Human Resource Management **Policy No: A-00-01**

Update: November 9, 2026

Policy Statement:

A policy for the Town of Bow Island to provide direction in the management of the human resources issues or concerns.

Human Resource Management Policy

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1. DEFINITIONS

Full-time permanent employees are those whose regularly scheduled hours are at least thirty (30) hours per week.

Term employees are those hired for a fixed period of time to meet a temporary need, to complete a specific project, or fill a position for a defined term. Employment ends upon expiry of the term, unless otherwise extended or converted to another form of employment.

Seasonal employees have a predetermined date or event on which employment will end.

Part-time permanent employees whose regularly scheduled hours average less than 30 hours per week.

Management employees include the CAO and Public Works Manager.

Causal Employees are those who's employment is infrequent or on an as needed basis.

2. APPOINTMENT

All employees are employed by the Town of Bow Island, which establishes all personnel policies and practices in accordance with the Alberta Employment Standards Code and the Alberta Human Rights Act.

Orientation:

New employees shall be given orientation and training, a copy of the job description of their position, and introduction to the Town's Health and Safety Program and other Human Resource Policies

***Employee Obligations**:*

The Town of Bow Island is public oriented, and it is imperative that all employees make every effort to be of service and to foster a continuing climate of mutual respect, understanding and cooperation with residents and ratepayers. All employees are expected to exhibit courtesy to and cooperation with fellow employees and the public.

Employees are expected to maintain an orderly work area and ensure that the business of the Town of Bow Island is carried on in an efficient manner. Similarly, documents that are the property of the Town of Bow Island should be appropriately filed and accessible in an efficient manner.

Employees are expected to report to work dressed and groomed, including any required safety apparel in an appropriate way for the work they are performing that day.

Employees are expected to inform the payroll clerk of any change in personal status (marriage status, change of dependents) which may affect benefits, as well as changes of personal address and telephone number.

Employees must not accept a second job which conflicts with or restricts their ability to perform their duties at the Town of Bow Island.

Employees are expected to cooperate in keeping common areas such as the staff room and washrooms clean, tidy, and well organized.

Employees are expected to report lateness or absence to their respective supervisor before start of work shift.

Employees are expected to be at their workstation at the time agreed upon with their supervisor. In the event of consistent lateness or absenteeism, the supervisor is expected to ascertain the reason and take steps to solve the problem. Continued excessive lateness or absenteeism will be recorded in the employee's personnel file and will result in disciplinary action.

- The staff member who received a message regarding an employee's absence is responsible for informing the appropriate supervisor as soon as possible.

- Abuse of sick time without an appropriate medical certificate will be treated as a disciplinable action.

Town of Bow Island Municipal Office, buildings, and vehicles are designated as no smoking and no vaping facilities.

New employees who are required to drive Town vehicles as a part of regular duties must provide a recent Drivers Abstract.

Employees with a Class 3 or Class 1 license must provide a Drivers Abstract by March 1 of every year.

New employees may be required to submit a recent Criminal Record Check upon acceptance of a position with the Town.

CLOSURES

Employees are expected to make every possible effort to report to work, even under adverse weather conditions. The CAO has the authority to close the buildings and/or operations if conditions warrant.

EMPLOYMENT OF RELATIVES

All personnel with hiring authority must consider the possible implications when considering the employment of the relative of an existing employee or Councillor.

Members of the immediate family of an existing employee or Councillor may be hired as an employee of the Town of Bow Island provided that:

- They are not subject to the authority or supervision of the existing employee,
- There is no direct reporting relationship, and
- A selection process is carried out to ensure the best candidate is employed.

JOB DESCRIPTION

A job description shall exist for each position. It shall be in existence prior to any advertisement of a vacancy and available to any candidate applying for a position.

NEW POSITIONS, JOB VACANCIES & PROMOTIONS

Proposals including justification, job description and proposed pay scale according to the current classification schedule shall be presented to Council preferably prior to the next budget year. All new permanent positions must be approved by Council.

Notification of job vacancies and new positions shall be extended to staff and advertised via appropriate media.

In making appointments to positions present employees will be considered. Ability, qualifications, training, experience, and attitude shall be the primary considerations.

An employee who receives a promotion or transfer will be given a three-month trial period in the new position. During this period, the supervisor or the employee may decide that the employee is not suited to the new position and return the employee to the previously held position or extend the trial period.

3. HOURS OF OPERATION/WORK

The work week normally consists of 30 to 40 hours beginning on Monday. Employees may be required to work a flexible schedule. Office hours shall be from 8:30 am to 4:30 pm; Public Works hours shall be 7:00 am to 3:30 pm; Some positions may require varying hours.

OVERTIME

Generally, overtime shall be kept to an absolute minimum. Overtime will only be allowed in emergent and exceptional situations. Approval prior to overtime accruing must be obtained from the immediate supervisor. Employees must be willing to work shifts or different hours of the day as directed by their supervisor. Public Works employees shall be entitled to overtime for those hours worked in excess of 8 hours in a day or 40 hours in a week. Swimming Pool and Arena employees shall be entitled to overtime in excess of 8 hours in a day or 44 hours in a week. Office employees shall be entitled to overtime for those hours worked in excess of 7.5 hours in a day or 37.5 hours in a week. Any overtime pay shall be one and one half (1 ½) times the regular rate of pay or at the discretion of the employee one- and one-half hours' time off shall be given for each overtime hour worked. A maximum of 40 hours' banked time may be accumulated by any employee unless approved by supervisor. Any time off must be approved by the immediate supervisor.

The CAO, Public Works Manager, and other management staff as designated by Council are subject to a separate agreement regarding hours of work and overtime.

PAY GRID

All positions are to be paid according to the schedule of wage rates as approved by Council.

All "merit" increases within the ranges specified on the schedule of wage rates are to be recommended by the appropriate supervisor and approved by the CAO.

SHIFT DIFFERENTIAL

Shift differential pay will be provided to employees who work a scheduled shift in the Community Arena. Subject to the following:

- $2.00 per hour increase in regular hourly wage
- Applicable after 6:00 pm weekdays (Monday to Friday)
- Applicable all-day Saturdays and Sundays.
- Shift differential shall not apply to any overtime, Statutory Holiday Pay, or on call time.

PAY PERIOD

All Town of Bow Island employees shall receive their pay on Friday's via direct deposit on a biweekly basis or as soon as possible if delayed by unforeseen circumstances.

All Town of Bow Island employees are required to accurately complete and submit their timesheets to their supervisor biweekly, on Monday mornings. In the event that an employee fails to submit their completed timesheet by the deadline, their pay may be delayed.

PERFORMANCE APPRAISAL AND PROBATIONARY PERIOD

All employees may have their performance appraised annually by their immediate supervisor.

Pursuant to the Municipal Government Act, Section 205.1 Council shall provide the CAO with an annual written performance appraisal.

All new employees may be required to have a six (6) month probationary period

at which time they shall receive a probationary appraisal; and a decision shall be made as to continuing their employment, or extension of probationary period.

Completed performance appraisal forms shall remain confidential. Access to employee's performance appraisals shall be limited to the person appraised, the immediate supervisor and the CAO.

Employees shall sign their completed forms and receive a copy.
Employees who wish to appeal their performance appraisal will follow the steps outlined in the grievance procedure.

STANDBY EMPLOYEES

Each week an employee, as designated by the Public Works Manager, must be assigned to standby duties. The standby employee shall receive a set daily amount set by Council resolution.

CALLOUTS

If an employee works for fewer than three consecutive hours, but is available for the full three hours, the employer must pay wages that are the higher of three hours at the regular wage that applies to the worker, or their overtime hourly rate for the actual number of hours worked.

TRAVEL ALLOWANCE AND EXPENSES

Travel Allowance:

Employees will be reimbursed at the approved rate for using their own automobiles for town business, according to rates sets annually by Council. Each trip must be authorized by the CAO or Manager.

Expenses:

Approved out-of-pocket expenses, supported by receipts as appropriate, or at a flat fee as set by Council, will be reimbursed to employees on town business.

4. **BENEFITS**

Pension:

All permanent full-time and permanent part time employees as defined by the Local Authorities Pension Plan must participate in the Local Authorities Pension

Plan after waiting a period of one year of employment. New employees previously covered in the Local Authorities Pension Plan shall have their coverage continued on an uninterrupted basis.
All employees participating in the Local Authorities Pension Plan may opt in to participate in the APEX Supplemental Pension Plan.

Employees working less than twenty-two (22) hours per week on a regular basis are not eligible to participate. Employees working more than twenty-two (22) hours per week on a regular basis but less than the Town of Bow Island's base amount will be considered to have worked one full year for pension purposes. Shift differential pay for eligible employees shall be eligible for pension.

Health Care:

All eligible employees must join the Town of Bow Island Alberta Member Services Corporation (AMSC) benefit program after successfully completing their probationary period unless proof of other coverage is supplied.

Employees who work thirty (30) hours per week on a regular basis, shall be entitled to the same employer benefits.

Extended Health, Dental, Life- AMSC:

- Extended Health Care - 100% reimbursement
- Group Life Insurance - Two times annual salary
- Vision- $250.00 every two years
- Dental - 100% Basic Dental - Dentures & Major Restorative - 50%
- Accidental Death & Dismemberment – Two times annual salary
- Optional Critical Illness
- Long Term Disability – 66 2/3%
- Flex Spending Account - $500 per Calendar Year
- Note: There is currently no short-term disability coverage

Employer Contribution:

The following mandatory benefits will be provided to all full-time continuous employees commencing after six months of employment with the Town, subject to the various plan regulations.

- Extended Health Care - Town pays 100% of premiums
- Group Life Insurance - Town pays 100% of premiums
- Dental Plan - Town pays 100% of premiums
- Vision Plan- Town pays 100% of premiums

Employee benefits may be extended to long-term employees who are on leave without pay, at the discretion of the CAO. Employee would be required to pay 100% of all premiums.

Sick Leave:
Full- time Employees shall be entitled to accumulate one and one-half (1.5) days per month, cumulative to 120 sick days. Part time employees sick leave shall be prorated according to the average number of days worked per month.

Seasonal Employees shall be entitled to accumulate 0.75 sick days per month cumulative to 60 sick days.

Covid 19 Symptoms: any employee experiencing Covid 19 core symptoms, as defined by Alberta Health Services, and required to self-isolate may use up to 5 un-earned cumulative sick days if necessary.

Sick leave beyond the cumulated amount will not be paid out, nor will it be paid out as a retirement gratuity.

Sick leave shall be used by the employees for purposes of their own illness. Management has the discretion to allow the employee to use sick leave in the event a dependent family member is hospitalized with a serious illness or requires to be taken to appointments with a specialist.
Accumulated sick leave may be used to attend dependent family needs such as medical appointments or illness, not to exceed one (1) working day in a calendar year.

Accumulated sick leave may be used by the employee to attend medical appointments. The employee shall make all attempts to schedule medical appointments at the end of their work shift.
Paid sick leave for medical appointments shall include the appointment duration and up to two (2) hours travel time, travel time in excess of two (2) hours may be granted by the supervisor for specialist services not available locally.

An employee who has exhausted sick leave credits but is not able to return to work, and has worked for the Town for at least 90 days, is eligible for Long Term leave of up to 16 weeks without pay.

The use of sick leave must be reported on the appropriate form, signed by the employee's supervisor.

After an absence of two (2) days of illness or injury, the employee may be required to provide a Doctor's note from a Medical Doctor stating the employee's

inability to perform work and the estimated date of return to work. The CAO and/or Public Works Manager have the authority to use their discretion, depending on the circumstances, when requesting a note from the Medical Doctor. Unapproved absences may result in loss of pay and the employee that fails to report an absence may be subject to disciplinary action up to and including termination of employment.

Compassionate Leave:

Full-time permanent, part time permanent, and Temporary/Seasonal employees shall receive compassionate leave for the death and/or serious illness of an immediate family member defined as spouse, mother/ step mother, mother in law, father/ step father, father in law, child/ step child, sibling/ sibling in law, grandparent/ step grandparent, grandchild, nephews, nieces, aunt or uncle. Such compassionate leave not to exceed three (3) working days plus two (2) days for travelling if necessary.

Exception to the policy may be granted by the CAO.

The Town shall provide a sympathy gift with a value of approximately $100.00 for an employee or Council member where there is a death in their immediate family.

At the discretion of the CAO, Mayor, or Council, Town Facilities may be closed in the event of the death of a Council member, employee, firefighter, or other dignitary.

Vacation:

Vacations are granted annually on the calendar year (January 1 to December 31).

With the prior approval of their Manager and fulfillment of probationary period, employees on the active payroll of the current year, and who have not completed one (1) year of continuous employment, are entitled to a prorated vacation period.

An employee eligible for an additional week of vacation will be entitled to take that week during the same calendar year it was earned.

For Full Time and Part Time Permanent Employees, the annual vacation with pay shall be granted as follows:

- After one (1) year of full-time continuous employment – two (2) weeks of vacation
- After three (3) years of full-time continuous employment – three (3) weeks of vacation
- After eight (8) years of full-time continuous employment – four (4) weeks of vacation
- After thirteen (13) years of full-time continuous employment – five (5) weeks of vacation
- After twenty (20) years of full-time continuous employment - six (6) weeks of vacation
- Managers - as per contract

Seasonal, Term, and Casual employees will receive the vacation entitlement required by the Alberta Employment Standards Code.

Vacations shall normally be granted in at least one-week periods, but shorter periods may be taken with the approval of the employee's immediate supervisor.

Employees may carry forward unused vacation entitlements to future years with the approval of the CAO.

Employees with more than 2 weeks of vacation days may request to have 1 week of vacation days paid out as regular wages each year.

An employee who has taken unearned vacation and is terminated will have the unearned portion of the vacation deducted from termination pay.

If the employer and employee fail to agree on a vacation time, the employer shall give the employee at least two weeks' notice of vacation period.

If a holiday falls during an employee's vacation, that day will not be counted against the employee's vacation entitlement.

Holidays:

Full- time employees are paid average daily wage for designated holidays. Full-time employees who work a designated holiday shall be paid the average daily wage plus 1.5 times the hours worked or, receive a future day off. Seasonal/ part time/ casual employees who work a designated holiday shall be paid 1.5 times the hours worked.

Employees will be entitled to the following holidays:

- New Year's Day
- Family Day
- Victoria Day
- Good Friday
- Easter Monday
- Canada Day
- August Civic Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day + One Day*

*Regular Office and Public Works operations shall close for five consecutive days at Christmas including Saturday & Sunday

If any of these holidays falls on a Saturday or Sunday employees are entitled to the next working day off with pay.

Long Term Service Pay:

Continuous Full time, Part time, and Seasonal employees shall receive long term service pay beginning on their anniversary date. Long Term Service Pay shall be non-cumulative and calculated using the employee's current placement on approved wage grid multiplied by the corresponding service rate.

Years of Service	**Service Rate**
Five (5)	1%
Ten (10)	2%
Fifteen (15)	3%
Twenty (20)	4%
Twenty-Five (25)	5%
Thirty (30)	6%
Thirty-Five (35)	7%
Forty (40)	8%

5. DISCIPLINE

No employee will be dismissed without just or sufficient cause. In exceptional cases, such as theft, summary dismissal may occur.

An employee may be disciplined or dismissed for:

- Unsatisfactory performance
- Substance abuse during working hours
- Absence without notice or leave
- Harassment of another employee, whether sexual, racial, or of any other nature.
- Loss of driver's license due to unlawful reasons
- Failure to follow workplace policies.

Employees shall be provided with a copy of any documentation regarding work performance or discipline which is to become part of their personal record.

If an employee displays behavior that is not acceptable, disciplinary action may be taken to change that behavior.

Before any disciplinary action is instituted, the supervisor must ensure that the employee understands what is expected in terms of both behavior and work standards.

Any disciplinary action shall be kept confidential among the CAO, the supervisor and the employee concerned, and other management staff as deemed necessary by the CAO.

If behavior or performance does not conform to the expected standard, disciplinary action should be taken, normally in the following steps:

Verbal warning:

Employee shall be made aware of specific behavior or performance that is unacceptable.
Employee shall be made aware of why this behavior is not acceptable.
Employee may be told specific performance or behavior changes that must be made, together with a time frame that will be allowed for change.
Consequences for not changing behavior or performance must be explained
A note regarding this discussion will be placed in the employee's personnel file and a copy will be provided to the employee.
The supervisor shall inform the CAO of the discussion and create a written record.

Written warning:

Should the unacceptable behavior or performance continue, the employee shall be given a written warning which includes:

-specifically, what behavior is unacceptable
-why it is unacceptable
-what action the employee is required to take within a specified time frame
-consequences for continuing the unacceptable behavior, pointing out that additional disciplinary action including dismissal may follow.

The employee shall be given the opportunity to submit a written reply for his /her personnel file.

A copy of the written warning will be provided to the employee who should sign the original as having read and understood the contents. The CAO will be provided with a copy of the warning, and the employee's reply.

Two years after the last occurrence, verbal and written warnings will be disregarded.

Suspension:

Action at this level must be carried out by the Manager or CAO. Should the unacceptable behavior or performance continue, consequences identified above should be applied. If there is any doubt about whether the employee is totally responsible for his/her behavior, or that the problem is caused by some situation over which the employee has no control, the employee should be suspended with or without pay depending on the circumstances, and pending investigation.

Dismissal:

If an employee's behaviour has failed to change, the final step in the progressive disciplinary procedure is termination.

The employee shall be given a termination letter specifying:

- a description of the unacceptable behavior and why it was unacceptable
- efforts made to change the behavior (refer to verbal and written warnings and suspension)
- the consequences that were identified at that time.

This termination letter shall be signed by the CAO, or by the Mayor on behalf of Council in the case of CAO.

Grievance Procedure:

An employee having a grievance arising from the interpretation, application, operation, or alleged violation of the Human Resources Policy, or other matter relating to his/her employment, should first discuss the subject of the proposed grievance with his/her supervisor to resolve the matter.

If the employee and the supervisor cannot resolve the grievance, the CAO shall be called to settle the dispute. At this point, a full written record of the complaint should be made.

A complaint may result from any condition of employment that the employee feels is unjust or inequitable.

To ensure prompt attention, a complaint should be lodged within five days of the event prompting the complaint, but a complaint may be lodged at any time.

6. PAID/UNPAID LEAVE PROCEDURES

Jury Duty:

Employees subpoenaed to serve as jurors or witnesses in any court shall, upon application, be granted leave of absence with pay for up to 20 working days. Any compensation received by the employee (with the exception of compensation for travel and food) shall be paid to the Town of Bow Island. Absence beyond 20 working days will be accommodated by a leave of absence without pay. There shall be no loss of benefits while serving on a jury.

Volunteer Firefighter Emergency Leave

Employees who are members of the Bow Island Fire Department may respond to Emergency Service calls while working a regular shift under the following terms:

- Alternate arrangements must be available to perform the members employment duties during the Emergency Service response.
- Town emergencies take priority over Emergency Service responses unless otherwise approved by Supervisor.
- An employee responding to an Emergency Service call, as a member of the Bow Island Fire Department, during a scheduled work shift shall be compensated regular wages as if the employee worked that shift.
- Employee responding to an Emergency Service call shall return to their regular shift as soon as practical upon conclusion of the response.
- Firefighter training shall not be considered an Emergency Service response.

Leave of Absence:

Job protected leaves not listed may be available as per Alberta Employment Standards.

The CAO may grant leave of absence without pay, following the use of accumulated banked time and/or vacation days. Such leave may be granted in case of serious illness or accident within the employees' immediate family or for any other reason which the employer and employee agree upon, including marriage, extended vacation, education, and professional development.
A leave of absence for extended sick leave may be granted without the use of accumulated lieu in time or vacation days at the discretion of the CAO.

A written request for leave of more than two days must be presented in advance of the date of the leave except in emergencies.

The CAO's approval must be in writing and will state that increments, benefits and seniority may be affected.

Maternity/ Paternity Leave:

Maternity leave shall be granted in compliance with Alberta Employment Standards Code.

Extended parental leave is available through a federal government program "Extended Parental Leave".

Political Activity:

Employees are encouraged to participate in federal, provincial or municipal affairs.

Employees who wish to be nominated as a candidate for Town of Bow Island Council must take a leave of absence without pay prior to nomination day.

An employee who is elected shall resign, effective the last day worked prior to the commencement of the leave of absence.

Under the various election acts, employers are required to ensure that their employees have a number of consecutive hours available to them in order to vote during the time the polls are open. The consecutive hours available to vote will be in accordance to the respective election act.

Security:

All employees are required to alert their supervisor regarding any security concerns. Employees working in the building during off hours are responsible for maintaining the security of the building and following all Town policies.

Employees are cautioned against sharing computer codes with fellow employees.

Staff Development:

The Town of Bow Island recognizes that the skills and knowledge of employees are critical to the success of the Town and encourage personal development through education and training.

Professional employees are expected to continue their professional development through attendance at conferences, seminars, and workshops related to municipal government and/or operations. The Town further recognizes the benefit of participation in professional associations, and subject to approval by Council and/or CAO, will pay for dues and membership fees.

Additional time spent at a conference, convention, workshop, seminar or similar training course shall not be considered as lieu-time or overtime. Regular pay for approved time off may be granted to attend courses, seminars, and examinations.

Such attendance is to be determined on consultation with the Manager and must stay within the budget approved by Council.

Upon prior application to the Manager an employee may be reimbursed fees for any course, workshop, seminar, or conference taken or attended where the subject matter of which pertains to the work of the municipality.

Employees may be required to participate in training as a condition of employment. Employees taking formal courses outside of normal working hours at the request of the supervisor will be granted lieu time.

Where the training is not a direct requirement of the job, and is to the benefit of the employee, the Town of Bow Island may reimburse fees for training, at the discretion of the CAO and where budget permits. Flexible hours may also be arranged to enable attendance at courses and writing exams.

Training fees will be reimbursed upon presentation of proof of successful completion of relevant courses. If requested the Town will pay one half of the course fees, including books and materials, upon registration and again one half upon successful completion of course. Arrangements for courses where reimbursement is anticipated must be done with the knowledge and permission of the Manager.

While educational assistance is expected to enhance employee performance and professional abilities, the Town cannot guarantee the employee to automatic advancement, a different job assignment or pay increases.

The Town invests in educational assistance to employees with their expectation that the investment be returned through enhanced performance. A training agreement may be entered into with the employee.

7. RESIGNATIONS AND RETIREMENTS

Resignations:

All employees are expected to give two weeks' notice in writing to their Manager of intent to resign.

All management employees are expected to give at least four weeks' notice in writing to the CAO of intent to resign.

According to his/her contract the CAO's resignation would be given to Council.

8. WORKER'S COMPENSATION

Employees are covered under the Workers' Compensation Act. When an employee has an occupational accident, the Town of Bow Island may elect to continue payment of the employee's salary during the negotiations of the claim.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Human Resources Policy of the Town of Bow Island I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____