SUMMER VILLAGE OF WHITE SANDS

Prepared by:	Administration	**Number**:	ADM 1.4 (Formerly Policy VII)
Adopted by:	White Sands Council	**Date**:	April 17, 2020
Amended:	December 20, 2023	**Resolution#**	23:12:08
Amended:	April 9, 2025	**Resolution#**	25:04:06
Amended:	September 17, 2025	**Resolution#**	25:09:12

Title: Employee Hiring & Employment Process/Human Resources

Purpose:

1. To promote and maintain a harmonious and co-operative relationship between the SummerVillage and Employees.
2. To document personnel practices and policies of the Summer Village.
3. Provide clarity around employment terms and benefits.
4. Ensure employee safety, service quality, and administrative transparency.
5. Offer a fair and professional HR framework.
6. Support delivery of quality services to ratepayers and residents.

Statement: To provide an equitable, safe, and productive work environment that supports the recruitment, retention, and development of employees.

Definitions:

1. Permanent Full-time: Ongoing employment, 30–40 hours/week.
2. Permanent Part-time: Ongoing employment, under 30 hours/week.
3. Seasonal: Temporary full-time, 3–11 months in duration.
4. Casual: Full-time for a fixed period under 12 months.
5. Full-time Hours: 30–40 hours per week depending on position.

1. Hiring & Recruitment:

- Council hires CAO; CAO hires all other staff and contractors.
- Fair hiring practices include screening, qualifications, and conflict-of-interest checks.

- Relatives of staff or Council may be hired under restricted conditions.
- Offer letters must outline all employment terms.
- Required documents must be submitted prior to the start date.

2. <u>Orientation:</u>

- Mandatory review of municipal policies, safety procedures, and job duties.
- Additional orientation for adolescent employees (under 18) per Employment Standards Code.
- CSA-approved footwear is required for maintenance staff and not supplied by the Village.

3. <u>Hour of Work:</u>

3.1 Administration Office

- The Administration Office operates Monday to Thursday, 9:00 a.m. to 4:00 p.m. Any closures within these hours will be posted with reasonable notice and advertised.
- Administrative staff are scheduled for a 7-hour workday, which includes a paid working lunch (i.e., the office does not close for lunch).
- Work schedules may be adjusted by the CAO based on operational needs.
- Alternative work arrangements (e.g., compressed weeks or adjusted hours) may be approved by the CAO, depending on operational requirements and employee needs.

3.2 Public Works Maintenance

- Public Works employees generally work between 35 and 40 hours per week, depending on the season, weather conditions, and workload.
- A 30-minute unpaid lunch break is standard; however:
    - Work hours and lunch break arrangements may be negotiated at the time of hiring and documented in the employee's offer letter.
    - Flexibility such as four-day work weeks, adjusted daily hours, or split breaks may be approved by the CAO.
- Daily schedules will fall between 6:00 a.m. and 6:00 p.m., Monday to Friday, at the CAO's discretion.

3.3 Attendance

- Employees are on duty upon arriving at their designated

workplace (e.g., the Administration Office, Public Works Shop, or a field location).

4.	**Probation Period:**	• Standard: 3 months, with possible 3-month extension by CAO. • Termination during probation can occur without notice or pay in lieu. • Employees internally transferred may serve a new probation period.
5.	**Performance Management:**	• Annual performance reviews will be conducted at the CAO's discretion. • Performance period runs January 1 – December 31.
6.	**Ending Employment:**	• Resignations must be submitted in writing. • Terminations will follow *Alberta Employment Standards Code*.
7.	**Personnel Records:**	• CAO maintains confidential personnel files. • Employees may access their own records (except confidential references). • Records retained per FOIP and the municipal retention schedule. • Written consent is required for external information release.
8.	**Discipline Procedure:**	Discipline will normally follow a progressive format: 1. Verbal warning 2. Written warning 3. Two-day suspension 4. Dismissal • Prior warnings expire after **24 months**. • CAO may begin at any stage depending on severity. • Legal review may be required to determine "with or without cause."
9.	**General Holidays:**	**9.1 Alberta Statutory Holidays Observed** The following holidays are recognized in accordance with the Alberta Employment Standards Code: • New Year's Day • Family Day

- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

9.2 Additional Municipal Paid Holidays

The following holidays, while not statutory, are designated as paid holidays for qualifying employees:

- Easter Monday
- Civic Holiday (First Monday in August)
- Boxing Day (December 26)
- Christmas Floater Days (see 9.3)

9.3 Christmas Floater Days

- The Administration Office is closed from noon on December 24 through January 1
- During this closure, 2–3 floater days are granted as paid leave to office staff in appreciation.
- These are in addition to statutory holidays (Christmas, Boxing Day, New Year's Day).

9.4 Weekend Holiday Observance

- If a statutory holiday falls on a Saturday or Sunday, the next regular workday (e.g., Monday) will be granted in lieu.
- Adjustments may be made upon mutual agreement between CAO and staff.

9.5 Public Works Holiday Coverage

- Maintenance employees may be on on-call duty during the Christmas closure period for weather-dependent or emergency response.

9.6 Holiday Pay

- Holiday pay and eligibility are administered in accordance with the Alberta Employment Standards Code and subject to recent

work attendance.

10. Employee Benefits:

10.1 Sick Leave

- 10 paid sick days per calendar year.
- Accrued per pay period, tracked in hours.
- No carry forward permitted.
- Doctor's note required for illness exceeding 3 days.

10.2 Vacation Leave

In line with Alberta Employment Standards:

- 2 weeks (4%) after 1 year of service
- 3 weeks (6%) after 5 years of service
    - Accrues per pay period and tracked in hours.
    - For four-day/week staff: 2 weeks = 8 paid vacation days/year
    - Up to 5 vacation days may be carried forward with CAO approval.
    - Vacation beyond the carry-forward limit is forfeited unless otherwise arranged.
    - Employees with under 1 year of service may receive 4% vacation pay on each paycheque.

10.3 Medical Benefits

- Available to permanent employees after the probation period.
- The Village pays a minimum of 80% of premium costs, or more by written agreement.

11. Employee Conduct:

- Employees must maintain professionalism and avoid conduct that could harm the Village's reputation.
- All employment-related information is confidential and must not be disclosed without written authorization.
- Violations may result in disciplinary action.