



POLICY NO. 3.01

MAY 26, 2015

TITLE: PERSONNEL POLICY

POLICY STATEMENT:

This policy shall apply to all personnel of Westlock County. Where definitions, clauses or sections of this policy conflict with definitions, clauses or sections of a duly negotiated Collective Agreement, it is understood that the Collective Agreement will take precedence for those employees within the bargaining unit.

PURPOSE:

The purpose of this policy is to outline the principles that govern employment within the County, and to provide management and employees with an understanding of the County's legal framework, philosophy and practice.

1. DEFINITIONS:

Permanent Employee shall mean any employee who is filling a permanent position, established by Council, and who has successfully completed the required probationary period.

Probationary Employee shall mean any employee filling a permanent position and serving the required probationary period. The period shall be a minimum of three (3) months, subject to the discretion of the hiring authority and/or contract of the employee.

Temporary or Casual Employee shall mean an employee who is filling a seasonal or established temporary position.

Contract Employee shall mean an employee who works under contract for an employer. A contract employee is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the staff and is not considered a permanent employee.

Office Employee shall mean any employee (permanent or casual) of Westlock County whose primary duties consist of administrative or clerical work.

Construction Employee shall mean any employee (permanent or casual) working in the Public Works Department, whose primary duties are not related to administrative or clerical duties.

Other Employees shall mean any employee (permanent or casual) of Westlock County whose primary duties are related to Agricultural Service Board, Utilities and other management or clerical.

Management shall refer to Department Heads/Supervisory Staff whose duties mainly comprise management of Westlock County's affairs and supervision of staff.

Family shall include a common-law relationship, wherein continuous cohabitation has existed for at least one (1) year.

2. REGULAR HOURS OF WORK:

2.1. Office employees shall work 37 ½ hours per week, being comprised of 7 ½ hours per day, from 8:00 a.m. to 4:30 p.m., five days per week, Monday through Friday.

2.2. Shop employees' regular hours of work shall not exceed eight (8) hours per day or forty (40) hours per week, although the Shop hours are 7:00 a.m. to 4:00 p.m., Monday through Friday.

2.3. Maintenance and construction employees' regular hours of work shall not exceed:

a) Up to 10 hours in any one (1) day.

b) Up to 88 hours in any one (1) two week pay period.

2.4. All other employees' regular hours of work shall not exceed eight (8) hours per day.

2.5. Certain employees may be required to work shifts. The time schedules of hours to be worked shall be as approved by the Department Heads.

2.6. Paid Rest Period: Employees shall be permitted a rest period of fifteen (15) minutes in both the first and second half of a shift. All employees shall be entitled to a one (1) hour lunch break per day, without pay.

2.7. Reporting Pay Guarantee: If an Employee who is scheduled to work a full shift reports for work on his regular shift, he shall be paid at his regular rate of pay for the entire period worked with a minimum of three (3) hours pay unless the Employee has received notification at least twelve hours prior to his shift, from his Supervisor that the Employee is not required to report to work.

3. OVERTIME:

3.1. Overtime shall be paid for authorized overtime **ONLY**. The rate shall be one and one-half times the regular salary, unless agreement is made to in writing between the employer and the employee to take time off in lieu of overtime pay.

3.2. Overtime work which falls on a Saturday or Sunday shall be paid at the rate of double time. Notwithstanding emergency situations, all regular hours worked on Sunday shall be paid at the rate of one and one-half times the regular rate of pay.

3.3. Management and Supervisory staff do not receive overtime pay, or time off in lieu of overtime. Where Management or Supervisory staff have worked a significant amount of overtime, the Administrator may grant an amount of leave in recognition of the time, however, the leave time granted by the Administrator is not intended to fully off-set the time worked.

4. STATUTORY GENERAL HOLIDAYS:

4.1. Westlock County recognizes the following as paid statutory holidays for permanent employees:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Easter Monday	Labour Day	Boxing Day

4.2. When any of the above noted holidays fall on a normal rest day or days, the preceding or following work day or days shall be deemed the statutory holiday.

4.3. All general holidays proclaimed by Westlock County are included.

5. VACATION LEAVE:

Entitlement:

- 5.1** Upon hire, all full-time employees, are entitled to a minimum of fifteen (15) days' vacation per fiscal year. The vacation credit in the first year will be pro-rated from the date of hire. For example, an employee that starts July 1 with an entitlement of 15 days' would be entitled to take 7.5 days of vacation in that year.
- 5.2** Additional vacation benefits, over and above the minimum entitlement, will be considered in recognition of previously accrued benefits with other employers, and/or due to the individual's position. The vacation benefits are stated in the conditions outlined within the individual's employment agreement. Vacation entitlement is paid at the employees' current rate of pay.

Vacation Entitlement Year:

- 5.3** The vacation year begins January 1st of the fiscal year (January 1st to December 31st). Vacation leave is expected to be taken within the year in which it is earned. Vacation leave may be taken before it is earned up to the employees' maximum entitlement for the current year.
- 5.4** Any unused vacation leave will be paid out to the employee on the last pay period of December.
- 5.5** Up to one full week (5 days) of annual vacation leave entitlement may be carried over from one fiscal year to the next fiscal year. However, vacation leave must be taken by employees within twelve months following the end of the vacation entitlement year for which it is earned. Any annual leave remaining subsequent to the twelve months following the end of the vacation entitlement year for which it is earned will be paid out to the employee on the last pay period of December. Any carry-over of annual vacation entitlement must be approved by the Chief Administrative Officer.

Grandfathering of Vacation Entitlement Year:

5.6 All vacation entitlement credits earned prior to 2015 must be pro-rated and used within the following three (3) year period. For Example, an employee who is entitled to:

- a) 15 days of accumulated annual leave, the employee will be entitled to use 5 days of their prior accrued vacation days for each of the next 2015, 2016 and 2017 fiscal years.
- b) 20 days of accumulated annual leave, the employee will be entitled to use 6.67 days of their prior accrued vacation days for each of the next 2015, 2016 and 2017 fiscal years.
- c) 25 days of accumulated annual leave, the employee will be entitled to use 8.34 days of their prior accrued vacation days for each of the next 2015, 2016 and 2017 fiscal years.
- d) 30 days of accumulated annual leave, the employee will be entitled to use 10 days of their prior accrued vacation days for each of the next 2015, 2016 and 2017 fiscal years.

Vacation Credits:

5.7 An employee earns vacation leave credits for each month of employment at the rate specified in each employee's employment agreement. For example, an employee who is entitled to:

- a) 15 days of annual leave will accrue 1.25 days per month of vacation credits
- b) 20 days of annual leave will accrue 1.67 days per month of vacation credits
- c) 25 days of annual leave will accrue 2.08 days per month of vacation credits and,
- d) 30 days of annual leave will accrue 2.5 days per month of vacation credits

5.8 Part-time employees earn annual vacation leave credits on a pro rata basis.

- 5.9** Vacation leave credits continue to accrue while an employee while an employee is on sick leave, paid maternity and/or parental leave. Vacation leave credits do not accrue while an employee is on long term disability or unpaid leaves of absence.

Payout Upon Termination

- 5.10** Upon termination of employment at Westlock County, earned but unused pro-rated vacation leave credits are automatically paid out to the employee.
- 5.11** Westlock County shall recover from any monies owed to the employee, an amount equivalent to unearned vacation leave taken by the employee.

Vacation Schedule

- 5.12** The following is the vacation schedule for permanent employees:
- a) 01 to 08 years of service -15 working days
 - b) 09 to 14 years of service -20 working days
 - c) 15 to 20 years of service -25 working days
 - d) 21 years or more of service -30 working days
- 5.13** Vacation schedules for the staff shall be determined by the Department Head.
- 5.14** If a paid holiday falls, or is observed, during an employee's vacation period, he/she shall be allowed an additional vacation day, with pay, at a time mutually agreed between the employee and his/her Supervisor.
- 5.15** Temporary employees shall receive four percent (4%) of his/her annual wages for vacation pay, unless otherwise covered under the Board of Industrial Relations.
- 5.16** Hourly rated employees shall, in lieu of vacation, be paid vacation pay at a percentage (6%, 8%, 10% or 12% as the case may be) of their gross earnings in accordance with their years of service.

5.17 Vacation schedules for all employees shall be filed with Payroll for each year. If, in the opinion of the Employee's immediate supervisor, the period of vacation leave chosen conflicts or interferes with the efficient operation of the County, an alternate period shall be mutually agreed upon.

Deferred Vacation

5.18 An employee who is unable to take his/her vacation entitlement at the scheduled time due to illness or accident (which requires medical attention or hospitalization) occurring before the beginning of his/her vacation period may defer the vacation to a date agreed upon with his/her supervisor. The employee is required to produce a medical certificate confirming the illness or hospitalization.

5.19 If an illness occurs during the authorized vacation leave, employees are not eligible for sick leave unless special circumstances prevailed: i.e., an accident which required a hospital stay.

6. SICK LEAVE

6.1. Definition: Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist.

6.2. A medical certificate may be required for more than three (3) consecutive days of illness.

6.3. In all cases of sickness, the Manager or Administrator, at his discretion, may require a medical certificate from the employee before authorizing sick benefits.

6.4. Sick leave shall be earned at the rate of 1.5 days per month. The unused portion of an Employee's sick leave shall accumulate to a maximum of one hundred twenty (120) days entitlement. Any employee who has accumulated over twelve (12) days of unused sick leave in a fiscal year, and who remains an employee of the County at December 31st of that year will be paid for the remaining unused sick leave days up to five (5) days.

6.5. Once any employee has accumulated one hundred twenty (120) days of sick leave, the employer will compensate the employee at December 31st of each year for up to five (5) days of any additional unused sick leave in excess of the one hundred twenty (120) days accumulated. In no event will an employee be paid for unused sick leave if he has resigned or been terminated prior to December 31st.

6.6. New employees hired after April 28th, 2015 shall accumulate sick days to a maximum of eighteen (18) days entitlement.

7. WAGES AND SALARY:

7.1. All employees shall be paid on a bi-weekly basis.

7.2. All employees classified as temporary shall be considered hourly employees.

7.3. All employees must be registered with payroll prior to the commencement of duties.

7.4. Payroll is to be advised of any lay-offs.

8. EMPLOYEE BENEFITS:

Pension Plan: Local Authorities Pension Plan.

8.1. Effective January 1, 1994, all employees, in addition to those in the above noted classes, who are permanent, full-time employees are eligible for participation in the Plan.

8.2. Employees who are hourly rated and normally classified as permanent, full-time employees but, as a result of a lack of work due to seasonal or other considerations, are subject to intermittent lay-offs and, therefore, may not qualify in any given month, are eligible for participation in the plan, nonetheless.

8.3. Employees must equal or exceed the following service criteria in order to receive credit for full pensionable service. Employees who are participating in the plan and do not meet the minimum service criteria will have their pensionable service adjusted on a percentage basis, accordingly:

1725 Hours Per year

8.4. Every employee within the group shall have the option to join the Plan after the probation period, but it is compulsory after one year, unless an employee is a full-time, temporary contract employee. To be a full-time, temporary contract employee for purposes of determining membership in the Plan, there must be a fixed date or event that has been established for the end of the employment. The attainment of any mandatory retirement age with respect to a position is not considered an end date that would make a position temporary as opposed to permanent.

8.5. For the purpose of determining pensionable salary, the following types of remuneration shall be considered salary:

- a) An employee's gross basic pay for the performance of the regular duties of his employment.
- b) Any special remuneration or compensation that is payable on a uniform and consistent basis in each pay period.

8.6. The following types of remuneration shall not be considered as salary:

- a) Expense allowance.
- b) Overtime payment.
- c) Special remuneration or compensation that is not payable on a uniform and consistent basis in each pay period.

8.7. This policy is applicable to Westlock County employees only, unless expressly advised otherwise by the Board of an affiliated organization for whom Westlock County is acting as the paying authority and through whose payroll the said employees are registered.

Medical/Health Coverage:

8.8. Compulsory for all employees and Council Members (participants) unless the employee is covered under their spouse or some other program. Regardless of the actual probation period for employment, the probation period for access to health benefits shall be three (3) months. The employer shall pay 80% of all Extended Health Care and Dental Plan premiums and 100% of all Alberta Health Care premiums for participants and their families.

8.9. Employees who are on leave of absence or on lay-off, and who are expected to return to work, may retain their Medical/Health Coverage benefits, providing that they pay 100% of the premiums, in advance, each month. This privilege shall not, in any case, exceed four (4) months beyond the date of layoff or leave if the employee has neither reported for nor been called to work within that time.

8.10. Medical/Health Coverage includes:

- a) Extended Health Care and Dental Plan.
- b) Alberta Health Care Plan
- c) Life Insurance
- d) Accidental Death and Dismemberment
- e) Short and Long Term Disability

9. ACCIDENT REPORTING:

9.1. When an employee does suffer an injury of any kind, he/she shall immediately report it to his/her Supervisor who, in turn, will assure that it is properly recorded.

9.2. All employees of Westlock County are covered under the Workers' Compensation Act of Alberta and such reports, claims, benefits or applications, as may be necessary, will be made out originally in the administration office of the Department. All employees are expected to conform to Workers' Compensation and Occupational Health and Safety regarding accident reporting.

9.3. It is the Manager's responsibility to see that the employee and the employer Workers' Compensation Reports are submitted to the Workers' Compensation Board and the Payroll Department as soon as possible after the accident to ensure prompt action from the Workers' Compensation Board.

10. BEREAVEMENT LEAVE:

10.1. An employee shall be granted leave as necessary, for up to Five (5) regularly scheduled consecutive work days, without loss of pay at his regular hours of work exclusive of overtime, for the purpose of making arrangements for, or

attending, a funeral when death occurs in an employee's immediate family, that is, current spouse, common-law partner, parent, grandparent, grandchild, guardian, parent of current spouse, child or ward, brother, sister, niece, nephew, brother-in-law, sister-in-law, fiancé, or a related dependent of the employee. The employee may take at their discretion an additional Five (5) days without pay.

10.2. All relatives referred to in this section shall be given a broad interpretation that will include but is not necessarily limited to in-law, step and foster relatives.

10.3. A permanent employee may be granted one-half (1/2) day without the loss of pay, with the approval of his supervisor, for the purpose of attending the funeral of a relative not specified above or for attending the funeral of an unrelated individual they have known for some time. In addition, a permanent employee may also be granted one-half (1/2) day without the loss of pay, with the approval of his supervisor, for travel necessary to attend the funeral.

10.4. An employee may be granted one additional day for travel with the approval of his supervisor for typical distance ground travel in excess of ½ day each way. In the event of critical illness to an employee's spouse or child, a leave with pay will be granted up to a maximum of Three (3) days.

10.5. Bereavement leave may include normal days off and/or vacation, but no additional payment is due therefor.

10.6. An employee shall be granted leave, without loss of pay at his regular hours of work exclusive of overtime to attend a funeral when a death occurs to existing elected officials or to an existing County employee. However, every effort will be made to maintain minimum municipal services during this time.

11. MATERNITY & PARENTAL LEAVE:

11.1. An employee shall be granted maternity and/or parental leave in accordance with the applicable sections of the Alberta Employment Standards Code.

12. TERMINATION:

12.1. Probationary Employees: No notice is necessary on behalf of either the employee or employer.

12.2. Permanent Employees: As a matter of courtesy, at least two (2) weeks, and preferably one (1) month notice would be appreciated when terminating your position.

13. JOB DESCRIPTION/EMPLOYEE EVALUATION:

13.1. Administration will develop job descriptions for each specific position of employment. Employee evaluations will be undertaken each year.

- a) On each employee by each Manager.
- b) On each Manager by the Director.
- c) On the Directors by the Chief Administrative Officer.
- d) On the Chief Administrative Officer by the Council.

14. EMPLOYMENT OF RELATIVES:

14.1. Immediate relatives of existing employees and Council Members shall not be employed by Westlock County unless specifically authorized by the Chief Administrative Officer. For the purpose of this article, immediate relatives are deemed to be: spouse, child, sibling, parent, grandparent, brother-in-law, sister-in-law, parent-in-law or grandparent-in-law. In no case shall an employee be employed in a position directly subordinate to, or reporting to, a direct relative.

15. CONFIDENTIALITY OF PERSONNEL MATTERS:

15.1. Discussion of matters regarding personnel/employees will be conducted by Council, in Camera.

16. CONFIDENTIALITY OF MUNICIPAL BUSINESS:

16.1. Employees of the County shall maintain confidential, any and all matters to which they are exposed as a result of their employment which have not yet been made officially public.

17. BONDING AND EMPLOYEE COMMUNITY RESPECTABILITY:

17.1. The following employee positions must be bondable:

- a) All Managerial Staff.
- b) Administrative support staff.
- c) All employees who handle municipal funds.

17.2. All employees of the County will be expected to maintain a generally accepted level of respectability within the community and should not, whether on the job or not, behave in such a manner as to taint, tarnish or otherwise cause the image of the County to be brought into disrepute.

17.3. All new employees will be required to obtain a criminal record check and/or abstract drivers report.

18. DISCIPLINE:

18.1. Discipline Enforcement of this policy will be the responsibility of managers, supervisors and foremen as this keeps the accountability within the specific departments.

18.2. In the event that an employee of Westlock County violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized. Employees in most cases will be given three opportunities to correct the unwanted behavior, unless the behavior or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation.

18.3. Typically, progressive discipline will progress through the following steps:

- a) Written Warning
- b) Final Written Warning with Possible Suspension – formal
- c) Termination

- 18.4.** With each violation or apparent problem, the employee will be provided with a written document to:
- a)** alert them to the problem, provide a reiteration of the correct company policy regarding the violation,
 - b)** advise them of the consequences associated with further infractions, and
 - c)** provide a suggestion towards a method of improvement.
- 18.5.** All formal warnings will be kept on file for a period of two (2) years. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.
- 18.6.** Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, Westlock County reserves the right to skip the two step disciplinary process and move straight to termination where necessary.

Suspension with Pay – Pending Investigation

- 18.7.** In the event that a Westlock County employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.
- 18.8.** This form of suspension is not disciplinary but is intended to allow Westlock County to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, Westlock County will reserve the right to extend the suspension, as necessary.
- 18.9.** During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employee fails to make him/ herself available, Westlock County will proceed with the investigation and make a determination based on the information available.
- 18.10.** The suspended employee will have the right to legal representation, union representation, or a Westlock County representative present at any such interview, and will be given 24 hours' notice prior to any interviews taking place.

- 18.11.** As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.
- 18.12.** Any Westlock County employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and Westlock County identification and credit cards. Any and all Westlock County property, business information, and confidential information are to remain at the worksite. In the event that any Westlock County employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of Westlock County, he/she will be required to turn these items over to a Westlock County representative, until such time as the investigation is completed.
- 18.13.** Westlock County employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

Suspension and Review Period

- 18.14.** During the final written warning, an employee may be suspended and/or put on review.
- a) Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of up to three (3) days depending on the violation.
- b) Review: Employees may be put on a review period following the final written warning. The review period will last three months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

Termination of Employment

- 18.15.** The final stage of progressive discipline is termination of employment. Termination of employment with Westlock County may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

19. CRIMINAL RECORD CHECK:

- 19.1.** A criminal record check will be conducted for all individuals, including employees, and volunteers, who engage in program and service delivery for the County or as otherwise determined by the County. A candidate is a person other than an employee who is considered for a position.

- 19.2.** This policy applies to the following positions and requires a criminal record check before filling the positions:
- a)** Positions in Human Resources, Finance, IT, Law Enforcement and Fire;
 - b)** Senior staff as a condition of employment due to the nature of trust and access given as a County representative;
 - c)** Positions that interact with children, including circumstances where other adult supervision or presence is limited;
 - d)** All program and service delivery positions;
 - e)** Any position of trust; or any other position as determined by the County.
- 19.3.** Human Resources will request the candidate obtain a criminal records check. The requirement of a criminal record check will be included in recruitment postings and advertisements.
- 19.4.** Employees who are promoted, laterally transferred, or demoted to any position of trust will be subject to a criminal record check consistent with this Policy or as otherwise deemed required by the County.
- 19.5.** At the time of an interview, those interviewed will be informed of the criminal record check requirement. Anyone indicating he or she will not consent to a criminal record check will not be further considered for a position or employment with the County.
- 19.6.** The County will assess a criminal record to determine if it is satisfactory considering the requirements of the County and the position, the employee or candidate is being considered for and taking into consideration any other relevant factors.
- 19.7.** All persons to whom this Policy applies must have a criminal record which is satisfactory to the County.
- 19.8.** Failure to have a satisfactory criminal record will disqualify an employee or candidate from further consideration for the position.
- 19.9.** Following completion of the interviews, the best suitable candidate will be contacted and advised that a criminal record check is to be done by his or her local police agency.
- 19.10.** Where the presence or absence of a criminal record cannot be confirmed, employment in the position must not be offered, unless the written consent of the Chief Administrative Officer is obtained.
- 19.11.** Criminal records checks will be required before an offer is made for a position. Once an offer is made and accepted, the criminal record check will be kept in confidence and placed in the personnel file.

- 19.12.** For candidates who are not selected for a position, the criminal records check will be retained in the competition file of the County.
- 19.13.** All County employees are required to notify the County immediately upon being convicted of a criminal offence. Failure to do so could result in the County taking disciplinary action up to and including dismissal.
- 19.14.** When an employee has a criminal record, the County may determine what action, if any, will be taken, up to and including dismissal.
- 19.15.** Volunteers in program service delivery for the County are required to have criminal records which are satisfactory to the County. Such volunteers are required to notify the County immediately upon becoming aware of a conviction for a criminal offence. Failure to do so will result in the County discontinuing the services of such volunteers.
- 19.16.** Criminal records checks may only be used by the County for business and employment purposes.

20. DISTRACTED DRIVER:

- 20.1.** A Drivers Abstract will be required for all employees using County vehicles and/or equipment on an annual basis.
- 20.2.** The County will pay for the annual Abstract.
- 20.3.** The following activities are restricted while driving a County vehicle:
 - a)** The use of or holding of communication/entertainment devices such as cell phones, laptops, entering info in GPS. (Note: This will apply while driving and as well when stopped at a red light or for a train, to use the device you must be legally parked).
 - b)** Reading, writing and grooming (flossing teeth, makeup, styling hair, clipping nails, shaving, etc.)
 - c)** Eating and smoking
- 20.4.** The following activities will be allowed while driving a County vehicle:
 - a)** Drinking of non-alcoholic beverages
 - b)** Phone calls can be made if the driver's vehicle is off the roadway and legally parked before engaging in any of the restricted activities. (Note: If you are on a provincial highway, section 43 of the Use of Highway and Rules of the Road Regulation applies and vehicles are not permitted to park on the shoulder of a highway except in an emergency).
 - c)** Phone calls can be made while driving if using a hands free system as long as it is in voice activated mode. Also you will be able to use an ear phone if it is used in a hand's free or voice activated manner.

- d) GPS may be used but it must be programmed or set up in advance of driving so that drivers are not manually typing or inputting information while driving. (Note: Westlock County's GPS system is equipped with “5 hot buttons” which send out a signal for items such as appliances/garbage in ditches, large potholes, etc. This “hot button system” will still be allowed). GPS units must be secured to the vehicle and may only be used in hands free mode while driving.

Exemptions:

- 20.5.** Using Hands Free devices won't be a violation. In addition radio communications such as two way radios will be allowed.
- 20.6.** Drivers will be able to use hand-held devices to contact emergency services and this policy would not interfere with the official duties of emergency service personnel including enforcement, and fire services.
- 20.7.** An emergency vehicle includes enforcement services, and fire response. The drivers of these emergency vehicles will be able to use communication devices or other electronic devices only when acting within the scope of their employment.
- 20.8.** Any form of texting while operating an emergency vehicle is strictly prohibited.
- 20.9.** An employee found to be in violation of this policy will be disciplined in accordance with Westlock County discipline process. The date, time and license plate of each offense will be considered upon reviewing the drivers abstract.
- 20.10.** This policy protects both people and property and is in compliance with Alberta's Distracted Driving Law. Please refer to the provincial law for any additional information.

21. RELIEVING IN OTHER POSITIONS:

- 21.1.** A Union employee appointed by the County to temporarily relieve in positions outside of the scope of the bargaining unit shall be paid for such relief work in accordance with the following:
 - a) An Employee appointed by the County to act in a temporary capacity as a lead hand for a period in excess One (1) day shall receive a Ten Percent (10%) increase over their regular wage rate for the duration of the assignment period, providing that the Direct of Operations, or designate, has requested the employee to do so, and has signed the appropriate time sheets showing the hours worked.

- b)** Employees appointed by the County to temporarily relieve in any other higher position for a period in excess on one (1) day will be compensated for the full amount of time of relief of that position.
- c)** Employees appointed by the County to temporarily relieve in positions outside of the scope of the bargaining unit for a period of five (5) consecutive days or more shall be paid at the level One (1) of the salary grid for the position being relieved.
- d)** Where an employee relieves in a position having a lower wage rate than the employee's regular wage rate, he shall be paid at his regular wage rate.

MOTION: _____

DATE: _____

Peter Kelly
Chief Administrative Officer