



Policy #7 - Personnel

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. The council will hire a Chief Administrative Officer (CAO) 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 responsibilities:
 - a) Input into the hiring of all permanent staff;
 - b) Review the salary grids for employees and recommend amendments to Council;
 - c) Review pertinent job descriptions.
3. The CAO is responsible to hire and supervise all Village staff.
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

5. Village employees are entitled to one (1) day's paid leave for each of the following holidays:

New Years Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Heritage Day

Labour Day
National Day of Truth and Reconciliation
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

Vacation Days

6. Annual Vacation Days are as set out in the Employee's Contractual Agreement and will normally follow the Alberta Employment Standards Code.

Christmas Float Holiday

7. A Christmas Float holiday shall be observed to give five (5) consecutive days off including the weekend as follows:
 - 7.1 On December 24th when Christmas Day falls on Tuesday, Thursday, Friday, or Saturday,
 - 7.2 On December 27th when Christmas Day falls on a Monday or Wednesday,
 - 7.3 On December 28th when Christmas Day falls on a Sunday



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8. The CAO will have any holidays requested for more than five (5) consecutive days approved by Council.
9. The CAO will approve any requests for holidays by staff.
10. 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.

Sick Days and Short-term Disability Pay

11. Sick Days
 - 11.1 All full-time employees will receive one sick day per month starting at five (5) accumulated sick days when starting employment with the Village.
 - 11.2 Any absence longer than three (3) consecutive working days must be certified by a physician.
 - 11.3 Sick days may be accumulated to a maximum of 120 days.
 - 11.4 Sick days are not paid to the employee when leaving Village employment.
 - 11.5 Permanent part-time employees will earn sick days on a pro-rated basis.
 - 11.6 Sick days, either a full day or a portion thereof to the nearest quarter of a day, may be used for 'casual illness' which includes:
 - a. Attending dental, physiotherapy, optical or medical appointments which cannot be made outside of normal hours of work,
 - b. An illness of an immediate family member to be a spouse (including a common law spouse), mother, father or dependent son or daughter.
12. Short-term Disability (STD)
 - 12.1 STD coverage shall be provided to all permanent employees.
 - 12.2 STD coverage premiums shall be fully paid by the employee.
 - 12.3 Accumulated sick days shall be used when under STD coverage.
 - 12.4 Sick days will provide 'top-up' to the normal net pay prior to STD coverage.

Performance Evaluations

13. Term employment of less than six (6) months will not be subject to a Performance Evaluation.
14. New employees will have an evaluation prior to the end of a probationary period of six (6) months.
15. The CAO will have an evaluation conducted by Council as per the Employment Contract and the Municipal Government Act.

Overtime

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



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Health and Insurance Benefits

18. After the first three (3) months of employment, permanent employees will join the Health and Insurance Benefits program that the Village offers.
19. The Cost of the premiums for the Village benefit plans are shared on the following basis:

Benefit	Employee	Village
Extended Health		100%
Dental		100%
Accidental Death & Dismemberment		100%
Life Insurance		100%
Short Term Disability	100%	
Long Term Disability	100%	

Pension Plan

20. The Village is a member of the Local Authorities Pension Plan (LAPP), Alberta Pensions Services Corporation is the pension benefit services provider for LAPP.
21. Employees who are scheduled to work less than 14 hours per week, or less than 728 hours per year, or have a pre-determined end date or event, are not eligible to join the Plan.
22. Employees who are in receipt of a LAPP pension are not eligible to contribute to the plan.
23. Permanent employees who are scheduled to work 30 hours or more per week are required to join the Plan.
24. Membership in the Plan is optional for permanent part-time employees who are scheduled to work more than 14 hours per week and less than 30 hours per week. If the employee joins the Plan they must remain on the Plan until they terminate employment with the Village or move to an ineligible position (example: employment becomes temporary or is scheduled to less than 14 hours per week).
25. An employee shall be employed for a continuous one-year period (probationary period) prior to being eligible to join LAPP.
26. The Probationary Period will be shortened by pro-rating should the employee
 - a) have previous service with the Village, or
 - b) commence employment with the Village immediately after terminating employment with a previous employer who is a member of the LAPP, with no break of employment.



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27. Pensionable Service is based on hours worked.
The Full Time Equivalent is based on ‘base units’ of
Office: 1950 hours per year for a 7.5 hr/day - 37.5 hr/wk. schedule.
Public Works: 2080 hours per year for an 8 hr/day – 40 hr/wk. schedule.
28. No employee shall be permitted to exceed service greater than their base units per calendar year.
29. Pensionable Salary is restricted to: Regular Earnings, Special Projects, Sick Leave, Vacation Leave, and General (Stat) Holiday. Not included are Overtime, Vacation Payout, Acting Pay, Callouts, Shift Differentials, Weekend Pay, Taxable and Non-Taxable Benefits, and Vehicle Allowance.

Salary/Wage & Paydays

30. There are twenty-four pay periods per annum and employees are paid semi-monthly.
31. Salaries and wages for permanent employees are based upon the salary grids as approved by the personnel committee.
32. Temporary and casual employee wages are decided upon by the CAO.

Miscellaneous

33. Job descriptions are prepared by the CAO, reviewed by the employee, and attached to their Employment Contract.
34. 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.

Approvals and Reviews

Regulations Approval Authority	Village Council
Date of Amendment Approval	January 13, 2025
Original Date of Approval	March 21, 2022
Review Frequency	3 Years
Last Review Date	2024
Next Review Year	2027