination.

5.0 Requesting and establishing workplace accommodations

Any employee requesting accommodation must make a request to their Supervisor. The Supervisor is responsible for ensuring that a written description of the accommodation plan is completed.

Lac La Biche County shall create an accommodation plan, where appropriate, and attempt to determine methods of achieving the requirements for employee success in a position.

In the creation of an accommodation plan, Lac La Biche County shall:

- Identify the need for accommodation;
- Determine objectives for performance in the role, and potential barriers;
- Create a plan for achieving the objectives in an alternative manner;
- Examine the options for accommodation, and select the most appropriate avenue for accommodation;
- Implement the accommodation process;
- Provide training as appropriate;
- Review and revise based on outcomes and feedback.

6.0 In the Event an Employee cannot be accommodated in current position

6.1 Alternate position

In some cases, it will be reasonable to accommodate an individual in another position. In these situations, the Human Resources department, working with appropriate Lac La Biche County Supervisors and the employee, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Lac La Biche County shall ensure that the employee has the required qualifications and skill-sets necessary for success in the position, is capable of performing the tasks associated with the position, and that the employee agrees that the alternate work is acceptable.

6.2 Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned. The position may be redesigned only if it doesn’t cause the County undue hardship.
7.0 Financing the Accommodation

Where the accommodation requires necessitates and investment in materials, equipment or increased budget for the position, requests for financing must be directed to the relevant General Manager.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date
1.0 General Guidelines

In any employee absence that shall exceed ten (10) working days and is related to an injury sustained under the employ of Lac La Biche County, the employee shall be required to advise Lac La Biche County as soon as possible to begin the process of implementing this Return to Work (RTW) SOP. In accordance with legislative and County requirements, it is mandatory that all employees participate in the RTW program. It is also mandatory that all employees who sustain a work related injury report the incident in accordance with Lac La Biche County protocol.

For the County to properly implement the RTW Policy and SOP, it is important that employees provide Lac La Biche County with detailed information pertaining to their inability to perform their regular employment duties with medical documentation, so that work alternatives may be sought out.

2.0 RTW Job Offer

When appropriate work for the employee who is returning to work is found, and conditional upon the physician giving clearance for such work, a written job offer letter will be presented to the employee. The letter will note the medical clearance, start date, hours, wage, duration and location of the work assignment. The employee will be asked to sign the letter indicating acceptance or refusal of the job offer and to return the letter to Human Resources.

3.0 Termination of County’s Obligation

In the event that an employee has been offered re-employment, and the worker has refused the Lac La Biche County offer, the County’s obligation to re-employ is ended.

4.0 Legal Compliance

Lac La Biche County shall honor this SOP in accordance with provincial and federal laws. Injured employees will be treated fairly and consistently.

5.0 Responsibilities

5.1 Employees:

- Shall establish and maintain contact with their supervisor regarding their illness or injury rehabilitation progress. Contact should be made at least once a week;
• Shall obtain and follow all medical advice, and work towards full recovery;
• Shall produce documentation from their health care provider to corroborate that they cannot return to work for an outlined period of time, and whether or not a RTW plan, or accommodation plan could expedite the employee’s safe return to work;
• Shall put forth a reasonable effort to return to work safely, as early as possible;
• Shall provide their Lac La Biche County contact with all pertinent information that could aid in the establishment of RTW options;
• When participating in an agreed upon RTW program, must work within the agreed upon boundaries of the program (i.e. not perform duties/tasks outside of the scope of the agreement).

5.2 Supervisors:

• Shall maintain and document all contact conducted through the duration of the employee’s absence;
• Identify possible employment opportunities if there are any based on the returning employees’ abilities and limitations;
• Establish a timeline for the return of the absent employee, and any changes in their ability to work;
• Shall take an active part in the planning and implementation of return to work arrangements for the employee.

5.3 Human Resources:

• Shall establish and maintain communications with employees whose absence relating to an illness or workplace injury which exceeds ten (10) days;
• Shall request that the employee produce documentation from his/her physician to establish his/her physical and mental abilities and any information on limitations resulting from the injury or illness;
• Will coordinate and implement the RTW process;
• Provide the absent employee with information regarding the RTW process, and ensure that they understand the procedures, and their responsibilities;
• Shall communicate with the employee, supervisor, and attending physician to ensure a complete understanding of the absent employees abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work;
• Shall attempt to find an appropriate job match in the event that an employee cannot return to their previous position.
1.0 General Guidelines

Any permanent, full-time employees who have become new parents in the following regards shall be eligible for Maternity, Parental or Adoption Leave:

1.1 Maternity Leave

(a) The County's maternity leave program will be administered in accordance with the provisions of the Province of Alberta's Employment Standards Code.

(b) Exceptions to the maternity leave provisions in the Code may be provided if mutually agreed between the employee and the County and upon provision of satisfactory documentation by the Attending Physician.

(c) Maternity leave shall be considered to be a combination of two types of absences:
   (i) Initial 15 week period (addition of 2-week unpaid waiting period);
   (ii) Voluntary absence.

(d) Permanent full-time employees, to whom maternity leave has been or will be granted, are eligible for benefits under the County's Supplementary Unemployment Benefits Plan (SUB Plan) during the initial 15 week period of the maternity leave, after the 2-week unpaid waiting period.

(e) The balance of the employee's leave, beyond the initial salary paid 15 week period, shall be considered maternity and parental leave and shall be provided without pay and benefits.

(f) Provided the employee has at least 52 consecutive weeks of service with Lac La Biche County, the County will provide up to 15 weeks of job-protected maternity leave which may be supplemented with up to 37 additional job-protected weeks of parental leave. Employees shall provide at least six weeks’ notice of the date upon which maternity leave is expected to commence, except in cases where the employee does not give notice due to a medical condition arising from the pregnancy, in which case the employee must provide two weeks’ notice of her last day and proof of illness and indicating the estimated or actual date of delivery.
(g) Employees must give at least four weeks written notice that they intend to return to work or to change their return date. Employees are required to provide four weeks written notice if they do not intend to return to work after leave credits.

(h) Employees commencing a period of Maternity Leave may arrange to continue benefits coverage in accordance with the provisions of the AUMA Benefits Plan. Employees will be required to pay 100% of the benefit premiums for the unpaid part of the leave.

1.2 Parental Leave (up to 37 weeks of unpaid time off work)

- Biological birth mother (37 weeks)
- Father (37 weeks)
- Adoptive Parent (37 weeks)
- Domestic Partner (37 weeks)

a) An employee is entitled to up to 37 weeks of job-protected Parental Leave upon the birth of the employee's child. This leave shall be without pay.

b) Employees commencing a period of Parental Leave may arrange to continue benefits coverage in accordance with the provisions of the AUMA Benefits Plan. Employees will be required to pay 100% of the benefit premiums for the unpaid part of the leave.

c) Parental leave may be taken by one parent or shared between two parents but the total combined leave cannot exceed 37 weeks. Employees who intend to share parental leave must advise their respective employers of their intention to do so.

d) To ensure that the County can make the necessary arrangements to accommodate an employee taking Parental Leave, employees are asked to provide six weeks' notice before commencement of Leave. Employees are also expected to give four weeks' notice regarding their expected date of return to work. Human Resources should be contacted as soon as possible in the event of any changes.

Please refer to the Alberta Employment Standards Code to learn more about specific parameters.

1.3 Adoption Leave

a) An adoptive parent who has been employed by the County for at least 52 consecutive weeks will be permitted a period of not more than 37 consecutive weeks of unpaid, job-protected leave within the 52 weeks after the child is placed with the adoptive parent for the purpose of adoption. This leave will be without pay.

2.0 Benefits

Should the employee choose to continue with her/his health and disability insurance, or any other benefits made available by the County, the employee may continue to receive such benefits by continuing to pay any employee-paid portion of the monthly premiums. Employees will be required to pay 100% of the benefit premiums for the unpaid part of any leaves.
3.0 Use of Sick Leave Benefits, Vacation and/or Family Medical Leave

In the event that an employee requires use of sick leave benefits at any time prior to the commencement of a Maternity/Parental leave period, the Lac La Biche County Sick Leave Policy and SOP shall apply.

After the paid Maternity / Parental leave has concluded, employees may be allowed to use up any unpaid vacation time, and/or sick days.

In the event that an employee requires an extension of leave following a Maternity Leave, the employee may use Family Medical Leave to a maximum of eight (8) weeks, where medically substantiated.

Employees who elect to extend their leave through the use of accrued vacation time are required to comply with the Lac La Biche County Vacation Policy and SOP, and provide four weeks’ notice, prior to the exhaustion of their Maternity Leave.

Employees who elect to extend their leave through the use of Medical Leave are requested to provide the organization with as much advance notice as is possible prior to the exhaustion of their Maternity Leave.

4.0 Legal Compliance

Lac La Biche County shall honour this SOP and related policy in accordance with any applicable, governing laws. Employees who require Maternity / Parental Leave shall not be discriminated against, nor shall their salary or employment status with the organization be negatively affected by it.

“Original Signed”
November 8, 2013

Chief Administrative Officer
Date
1.0 Definitions

Sick leave may be taken in the form of either Casual Illness or General Illness. For the purposes of this SOP:

a) Casual Illness: means a circumstance in which the employee is prevented from working, due to illness or non-work related injury, for a period of up to three consecutive work days, up to a maximum of six (6) casual illness days in a year.

b) General Illness: means a circumstance in which the employee is prevented from working, due to illness or non-work related injury, for a period of more than three consecutive working days but no more than 120 working days, or the maximum General Illness Leave Credits accrued pursuant to (a) and (b) above, whichever is the lesser.

2.0 General Guidelines

2.1 Casual Illness Leave

Upon hire, full-time permanent employees will be provided a maximum of six casual illness days a year. Full time term employees in a term exceeding 1 (one) year will be provided a maximum of six casual illness days after the first three months of service.

2.2 General Illness Leave

a) Upon successful completion of the employee’s probationary period, a Lac La Biche County employee in a permanent position shall be provided with 120 days of General Illness Leave Credits.

b) General Illness Leave Credits, which are used by the employee, shall be reearned by the employee at the rate of one and one-half days per full calendar month of completed service, to an accumulated maximum of 120 working days of General Illness leave credits.

2.3 When a day specified as a General Holiday falls within an employee’s period of Casual Illness Leave or General Illness Leave, it shall be considered to be a paid holiday and not a day of Casual Illness Leave nor a day of General Illness Leave.

2.4 Where an employee has been absent for more than 50% of a month, General Illness Leave Credits will not accrue.
2.5 Such sick days have no monetary value and no compensation is provided at the end of an employee’s tenure with the County.

2.6 Employees are eligible to 100% of their full salary while absent from work due to illness or injury up to a maximum of 120 consecutive calendar days.

3.0 Limitations on Eligibility for Use of Sick Leave Credits

3.1 When a day specified as a General Holiday falls within an employee’s period of casual illness leave or general illness leave, it shall be considered to be a paid holiday and not a day of casual general illness leave.

3.2 An employee is not eligible to make use of sick leave credits, provided by Lac La Biche, if:

a) The injury is sustained while working for the Lac La Biche County and the employee is entitled to Workers’ Compensation benefits; or the injury is sustained while working for an employer other than Lac La Biche County and the employee is eligible for Workers' Compensation benefits through the employer for whom the work was being performed; or
b) The illness or injury occurs within the employee's probation period; or
c) The illness or injury occurs while committing or attempting to commit a criminal offence; or
d) The absence is due to an intentionally self-inflicted injury.

3.3 Insufficient General Illness Leave Credits: Where the employee's accrued General Illness Leave Credits are insufficient to bridge the 120 working day elimination period for Long Term Disability eligibility, the employee may use accrued vacation credits AND/OR accrued overtime credits.

3.4 Appointments with Health Professionals within Lac La Biche Area

3.5 Employees will be provided with paid time off for appointments with Health Professionals within the Lac La Biche area:

a) For each appointment requiring absences of up to and including three consecutive hours, the County will provide up to three hours of paid special leave.
b) For each appointment where the required absence exceeds three consecutive hours, the County will permit the employee to use one-half day of accrued sick leave credits.

3.6 Proof of Illness Requirements

a) The County does not require a Doctor's certificate as proof of illness for Casual Illness Leave, provided that not more than six days of Casual Illness Leave have been taken by the employee in the current calendar year.
b) A Doctor's certificate is required for all instances where an employee will have used more than six days of Casual Illness Leave in the current calendar year; and
c) A Doctor's certificate is required for all instances of General Illness Leave addressing current restrictions on the employee's ability to return to work, prognosis and an estimate as to the timing of a potential return to work.

d) The Lac La Biche County reserves the right to send an employee for an independent medical assessment at any time, the cost of which will be paid for by the Lac La Biche County.

4.0 Long Term-Disability (Employment Insurance Benefits)

If an absence due to illness or injury continues beyond the total number of accrued calendar days of Casual Illness Leave (6 days) or General Illness Leave Credits (maximum of 120 calendar day), the employee may qualify for Employment Insurance Benefits. For a disability resulting from workplace injuries or illnesses, the WCB will pay the employee directly. The employee may also qualify for Canada Pension Disability benefits.

5.0 Reporting

Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reasons for absence and an expected return to work date.

An employee is obliged to inform the Supervisor and/or designate as soon as reasonably possible of his/her absence due to illness or injury, his/her expected return to work date, and any change to his/her expected return to work date.

After an absence of three (3) consecutive days, and when requested thereafter by the County, the employee must provide a written statement to the effect that he/she is under the care of a Medical Practitioner, is unable to attend and perform work, and the estimated date of return to work. Consistent with its obligations under the Human Rights legislation and these SOP and Policies, the County shall not abuse its right to request medical verification of illness by making unnecessary requests for medical documents.

The Count reserves the right to require medical certification of illness or injury, and information relevant to the employee's ability to attend and perform work either from the employee, his/her Health Care Professional and/or from a medical examination by a Health Care Professional mutually agreed upon by the County and the employee, whenever the County considers such action necessary. Should there be no agreement between the employee and County within five (5) days, such medical examination will be carried out by a doctor of the County’s choice.

The costs associated with the medical examination referred to in this sub-clause will be paid by the County.

Nothing in this clause shall permit nor allow any disclosure of medical information from the appropriate Health Care Professional other than the results of specific examination referred to herein.

Any employee who fails to report an absence, and is away from work for three (3) or more consecutive days without contacting the County may be subject to disciplinary action up to and including termination of employment for Job Abandonment.
6.0 Contacts with County during Periods of Illness

Employees are expected to contact their Supervisor - who shall inform the General Manager - or to directly contact their General Manager, to advise the County in respect of absence due to illness or injury, as follows:

a) In the case of casual illness, employees are expected to provide an expected date of return to work.

b) In the case of general illness, employees are expected to provide a status report every week until their return to work OR until they become eligible for and begin to draw Long Term Disability Benefits. While receiving Long Term Disability Benefits, an employee is required to advise the County, on a periodic basis which is determined by the County, of his or her anticipated return to work date and his or her current status.

c) For any illness or injury, the County reserves the right to send an employee for an independent medical examination at any time, the cost of which will be paid for by the County.

“Original Signed”

November 8, 2013

Chief Administrative Officer

Date
1.0 General Guidelines

Lac La Biche County considers the following to be Statutory Holidays:

- New Year’s Day
- Alberta Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Christmas Floater

The 'Christmas Floater' shall be observed as follows:

- On December 24 if Christmas Day falls on a Tuesday, Thursday, Friday or Saturday;
- On December 27 if Christmas Day falls on a Monday or a Wednesday;
- On December 28 if Christmas Day falls on a Sunday.

Lac La Biche County provides the following general and declared holidays for its permanent, term and seasonal employees provided: (1) they have worked on the holiday if scheduled to do so or are not absent without the County's consent, and (2) they have worked for Lac La Biche County for 30 work days or more in the twelve months preceding the holiday.

In the case of a part-time or casual employee, the employee must have worked on the same day of the week as the day upon which the holiday falls for no less than 5 of the 9 weeks preceding the work week upon which the holiday falls, to qualify for time off with pay for the holiday.
If a holiday falls on a day that would normally have been a work day for the employee and the employee works on the general holiday, the County will either:

- pay the employee his or her regular wage rate and an amount which is 1.5 times the employee's wage rate for each hour the employee works on the holiday, OR
- pay the employee his or her regular wage rate for the time worked on the holiday and give one day's holiday with pay at a later date at the employee's regular wage rate.

If a permanent, term, seasonal or casual employee worked an irregular schedule during at least 5 of the last 9 weeks before the holiday, and the employee regularly worked on the day of the week that the general holiday falls, the holiday is to be considered a day that would normally have been a work day for the employee and will be compensated as noted above.

If a general or declared holiday falls on a non-work day (i.e. Saturday or Sunday), the holiday will be observed the following work day or days (i.e. Monday, Tuesday).

When possible, the County will make a reasonable effort to provide staff with advance notification of changes to the work week and/or hours of work in unusual of emergent circumstances - however, it may not be possible to do so in all cases.

Qualifying Days - Employees must work their last complete scheduled working day before and their first complete scheduled working day following the holiday in order to be eligible for holiday pay. Any absence during these qualifying days will require documentation (e.g. medical note, police report) stating why the employee was unable to work (e.g. absence due to illness or injury, jury duty, bereavement and approved leave of absence).

Any overtime shifts accepted by an employee, either before or after the holiday, become the scheduled working day for eligibility purposes. Working on a holiday does not substitute for the before/after eligibility.

Should the day(s) immediately before the holiday be scheduled vacation time, then the day before the vacation becomes the qualifying day for holiday pay. The same applies following a holiday.

2.0 Payment Provisions

- In order to be considered eligible for statutory holiday pay, an employee is required to be employed by Lac La Biche County for 30 calendar days or more in the 12 months before the holiday occurs.

- An employee will not be eligible to receive holiday pay if he/she does not work on the holiday when required or scheduled, or if he/she is absent from work on the regularly scheduled day before or the regularly scheduled day after the holiday. The employee will still be eligible if he/she receives the County’s permission for the absence.

- Any Lac La Biche County staff member who is required to attend and perform work on a recognized statutory holiday shall be paid at a rate of 1.5 times his/her regular wage for all hours worked. In addition, the employee will receive an average day’s pay or receive a substitute paid day off. An average day’s pay will be calculated by adding the regular...
wages earned during the 9 weeks leading up to the holiday, divided by the number of days worked during the 9 week period.

- Part-time employees will be provided with statutory holiday pay in an amount determined by averaging their hours using the same method as full-time employees.

- In the event that a statutory holiday occurs during an employee’s annual vacation on a day they would have worked, their vacation may be extended by one day, or the statutory holiday would not be deducted from the employees’ accrued vacation days. The employee and County can agree on a future date in lieu of.

- In the event that an employee is away on an unpaid leave of absence, away while receiving Worker's Compensation benefits or on Long Term Disability at the time of the statutory holiday, the employee shall not be eligible for holiday pay.

“Original Signed”

Chief Administrative Officer

Date

November 8, 2013
1.0 General Guidelines

This SOP applies to all regular full-time and part-time employees and employees who are appointed to term positions of one year plus one day. Contract workers, freelance agents, casual labour, summer students, interns, and other temporary employees are not entitled to paid vacation time.

All employees are encouraged to use their allotted vacation time in full every year. The following statements are intended to guide paid vacation procedures for staff.

<table>
<thead>
<tr>
<th>Completed Years of Continuous Service as a Permanent Employee OR Equivalent Hours Worked</th>
<th>Days of Vacation</th>
<th>Payout Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 year</td>
<td>1.25 days/month</td>
<td>6%/year</td>
</tr>
<tr>
<td>1 year to 5 years</td>
<td>15 days/year</td>
<td>6%/year</td>
</tr>
<tr>
<td>6 years to 10 years</td>
<td>20 days/year</td>
<td>8%/year</td>
</tr>
<tr>
<td>11 years to 15 years</td>
<td>25 days/year</td>
<td>10%/year</td>
</tr>
<tr>
<td>16 years or more</td>
<td>30 days/year</td>
<td>12%/year</td>
</tr>
</tbody>
</table>

Term employees whose contract is less than one year, seasonal employees, and casual employees shall receive vacation pay at the rate of six (6) percent of their earnings for the vacation year.

An employee's vacation entitlement or payment commences on the employee's date of hire.

Employees must take a minimum of two weeks’ vacation per year and may carry over balance of vacation to a maximum of six weeks at year end. Any excess of this limit will be paid out, in cash, at the rate it was earned.

Situations may arise where an employee requests to use unearned vacation. These requests will be addressed using the two-up approval process on a case-by-case basis to a maximum of two days.

The County reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.

The County reserves the right to schedule mandatory vacation days for employees as a means of cost-cutting as necessary. These days will count against accrued vacation days.
2.0 Roles and Responsibilities

Vacation scheduling is the responsibility of department managers or supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department. It is the responsibility of the Supervisor or Senior Manager as appropriate to arrange for back-up in cases where employees take leave of any sort and where temporary replacements are required.

Employees are required to submit, in writing, notification of their intent to take vacation time at least two (2) weeks in advance. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted at least four (4) weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required. Failure to provide notice outlined above may result in the vacation request being denied.

Any conflict in vacation requests between employees will be decided based on employee seniority, County needs, and the good judgment of the supervisor/manager.

If an employee’s services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to applicable federal or provincial legislation.

Employees are not entitled to accrued vacation during periods of leave without pay.

If a statutory holiday occurs during an employee’s vacation period, the holiday will not count towards the employee’s used vacation time.

A brief illness that occurs during a vacation period may not be counted towards sick pay. Illnesses lasting more than 3 days while on vacation leave, and are supported by a doctor’s note, can be counted towards General Illness Leave.

If an employee is absent due to Maternity Leave, they will continue to accrue vacation time only during the time they are on the 15-week SUB plan; vacation pay is not accrued during the unpaid 37 week Parental Leave.

When an employee believes that he/she should not/cannot travel into work because of inclement weather, the employee can use previously accrued vacation time or banked overtime per occurrence, at the discretion of the Supervisor or Senior Manager as appropriate.

“Original Signed” October 4, 2017
Chief Administrative Officer