



Policy #7 – Personnel

Approval Date: June 14, 2018

Policy Statement

This policy is to clearly acquaint present and future employees, Council and members of the Village of Delia with respect to working conditions, benefits, responsibilities and duties of various areas of work within the municipal organization and to establish harmonious and cooperative relations between the Village Council and employees.

Administration

1. Council will hire a Chief Administrative Officer as per the Municipal Government Act, Section 205.
2. A Personnel Committee will be formed at the annual Organizational Meeting of Council, consisting of the CAO and all Councilors, which will have the following guidelines:
 - a. Input into the hiring of all permanent staff;
 - b. Input into the salary grids for employees;
 - c. Be requested to provide an evaluation of employees when requested by the CAO; and
 - d. Review pertinent job descriptions.
3. The Chief Administrative Officer is responsible to hire and supervise all Village staff, as required.
4. Business hours for the Administration Office will be mutually agreed upon by the CAO and Village council and communicated to residents.

Leaves and Holidays

1. Statutory holidays are paid according to the Employment Standards Code.
2. Council recognizes the Statutory and Civic Holidays as indicated by the Government of Alberta as paid General Holidays.
3. Annual Vacation Days are as set out in the Employees Contractual Agreement and will follow the Employment Standards Code:
 - a. The Chief Administrative Officer will have any holidays requested for more than five (5) consecutive days approved by Council.
 - b. The Chief Administrative Officer will approve any requests for holidays by staff.
4. All full time employees will receive one sick day per month. Any absence longer than three (3) consecutive days must be certified by a physician. Sick days may be accumulated to a maximum of twelve (12) days. Permanent part-time employees will earn sick days on a pro-rated basis.
5. Compassionate Leave may be requested for up to three (3) days for the death of an immediate family member (spouse, parent, child, sibling, in-laws, grandchild or grandparent). Additional time off may be requested.

Performance Evaluations

1. Term employment of less than six (6) months will not be subject to a Performance Evaluation.

2. New employees will have an evaluation prior to the end of a probationary period of six (6) months.
3. The Chief Administrative Officer will have an evaluation conducted by Council as per the Employment Contract and the Municipal Government Act.

Overtime

1. All overtime for the Public Works Foreman must be pre-approved by the Chief Administrative Officer except in the case of emergencies and weather related causes. In the event of emergencies or weather related causes, the Chief Administrative Officer will be notified as soon as possible.
2. All overtime will be paid as per the Employment Standards Code.

Health Benefits

1. After the first three (3) months of employment, permanent employees will join the Health Benefits program that the Village offers.
2. The Village pays 100% of the benefit premiums on behalf of all the employees.

Pension Plan

1. The Village is a member of the Local Authorities Pension Plan (LAPP) which is governed by the Local Authorities Pension Board of Trustees.
2. Employees who are employed on a full-time basis, and who have no employment end date established are eligible to join the plan.
3. An employee will be employed for a continuous one year period prior to being eligible to join LAPP.
4. After one year of employment, the employee shall be enrolled and contribute to LAPP at the applicable rates.

Salary/Wages & Paydays

1. There are 24 pay periods per annum and employees are paid semi-monthly.
2. Salaries and wages for permanent employees are based upon the salary grids as approved by the personnel committee.
3. Temporary and casual employee wages are decided upon by the Chief Administration Officer.

Miscellaneous

1. Job descriptions are prepared by the Chief Administrative Officer, reviewed by the employee and attached to their Employment Contract.
2. All employees will be encouraged to develop their skills by attending Professional Development as required for their position. Expenses and registration fees will be paid by the Village as per the Travel & Expense Policy in effect.