

## SUMMER VILLAGE OF WHITE SANDS

**Prepared by:** Administration

**Number:** VII

**Title:** EMPLOYEE HIRING AND EMPLOYMENT PROCESS, HUMAN RESOURCES

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**Title:** Employee Hiring and Employment Process, Human Resources

**Definitions:**

1. Permanent Full-time: an employee who has been hired for an ongoing position, working full-time hours where there is no defined end date of employment.
2. Casual: an employee who has been hired for a pre-determined period not exceeding twelve (12) months, working full-time hours.
3. Seasonal: an employee who has been hired as a non-permanent Seasonal nature for between three (3) and eleven (11) months, working full-time hours.
4. Permanent Part-time: an employee who has been hired for an ongoing position, working less than thirty (<30) hours/week.
5. Full-time Hours: a position requiring regularly scheduled hours of work at 30 to 40 hours per week, depending on the position.

**Statement:**

To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all employees.

**Purpose:**

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and Employees.
2. To document personnel practices and policies of the Summer Village.  
To ensure there is a clear understanding of the terms, conditions, and requirements governing employment with the Summer Village.
3. To provide for the safety and welfare of the Employees, the economy of operation, protection of the property, and welfare of the

- public and the Summer Village.
- 4. To provide a fair and effective system of personnel administration.
- 5. To assist the Summer Village in providing quality service to the ratepayers and residents of the Summer Village.

**Principles:**

**1. Employee/Contractor Hiring:**

- 1.1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
- 1.2. The CAO is responsible for recruitment and hiring of all Employees and contractors that report to the CAO and termination of all employees and contractors.
- 1.3. Department Managers are responsible for recruitment and hiring of their department Employees with the CAO endorsement.
- 1.4. Equal opportunity for employment will be provided to all qualified candidates.
- 1.5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgment of the Summer Village policies, successful reference, and background checks, and any other conditions applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract). Relatives of Employees or Council may be considered for employment with the Summer Village provided they:
  - 1.5.1. have made application for employment through the regular process;
  - 1.5.2. have been considered in accordance with established employment policies and procedures;
  - 1.5.3. possess the necessary qualifications;
  - 1.5.4. are considered to be the most suitable candidate;
  - 1.5.5. are not supervised by, or work directly with, their immediate family member (spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father in law, brothers in law and sisters in law, daughters in law and sons in law,

adopted, half, and step members).

1.5.6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.

1.5.7. Offer letters will include any terms and conditions of employment.

## **2. Orientation:**

2.1. Employee orientation will be provided, and will include a review of Summer Village policies, safety gear required and provided, rules and regulations, and other job-specific information designed to assist the Employee in their duties.

2.2. Adolescent and young workers (18 and under) will be provided with further orientation if required as per Alberta *Employment Standards Code*.

2.3. Employees are responsible to have and wear their own CSA approved safety footwear, as required for any hired labour position.

## **3. Hours of Work:**

3.1 Normal hours of work shall be scheduled to the needs of the Summer Village by the CAO as follows:

3.1.1 Administration Office – Four-day work week, normal hours of work shall be scheduled between 8:30 am to 4:30 pm, Monday to Thursday (specific hours and days determined by the CAO).

3.1.2 Public Works Maintenance – Five-day work week, based on eight (8) hours a day with normal hours of work shall be between 6:00 am to 6:00 pm, Monday to Friday, (specific hours determined by the CAO).

3.1.3 All employee's normal workday shall begin at the time the employee reports for work at the municipal office and/or municipal shop or as determined by CAO.

## **4. Probation Period:**

4.1. A new Employee once hired will be on a period of probation of three (3) months. This period and any extensions will be referred to as the "Probationary Period".

4.2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.

4.3. An Employee who is promoted or is selected for employment via an internal transfer may serve

a three (3) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event, the Employee is not successful in the new position after the Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.

4.4. The CAO may extend the Probationary Period an additional three (3) months if warranted or required.

**5. Performance Management:**

5.1. The Summer Village is committed to continuous Employee performance management and development.

5.2. All Employees and Department Managers may be subject to annual performance reviews at the discretion of the CAO.

5.3. Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31.

**6. Ending Employment:**

6.1. Termination of employment may take place upon the initiation of either the Summer Village or the Employee.

6.2. Termination by the Summer Village of Employee will be consistent with the Alberta Employment Standards Code.

**7. Personnel Record Documentation:**

7.1. Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO or designate as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).

7.2. An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per the Summer Village retention policy. Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.

7.3. Employees have access to their own personnel files, except for confidential reference letters. It is the responsibility of the Summer Village to

ensure that personnel records contain all current Employee development information.

7.4. No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.

7.5. Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the Alberta Freedom of Information and Privacy Act.

## **8. Discipline:**

8.1. When deemed necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such warning in writing to the employee. The employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file. In consultation with the CAO and depending on the severity of the violation, the discipline process may start at Step 2, 3 or 4. A legal opinion may be necessary to determine with or without cause. Past written or other disciplinary notices shall be removed from the employee's personnel file after a period of twenty-four (24) months.

### Discipline process:

- Step 1 - Verbal Warning – 1st time
- Step 2 - Written Warning – 2nd time
- Step 3 - Two-day Suspension – 3rd time
- Step 4 - Dismissal – 4th time

## **9. General Holidays:**

9.1. Council recognizes the following as paid Statutory Days Off for qualifying employees:

- 9.1.1. New Year's Day
- 9.1.2. Family Day
- 9.1.3. Good Friday
- 9.1.4. Easter Monday
- 9.1.5. Victoria Day
- 9.1.6. Canada Day
- 9.1.7. August Civic Holiday
- 9.1.8. Labour Day
- 9.1.9. Thanksgiving Day
- 9.1.10. Remembrance Day

- 9.1.11. Christmas Day
- 9.1.12. Boxing Day
- 9.1.13. Christmas Floater Day (designed for consecutive days off at Christmas through to New Years)
- 9.2. Holidays Falling on Saturday or Sundays
  - 9.2.1. When a paid holiday falls on a Saturday or Sunday, the following Monday shall be observed in lieu of the paid holiday.
  - 9.2.2. When paid holidays fall on a Saturday and a Sunday the following Monday and Tuesday shall be observed in lieu of these paid holidays.
  - 9.2.3. The above may be changed by mutual agreement between the employees and the Employer.
- 9.3. Christmas Floater Days Defined
  - 9.3.1. Annually for the Christmas holidays the Municipal Office will be CLOSED from Noon Christmas Eve through to New Years Day. There are three paid stat holiday days within the break and two to three days not covered by statutory holiday pay, depending on Office and Shop hours. Council agrees that the additional Christmas Floater days would be paid days off as a Christmas staff appreciation for the year.
  - 9.3.2. Public Works Road maintenance will be on call and weather dependent during the Christmas floater days.

**10. Employee Benefits:**

- 10.1. Sick Days
  - 10.1.1. Ten (10) paid Sick Days annually will pertain to employees that are at Permanent Full-Time, Full-Time Hours, and Permanent Part-Time. Sick days can not be accrued or carried forward to the next year.
  - 10.1.2. A doctor's note would be required if longer than three (3) days.
- 10.2. Vacation
  - 10.2.1. Vacation entitlements will follow current employment standards, Section 34, that after one year of employment, most employees are entitled to at least two weeks of vacation with pay regardless of their employment status (full-time, part-

time, casual) or as determined by a written signed agreement by the employer that is comparable to the employment standards.

10.2.2. Employment standards states that Employers are not required to provide vacation to employees who have been employed for less than one year, but may choose to do so based on 4% of wages (if employment ends less than 1 year)

10.3. Medical Benefits

10.3.1. A Medical Benefits package for permanent employees will be provided once probation period ends. The employer will pay a minimum of 50% of the costs or as determined by written agreement.

## **11. Other Interests:**

11.1. Employee Conduct

11.1.1. Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the village.

11.1.2. Employees must ensure that they are ready, willing, and able to perform all job functions.

11.1.3. Employees will keep all information confidential of which they are made aware, through the course of fulfilling municipal duties, and shall not release, publish or disclose any information acquired thereunder, regardless of the form in which the information is acquired relating to the municipality, its clients, ratepayers, employees, elected officials, business or affairs, except as may be necessary in order to fulfill any statutory or job related duties placed upon them in their role. Any disclosure shall only be made with the express prior written consent of the municipality through one of its designated officers.