



EMPLOYMENT POLICY

Employment Policy #007

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Signature of Approval of CAO:

Mike Pude

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DEFINITIONS

"Absence" means not being present at the time and location as required to complete job duties, as determined by the employee's contract and/or direction of their Supervisor.

"Anniversary Date" means the date the employee was hired by the Village.

"CAO" means the Chief Administrative Officer of the Village of Andrew.

"Call Back" means an unscheduled request made by a Supervisor for an employee to return to work to do unforeseen or emergency work after leaving the building or work location at the end of their regular shift and before the beginning of the next regularly scheduled shift.

"Casual Employee" means an employee who is hired for a specific project or work of limited duration, on a seasonal basis or in a temporary position.

"Council" means the duly elected representatives of the Village of Andrew.

"Critical Illness" means severe and major complications which requires hospitalization or emergency medical treatment.

"Dependent Child" means a child of the employee who is under the age of 18, or who is over the age of 18 who is fully dependent on the employee due to a physical or medical condition.

"Discrimination" means the treating of people differently through prejudice or unfair treatment of one person or group because of prejudice regarding race, ethnic group, age group, religion, gender, or gender identity.

"Employee" means any person employed by the Village.

"Employer" means the Village of Andrew.

"Grievance" means any condition that an employee perceives to be unjust and inequitable, affecting him, which arises out of the interpretation, application and administration or alleged violation of the personnel policies.

"Harassment" means a single or repeated incident of objectionable or unwelcome conduct, comment, bullying or action intended to intimidate, offend, degrade or humiliate a particular person or group. Also referred to as Workplace Harassment.

"Immediate Family" means Spouse, Grandmother, Grandfather, Mother, Father, Brother, Sister, Children, Grandchildren, and foster family members listed herein. If the employee is married or living common-law, this definition also applies to the spouse's or common-law's immediate family.

"Inside Worker" means a permanent, part time or casual employee whose nature of duties indicates that their work is primarily in an office environment rather than being in the field.

“Medical Practitioner” means any health care practitioner registered and licensed in the Province of Alberta by their respective governing body.

“Municipality” means the Village of Andrew.

“Outside Worker” means a permanent, part time or casual employee whose nature of duties indicates that their work is primarily in the field/outdoors, rather than being restricted to an office environment, including but not limited to public works employees.

“Part Time Employee” means an employee who works less than 37.5 hours per week and occupies a position that is designated as part time by the CAO.

“Permanent Employee” means any employee who is filling a permanent position and has successfully completed a period of probation.

“Personal Harassment” means any comments or actions to any employee encompassing negative connotation in relation to race, colour, ancestry, political and religious belief, marital status, physical or mental disability, age, sex, or sexual orientation.

“Probationary Employee” means any employee filling a permanent position who is serving the required period of probation.

“Probation” means a defined period that employees are excluded from certain items and is set at a term of three months from the starting date, unless otherwise noted in the employment contract or is extended in writing.

“Sexual Harassment” means one or a series of incidents involving unwelcome sexual advances, requests for sexual favours, use of profanities that have a sexual connotation, touching in a fashion that can be interpreted as sexual in nature and the posting, showing, or delivering of any sexually explicit material.

“Stand By” means a period when an employee is to be available to immediately return to work during a period when that employee is not regularly scheduled for duty.

“Supervisor” means the person on the organization chart, irrespective of title, that has line responsibility for employee(s).

“Terminated” means dismissed from their employment.

“Village” means the Village of Andrew.

“Violence” means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include physical attack or aggression, threatening behaviour, verbal or written threats, domestic violence or sexual violence. Also referred to as Workplace Violence.

OVERALL GUIDELINES

- a) These policies apply to all Employees of the Village of Andrew, hereinafter referred to as Village.
- b) The CAO has the duty to administer this policy. The CAO is further authorized to create additional internal policy and procedures necessary in their opinion to the effective administration of the Village.
- c) The CAO is further authorized to create or approve any forms that would benefit, enhance or serve the purposes of this policy.
- d) The application and interpretation of all provisions of this policy shall be done in accordance with the provisions of any Freedom of Information, Individual Rights provisions or any other relevant federal statutes, provincial acts and their regulations.
- e) The CAO has the full authority to create and amend job descriptions for any position that is within the approved Organizational Chart – Schedule A.

CODE OF CONDUCT

- a) It is the desire of the Village that its employees represent the organization in the highest standard possible.
- b) Employees of the Village, in the performance of their duties, are expected to demonstrate the highest level of integrity, professionalism, and conduct.
- c) Employees shall govern their judgment, loyalty, conduct, language, discussion content, teamwork, flexibility, integrity, and job performance accordingly.
- d) Employees will maintain a positive attitude with co-workers and supervisors and members of the public.
- e) Discourtesy and disrespect, or refusal to comply with rules, orders, instructions, or any such conduct which undermines supervisory authority or disrupts other employees from carrying out Village directives, are prohibited acts and grounds for disciplinary action, including termination.
- f) Employees shall not:
 - i. Improperly use their position for personal gain or solicit a contribution, response or action designed to benefit them or their immediately family.
 - ii. Use offensive language towards the public or other employees.
 - iii. Demonstrate negative or disrespectful attitudes.
 - iv. Accept gratuities or gifts without approval of the CAO.
 - v. Show favouritism in completing emergency or scheduled work.
 - vi. Use any Village owned equipment, materials or supplies for their personal gain unless prior approval for such use has been received from the CAO.
 - vii. Breach or ignore any approved safety procedure or standard.
 - viii. Remove from any office, building or premise, without permission, any item or article owned by the Village.
 - ix. Commit a criminal offence while on duty.
 - x. Sleep on the job.
 - xi. Threaten, intimidate or become involved in an altercation with any other individual, including other employees or the CAO.

- xii. Fail or refuse to follow orders from a Supervisor, unless the employee in good faith believes that order to be illegal, immoral, unethical or unsafe.
- xiii. Fail to perform or complete assigned work.
- xiv. Not complete work to the standard set by the Supervisor after being given at least three opportunities to improve and correct.
- xv. Have any unauthorized absences during the workday.
- xvi. When on call or stand by, refuse to answer or respond to a call for service.
- xvii. Abuse or be wasteful of materials, property, and equipment or work time.
- xviii. Improperly use Village owned information technology systems including but not limited to cell phones, telephones, computers, laptops, internet/WIFI, cameras, servers, meter reading equipment.
- xix. Fail to report an accident, loss or theft of equipment.
- xx. Discuss confidential Village business or provide official Village correspondence without prior approval.
- xxi. Make false claims or misrepresentations.
- xxii. Alter employee records.

DRESS CODE

- a) Employees are expected to be well-groomed and wear clean clothing and shoes.
- b) Inside Workers shall present a professional appearance and dress in business casual, smart casual, or business attire unless the day's tasks require otherwise.
- c) Fridays shall be determined casual days meaning jeans and more casual clothing is acceptable.
- d) Clothing with potentially offensive or inappropriate designs, wording, logo's or stamps are not permitted.
- e) Supervisors shall inform employees when they are violating the dress code. Employees in violation are expected to remedy the issue including but not limited to covering up or leaving.

NO DISCRIMINATION

- a) The Village is dedicated to promoting a workplace in which all people are respected; it is expected that employees respect one another and work together to achieve common goals.
- b) The Village believes that all individuals it employs have the right to work in an environment free from discrimination.
- c) At no time will the Village discriminate against any employee, refuse to employ, or refuse to continue to employ any employee because of race, religious beliefs, colour, gender, sexual preference, physical disability mental disability, age, ancestry, place of origin, marital status, source of income, or family status.
- d) The Village does not condone, nor will it tolerate discrimination in any form or fashion.

NEPOTISM

- a) Any person, regardless of familial ties to a member of Council or existing Village Employees, is eligible for employment with the Village, as long as the person is duly qualified for the position for which they are being retained; and the selection process is done in a transparent and open fashion and could withstand public scrutiny.
- b) If the Village retains a person with familial ties to an employee of the Village, that person shall not be subject to the authority or supervision of that immediate family member.

WORKPLACE RELATIONSHIPS

- a) Any person, regardless of familial or personal ties to a member of Council or existing Village Employees, is eligible for employment with the village, as long as:
 - The person is duly qualified for the position for which they are being retained; and
 - The selection process is done in a transparent and open fashion and could withstand public scrutiny.
- b) If an employee develops, has been, or is, in a romantic or intimate relationships with another employee, the relationship must be disclosed to their Supervisor and/or the CAO. The failure to do so will be considered a disciplinary matter.
- c) No employee shall be supervised by an individual with whom the employee has had or is having a romantic or intimate relationship.

OCCUPATIONAL HEALTH AND SAFETY

- a) The Village subscribes to and promotes employee safety at all times. Employees are required to comply with all existing safety practices and legislation at all times while working including abiding by Health and Safety Policy 002 and any other health and safety policies in place.

HARASSMENT

- a) The Village is committed to providing an environment where employees can work in an environment that provides dignity and respect to all.
- b) Harassment will not be tolerated.
- c) Employees committing harassment in the workplace will be considered to have violated this policy and are subject to the disciplinary procedures providing within.

Employee Procedures

- d) If you feel you are being harassed;
 - Request the person harassing you to cease and desist;
 - Record all information relating to the harassment, indicating date, time and nature;
 - Record the names of witnesses, if any;
- e) If after speaking to the harasser, the harasser does cease and desist, you may choose to either consider the matter closed or report it to your Supervisor and/or the CAO.

- f) If the harassment continues after you have spoken to the person, report the matter immediately.
- g) Any Employee who is subjected to Workplace Violence or Harassment may exercise their rights under any other law, including the *Alberta Human Rights Act*.

HIRING

- a) When a new position is created, a vacancy in a permanent position occurs, or temporary staffing requirements arise, the Village will determine whether the vacancy should be filled. Positions may be filled by doing any of the following, as determined by the CAO:
 - Direct sourcing or contracting;
 - Posting the position internally;
 - Posting the position externally.
- b) The Village will hire the best applicant for the position having regard for the nature of the position, the qualifications, knowledge, experience, education, and skills of the applicants.
- c) Determinations of the best applicant shall not be influenced, or prejudiced by virtue of an applicants or employees' race, colour, creed sex, age, physical disability, or any other characteristics protected by law.
- d) The successful applicant will be provided with either a written Letter of Offer or Employment Contract describing the following:
 - Terms and conditions of employment
 - Preconditions of employment that must be met
- e) Village Council shall be responsible for hiring the CAO and the CAO shall be responsible for hiring all other employees.
- f) If possible when promoting, filling vacancies or when new positions are created, first consideration will be given to permanent employees of the Village.
- g) If an existing Village employee is promoted, chosen to fill a vacancy, or occupies a new position, the employee must, if technical qualifications are required, hold those qualifications and have the ability to fulfil the role.
- h) If a Village employee is chosen for the promotion or for the new position, their accrued holidays and length of service will carry over to the new position unless otherwise stated.

PROBATION

- a) Prior to attaining permanent employee status, all employees will undergo a period of probation of three (3) months.
- b) The period of probation applies to new employees and to existing employees, who through competition or appointment, enter into a new position.
- c) During the period of probation, and at the sole discretion of the CAO, if the performance of the probationary employee is unsatisfactory, that employee may be terminated.
- d) During the period of probation and at the sole discretion of the CAO, the probation period of an employee may be extended if:
 - During the period of probation, the employee's performance is such that it cannot be properly evaluated.

- e) If an employee's probation is extended, the length of the extension shall not exceed the initial probation period.
- f) If an existing employee, through competition or appointment becomes a probationary employee and, if in the sole opinion of the CAO, their performance is unsatisfactory, that employee will be removed from the probationary role and returned to the position that employee occupied previously.

HOURS OF WORK

- a) Unless otherwise indicated through the Employee's contract, typical hours of work shall be:
 - Monday to Friday, eight (8) hours a day, five (5) days a week totalling a forty (40) hour workweek for Outside Workers;
 - Monday to Friday, seven and a half (7.5) hours a day, five (5) days a week totalling a thirty-seven and a half (37.5) hour workweek for Inside Workers.
- b) The CAO and/or supervisor retains the right to assign the shifts that the Employee will work.
- c) If a shift is to be changed, the Supervisor shall provide twenty-four (24) hours written notice and ensure that there is eight (8) hours rest between the shifts.
- d) Shifts for part time and casual workers will be as determined by the CAO.
- e) All Permanent Employees shall receive two fifteen (15) minute paid rest periods during the day as well as:
 - thirty (30) minute unpaid lunch break for Inside Workers
 - sixty (60) minute unpaid lunch break for Outside Workers
- f) Part Time and Casual Employees will receive breaks in accordance with the following:
 - If working a full eight (8) hour day, the same entitlement as a Permanent Employee.
 - If working four (4) hours or less, a fifteen (15) minute paid rest period.
- g) Timing and taking of approved breaks will be as determined by the CAO or Supervisor if designated.
- h) All employees are expected to report for work promptly and be fully prepared, able and fit to begin work at the designated start time. Lateness will not be tolerated and may result in disciplinary action.
- i) Employees are to refrain from attending to personal matters unrelated to their job duties during work hours.

SALARY

- a) A person retained by the Village to commence employment will be paid a wage, or salary, as determined by the CAO. Inside Workers will be paid a salary unless otherwise determined by the employment agreement.
- b) The granting of any pay increase will be considered annually during performance evaluations.
- c) Increases are not to be routinely granted but will be granted based on an exceptional level of performance as measured by performance evaluations.

Pay of Salary/Wage and Allowances

- d) All Employees will be paid on the last working day of the month and a mid-month advance given on the 15th day of each month or the closest working business day, provided the submission of an approved timesheet by the communicated deadline.
- e) The Employee's share of all required premiums including, but not limited to income tax, Canada Pension Plan, benefits and Employment Insurance will be deducted from pay.
- f) All monies will be deposited directly into Employees' bank accounts and Employees will receive a Statement of Earnings on the day the deposit is made.

OVERTIME

- a) Overtime means the greater of all hours worked consecutively in excess of 8 hours per day, or 44 hours per week.
- b) The week is calculated from Sunday to Saturday.
- c) Overtime also means a call out (not scheduled) or a scheduled additional 3 or more hours.
- d) Overtime provisions do not apply to contracted or salaried employees.
- e) Overtime work will be paid at the rate of one and a half (1 ½) hours of regular pay.
- f) Where possible, all overtime shall be pre-approved by the CAO, in writing, except in cases of emergency.
- g) The Employee shall endeavour to minimize overtime where possible.
- h) If agreed upon by the CAO and the Employee, an agreement may be entered into for the purpose of taking time off in lieu of overtime at the same rate as overtime, (one and a half).
- i) Banked time off (in lieu) will require written request and approval at least one (1) week in advance of planned time off.

STANDBY / CALL BACK

- a) At times, the needs of the Village dictate that employees from time to time will be called to work to respond to issues of maintenance or urgency; or be on standby.
- b) The Village recognizes its responsibility to compensate Employees who are on standby or called back to work.
- c) To ensure operational integrity and to be able to respond to calls for service, the Village reserves the right to place appropriate personnel on standby.
- d) On a rotation basis, all permanent Outside Workers, shall be on standby.
- e) Outside Workers on standby will be provided a Village owned vehicle to either respond to calls or to carry out routine maintenance or inspections.
- f) If a vehicle is not available to an employee on standby, and if required to respond, the Employee will claim vehicle mileage at the current approved rate.
- g) If an Employee is called back to duty after their regular working hours, the employee shall be paid a minimum of three hours, at overtime rates, and may, upon CAO discretion, be expected to complete other tasks during the three-hour period even if the call back response is completed in a shorter time period.

VACATION

- a) Vacation time is provided to encourage a time of personal recovery and refreshment away from the work site. It is known that an unbroken period of time away from work contributes to the physical and psychological well-being of the Employee.
- b) Employees are strongly encouraged, to take at least a minimum continuous one (1) week period away from work annually.
- c) Vacation time is accumulated throughout the year based on the allotments set in section h of this part.

General

- d) All requests for time away must be made in writing and approved in writing and such documentation retained on the personnel file of the Employee.
- e) The CAO will use their discretion to determine approval or rejection of a request.
- f) Employees proceeding on vacation leave must ensure that their work is complete and/or up to date, prior to departing.
- g) Employees must utilize all vacation leave within the current year. If this leave is not taken, a carryover of up to 3 days will be allowed and must be taken by March 31st of the new year. All unused days shall be considered forfeited, or paid out, unless alternate arrangements are approved by the CAO in writing.
 - i. On retirement or termination all unused annual leave will be paid out.
 - ii. If the CAO approves accumulation of leave, this section does not apply.
- h) Permanent full-time salary Employees will earn leave during the calendar year as follows, unless otherwise negotiated through employment contract:

1 – 4 years	10 days
5-10 years	15 days
11 -19 years	18 days
20 + years	22 days

- i) Annual leave may be accumulated for the purposes of taking an extended holiday or for extenuating circumstances.
- j) Accumulation of annual leave for all Employees can only be approved by the CAO.
- k) All permanent full-time wage Employees will be paid vacation pay at the rate of:
 - 4% of gross earning at every pay period (under 5 years of service)
 - 6% of gross earning at every pay period (over 5 years of service)
 - Wage Employees will be given the option of accumulating paid days off at the same rate as salary Employees, as described in section h above.
- l) All part time, causal and seasonal employees will be paid vacation pay at the rate of four (4%) percent of gross earnings at every pay period and up to termination.
- m) An employee who is on long-term disability, on a leave of absence or on maternity leave, is not entitled to earn vacation leave.

SICK LEAVE

- a) After the end of the probation period, permanent Employees shall be entitled to three (3) paid sick days per year.
- b) Sick leave days expire at the end of each calendar year and cannot be accumulated nor carried forward to the next year.

- c) Sick leave is to be used only to provide income to an Employee who cannot work due to illness or injury or attend medical, optical, or dental appointments and is not designed to benefit the Employee in any other way.
- d) Employees shall inform their Supervisor as soon as possible their inability to attend work owing to illness or injury.
- e) An employee, who is sick or injured for a period of two (2) days, will be expected to provide medical proof of such illness/injury if intending to be absent for additional days.
- f) If an employee fails or refuses to provide such proof, loss of pay will result until such time as the employee returns to work.

STATUTORY HOLIDAYS

The Village recognizes the following as paid general holidays/ statutory holidays:

New Year's Day	January 1
Family Day	3 rd Monday in February
Good Friday	Dates vary
Victoria Day	3 rd Monday in May
Canada Day	July 1
Heritage Day	1 st Monday in August
Labour Day	1 st Monday in September
Thanksgiving Day	2 nd Monday in October
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26
Christmas Bonus Day	One additional day to provide an extended Christmas break – to be determined by the CAO depending on which day of the week Christmas falls on. (ie: if Christmas falls on a Wednesday, the Friday will be considered the Christmas Bonus Day and be considered a paid holiday).

- d) Statutory holidays will be taken on the date they occur or as otherwise designated by the Village.

HEALTH CARE BENEFITS

Permanent Employees working a consistent minimum of 30 hours (or more) per week are required to participate in the Village Benefits Package, as per the plan established, which includes:

Health insurance	75% of premiums covered by employer (effective Jan 1/2025)
Vision	50% of premiums covered by the employer
Group Life Insurance	50% of premiums covered by employer
Accidental Death	50% of premiums covered by employer
Short Term Disability	50% of premiums covered by employer
Long Term Disability	50% of premiums covered by employer

Dental Insurance	75% of premiums covered by employer (effective Jan 1/2025)
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PENSION

- a) The Village will pay on behalf of all full-time Permanent Employees who have successfully completed one (1) year of service, the employer contribution toward the Local Authorities Pension Plan.
- b) Permanent full-time Employees may opt to participate in the Pension Plan and the Employee contribution to the same will be deducted directly from their pay. The rules and regulations regarding the operation of the Pension Plan are dictated by the Plan.
- c) When an Employee is on Long Term Disability, pension contributions continue as if the Employee is still working; however, Employees are still responsible for their monthly contribution.

MEDIA AND PUBLIC CONTACT

- a) The public shall be dealt with in a professional and courteous manner at all times.
- b) The media are to be dealt with in a reasonable, fair and proper manner to ensure they meet their needs of informing the public.
- c) Any requests made by the media for information shall be forwarded forthwith to the CAO.

Social Media

- d) Employees are not to publish, post or release any information that is considered confidential or not public.
- e) Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the CAO.
- f) If Employees encounter a Village-related situation while using social media that threatens to become antagonistic, Employees should disengage from the dialogue in a polite manner and seek the advice of the CAO.
- g) If Employees publish content outside of work time that involves work or subjects associated with the Village, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the Village of Andrew's positions, strategies or opinions."
- h) Employees must keep [Village] related social media accounts separate from personal accounts.
- i) Employees must not post on social media or otherwise, any statements whether the statements are true, false, misleading, malicious or derogatory, concerning any aspect of the Village's operation, Council, co-workers, residents or public.

Freedom of Information and Privacy

- j) All Employees must abide by the Freedom of Information and Protection of Privacy (FOIP) Act and be aware of and sensitive to any liability issues that might befall the Village regarding the FOIP Act.

Public Contact

- k) Day to day contact with the public is a normal part of the work environment. All Employees represent the Village and as such have significant influence on how residents react to and feel about the Village.
- l) During public contact, Employees shall be mindful that:
 - They act in a courteous and respectful fashion at all times.
 - Do not use profanities when dealing with the public.
 - Provide a response to a request for service, within 48 hours.

INFORMATION TECHNOLOGY

- a) The Village supports the use of Information Technology, to increase efficiency and to provide the public with expeditious and professional service.
- b) Village Employees will use Village owned technology systems only to the advantage of the Village and its residents, and are responsible for ensuring that use of such systems are legal, ethical and moral.

Use of Technology

- c) Employees shall not use any system for their personal needs.
- d) Employees shall use information system, having due regard for the provisions of all applicable privacy legislation.

Software

- e) Only software approved by the CAO may be installed on Village owned systems.

Use of the Internet and E-Mail

- f) The Internet is to be used by Village Employees for work related purposes only.
- g) Anti-Virus programs are installed on all computer and must be functional at all times.
- h) If the Anti-Virus program is not functional, the computer shall not be used until such time as the anti-virus program becomes functional.
- i) Employees using the Internet or E-Mail systems shall not use it for:
 - Illegal, unethical or immoral purpose including downloading excessively large files for personal use or any software, unless that software download is approved by the CAO;
 - Accessing any Internet site that contains objectionable, immoral, degrading, defamatory or obscene material;
 - Transmitting any such material heretofore noted in this section; or
 - The importation of data, from any source into the Village owned system unless approved by the CAO.
- j) An Employee may use the Internet or e-mail for their personal use under the following conditions:
 - It must be on their approved break periods or after hours;
 - It does not violate any provision of any part of this policy; and
 - It does not interfere with your work or productivity.

LEAVE OF ABSENSE

- a) A Permanent Employee may request an unpaid leave of absence from their employment with the Village.
- b) It is the sole discretion of the CAO to grant a leave of absence.
- c) The maximum length that a leave of absence can be granted is twelve (12) months.
- d) The employee when requesting this form of leave must:
 - a. Submit it at least one (1) month prior to the commencement of the leave.
 - b. Request leave in writing, and
 - c. Provide sufficient detail in the request for the CAO to come to a conclusion.
- e) If an Employee, does not return to work on the day after the expiry of the leave of absence, that Employee will be deemed to have abandoned their position and therefore are no longer employed by the Village.
- f) If for reasons beyond the control of the Employee, the Employee could not return to duty within two (2) days after expiry of the leave of absence, the Employee:
 - Shall provide to the CAO in writing the reasons for their inability to return to work,
 - Shall bear the burden of proof for establishing the reasons.
- g) For a death in the immediate family, an Employee will be provided paid Bereavement leave as follows:
 - Within the Province of Alberta, up to three (3) working days.
 - Outside the Province of Alberta, up to four (4) working days.
 - The CAO has the authority and discretion to grant additional days of unpaid leave to accommodate travel or other requirements related to Bereavement leave.
- h) All other requested leaves shall be provided in accordance with Employment Standards.

USE OF VILLAGE VEHICLES

- a) Employees of the Village may be provided vehicles, appropriate for their responsibilities and duties.
- b) Village vehicles will only be used for official Village duty.
- c) All vehicles are the property of the Village and come under the control of the CAO.
- d) It is expected that all Employees will operate Village vehicles in a safe and prudent manner, having due regard for all traffic laws.
 - a. Village vehicles will only be operated by Employees who have a valid Alberta issued driver's licence.
 - b. Village owned vehicles will be returned to the Village Yard at the end of each day.
- e) When using a vehicle, the Employee must:
 - i. Drive the most direct route to the residence or out of Village meeting location; and
 - ii. Not use it for any other purpose than responding to a call, attending an out-of-town function, or for conducting required checks or maintenance.

Authority for Use of Vehicles Outside the Corporate Limits

- f) Village vehicles may be used outside the corporate limits of the Village when the following conditions exist:

- i. The vehicle is being used during regular work hours for official Village business.
- ii. Permission has been given to use a vehicle to attend a course or seminar outside the corporate limits.

Maintenance and Cleanliness

- g) Village vehicles will be maintained in a sound mechanical fashion at all times.
- h) Village owned vehicles will be subject to regular maintenance.
- i) Employees should conduct a walk around of a vehicle prior to operation and note any hazards and/or damage.
- j) Employees should be diligent in checking the fluid levels.
- k) Village owned vehicles will be kept clean.
- l) All Outside Workers will share an equal responsibility in ensuring a proper cleanliness standard is maintained at all times.

Individual Use of Vehicles

- m) If an Employee uses a Village owned vehicle, contrary to this policy, that Employee may not be indemnified by the Village and could be held responsible for any damages that might occur during such use.

DISCIPLINE

- a) Any Employee, who violates the Code of Conduct or any other provision of this policy, shall be disciplined.
- b) The CAO will administer the discipline in a progressive fashion, i.e. the sanction to be imposed will increase, if the Employee has been disciplined previously.
- c) Notwithstanding progressive discipline, if the CAO determines that the violation is so grievous or serious that dismissal is warranted, the CAO can proceed to that step of the disciplinary steps.
- d) Notwithstanding the specificity of any violation listed in this part, any conduct not listed here that a reasonable person would conclude does not meet an acceptable standard, will be considered a violation of this policy and subject to disciplinary measures.

Steps of Discipline

- e) If an Employee violates any provision of this policy, that Employee will be subject to the following sanctions:
 - i. A verbal warning;
 - ii. A written warning;
 - iii. Suspension without pay; and/or
 - iv. Dismissal.
- f) In addition to the noted four sanctions, if deemed appropriate by the CAO, the Employee may be required to attend a course of training to remedy any deficiency identified.
- g) Any required training as a result of disciplinary procedures will be paid for by the Village.
- h) Suspension without pay will be for a maximum of three (3) days.

Inquiry

- i) If it is suspected that an Employee has violated this policy, the Employee, Supervisor or CAO who makes such claim will complete a written report, which will contain:
 - i. The date time and place of the violation;
 - ii. The nature of the violation;
 - iii. The names of witnesses, if any; and
 - iv. The circumstances surrounding the violation.
- j) The CAO will review the report as soon as possible.
- k) If the inquiry reveals there was no violation, then the matter shall not be added to the corresponding personnel file.
- l) The CAO, when recommending a disciplinary measure may choose any measure heretofore outlined. The CAO will consider:
 - a) Extenuating circumstances;
 - b) Length and quality of past service;
 - c) If there is any personal aggravating factors.

General

- m) An Employee will, by their signature, acknowledge the discipline imparted. If the Employee refuses to acknowledge the discipline imparted by not placing their signature, it will be recorded in their personnel file as the date and time the Employee refused placing their signature.
- n) Any disciplinary action will become a permanent part of the Employees personnel file.
- o) At the request of the Employee, disciplinary material can be removed from the personnel file but only after the lapse of twenty four (24) months from the date of the imposition of the discipline.
- p) The CAO has the sole discretion to remove such discipline records from personnel files.

CAO Violations

- a) Should an Employee feel that the CAO is in violation of this policy, the Employee shall bring this forward to the CAO first, and/or the RCMP or Alberta Occupational Health and Safety as deemed necessary.