

TOWN OF PINCHER CREEK

Approved by: Council	Date: November 8, 1999	Policy Number: 137-99
Reference: Motion 99-553	Revision Date/by:	
Title: MANAGEMENT POLICY		

POLICY STATEMENT

The purpose of this policy is to outline the present policy so that all management employees are aware of the privileges, benefits, responsibilities and duties of their particular area, and to maintain a harmonious and cooperative relationship between the Town Council and its employees.

All management employees are reminded that they are public employees, “servants” of the general public. As such, they will at all times be polite and restrained in their dealings with the public.

Notwithstanding any clauses contained herein, appropriate Government legislation shall prevail (example: Municipal Government Act, Alberta Labour Standards, Employment Standards Code, etc.).

1. DEFINITIONS

- 1.1 EMPLOYER shall mean the Corporation of the Town of Pincher Creek and as the context would indicate, the Town Council.
- 1.2 MANAGEMENT PERSONNEL shall mean and include the Director of Community Services, Municipal Treasurer, Municipal Secretary, Town Superintendent or any other positions that may be created by the Town of Pincher Creek to be defined as management positions and shall include the Town Manager, appointed by Council pursuant to Section 205(1) of the Municipal Government Act.
- 1.3 PROBATIONARY EMPLOYEE shall mean any individual who is employed on a probationary basis for six (6) months.
- 1.4 PERMANENT POSITION shall mean a position which is required to be filled on a continuous basis.

2. RECRUITMENT AND EMPLOYEE APPOINTMENT

- 2.1 No new Permanent Position shall be created without the specific approval of the Council.
- 2.2 Job Positions. Notices of vacancies and new positions required to be filled shall be publicly advertised and conspicuously posted at the Town Office, Town Shop and RCMP Building so that all employees may be made aware of the vacancy.
- 2.3 Advertising. Advertising to fill vacancies of management personnel shall be done at the discretion of Council.

2. Recruitment and Employee Appointment ... cont'd

- 2.4 Management Personnel shall be appointed by Committee comprised of the Town Manager and two other management personnel. One liaison representative from Council shall be appointed on a case-by-case basis. An exception is the Town Manager, who shall be appointed by Council.
- 2.5 Hiring Slip. All persons appointed to a permanent position shall receive a Hiring Slip form as attached hereto for completion and file into the personnel file system.
- 2.6 Family Hiring. Relatives of existing employees may be hired providing that the existing employee is not on the hiring panel, and no two relatives are employed in the same section, where one acts as supervisor.
- 2.7 Individuals within the immediate family of a member of the Town Council shall not be eligible for full time management employment with the Town of Pincher Creek. Immediate family should be confined to wife, husband, mother, brother, sister and children of the councillor. On the other hand, an employee's tenure of employment shall not be affected if subsequent to becoming an employee, a member of the employee's family is elected to the Town Council.

3. HOURS OF WORK

- 3.1 A minimum of 40 hours per week for the Town Superintendent.
- 3.2 A minimum of 35 hours per week for Office Management Staff.
- 3.3 Daily hours of work shall be 7 hours per day, between 7:30 a.m. and 5:30 p.m.
- 3.4 The Town Manager is authorized to grant time off from time to time at his/her discretion.

4. OVERTIME

- 4.1 Management staff are not eligible to receive monetary payment, or time off in lieu, for overtime worked. The individual has defined responsibilities and is expected to carry them out.

5. HOLIDAYS

- 5.1 The following shall be holidays for which regular daily pay shall be received:

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

1/2 Day on the day prior to the day off for Christmas Day (as per Policy #133-97)

5. Holidays ... cont'd

and all holidays declared or proclaimed by the Town of Pincher Creek, the Province of Alberta, or the Dominion of Canada.

- 5.2 If any of the holidays listed in clause 5.1 falls on a regular day off, he/she shall be entitled to an extra day's pay for same, or be given a day off with pay in lieu.
- 5.3 Management staff shall make every effort to manage their time-off and vacations so that at least two are in the office at all times.

6. ANNUAL VACATION

6.1 All annual vacations shall be as follows:

. In the first year of service, after 6 months	2 weeks
. In the fourth (4th) year of service	3 weeks
. In the seventh (7th) year of service	4 weeks
. In the tenth (10th) year of service	5 weeks
. In the twentieth (20th) year of service	6 weeks

OR as per agreement or contract upon hiring.

- 6.2 Management staff shall receive one (1) extra week vacation in lieu of overtime.
- 6.3 Vacations are not accumulative and except in exceptional circumstances, and with approval of Council, the minimal interval between successive annual vacations will be thirty (30) calendar days.
- 6.4 Under extenuating circumstances, Management staff may be granted an extension of ninety (90) days past their anniversary date in which to take their annual vacations at the discretion of the Town Manager.
- 6.5 At the discretion of Council, the Town Manager may be granted an extension of ninety (90) days past his/her anniversary date in which to take his/her annual vacation.

7. LEAVES OF ABSENCE

- 7.1 Leaves of Absence for Management Staff shall be granted at the discretion of the Town Manager.
- 7.2 Leaves of Absence for the Town Manager shall be granted at the discretion of the Town Council.
- 7.3 Requests for leaves of absence must be made in writing to the appropriate person.
- 7.4 Where leaves of absence are granted for the Town Manager and Management Staff in excess of three (3) months, Vacation Entitlement shall be pro-rated from the date leave was taken to date of full time return to work.

- 7.5 Upon return from such leave of absence, management personnel shall be entitled to his/her former position, or a position similar in nature, without loss of seniority or pay or benefits.
- 7.6 Should management staff's application be refused he/she shall have the right to appeal to the Town Council.

8. PROBATIONARY PERIOD

- 8.1 There shall be a probationary period for management staff shall of six (6) months, followed by a written performance review recommending permanent status.
- 8.2 Performance reviews for management staff shall be given by the Town Manager, with the exception of the Town Manager, whose review shall be given by Council.

9. LAY-OFFS, REHIRING, DISCIPLINE & DISMISSAL

- 9.1 Lay-offs, discipline and dismissal of the Town Manager shall be in accordance with the employment contract with the Town of Pincher Creek and pursuant to the appropriate sections of the Municipal Government Act and Employment Standards Code.
- 9.2 Lay-offs, discipline and dismissal of management staff who are appointed as Designated Officers shall be at the discretion of the Town Manager and in accordance with the provisions as set out in the appropriate sections of the Municipal Government Act, Employment Standards Code or in accordance with employment contract with the Town of Pincher Creek.
- 9.3 Lay-offs, discipline and dismissal of management staff who are not appointed as Designated Officers shall be at the discretion of the Town Manager and in accordance with the Employment Standards Code or in accordance with employment contract with the Town of Pincher Creek.

10. EMPLOYEE RELATIONS

- 10.1 If management staff requires issue resolution, they shall take up the matter within seven (7) days with the Town Manager in an attempt to solve the problem.
- 10.2 Failing a satisfactory solution within fourteen (14) days, he/she shall take up the matter with Council in writing. The Town Council shall, after discussions with the Town Manager, make its decision in writing within thirty (30) days.

10. Employee Relations ... cont'd

- 10.3 If the Town Manager requires issue resolution, he/she shall taken up the matter with Council in an attempt to solve the problem at the next Council meeting or by Special Meeting of Council. Legal representation shall be permitted at any meetings with prior notification of 24 hours.
- 10.4 Time limitations listed in clauses 10.1, 10.2 and 10.3 may be extended by mutual agreement of all parties concerned.

11. BENEFITS

- 11.1 Benefits for Sick Leave, Pension, Insurance, Health and Dental Plans, and Parental Leave, or other benefits not listed in this manual, shall be the same as specified in the agreement between the Town of Pincher Creek and the Canadian Union of Public Employees, Local 927 or as otherwise specified by the Town Council.
- 11.2 It is understood that for management benefits, the waiting period shall be waived and commencement of benefits is to begin upon hiring.

12. HARASSMENT

- 12.1 Refer to Policy #132-97, Harassment in the Work Environment.

13. WAGE RATES

- 13.1 Wage rates for management staff shall be as per employment contract or employment agreement..

14. WAGE INCREASES

- 14.1 Wages increases for management staff shall be at the discretion of the Town Manager and within the approved budget.
- 14.2 Wage increases for the Town Manager shall be in accordance with the employment contract with the Town of Pincher Creek and at the discretion of Council.

15. COMPASSIONATE LEAVE

- 15.1 After the completion of three (3) months' continuous service with the Town, entitlement of up to three (3) days with pay on the death of an immediate relative shall be given, as follows:

Grandparent, Common-Law Spouse, Grandchild, Sister, Brother, Aunt, Uncle, Mother-in-Law, Father-in-Law, Sister-in-Law, Brother-in-Law

15. Compassionate Leave cont'd

and five (5) days with pay on the death of an immediate relative shall be given, as follows:

Spouse, Son, Daughter, Mother, Father

- 15.2 Up to two (2) additional days travelling time will be allowed where travelling time is required to attend.

16. PERSONAL VEHICLES

- 16.1 No one shall be required to use his/her personal vehicle to transport Town equipment.

17. REST BREAK

- 17.1 Two 15-minute rest breaks per day shall be given.

18. JOB TRAINING

- 18.1 Management staff may be required from time to time to enroll and complete specified educational courses dealing with their job duties at the request of the Town Manager.
- 18.2 Management staff are encouraged to enroll in courses and workshops pertaining to their area of work, with approval from the Town Manager.

19. END OF POLICY