

LACOMBE COUNTY - GENERAL – 2020Cost of Living Adjustment

The Cost of Living Allowance (COLA) for the following fiscal year will be determined in September each year by Council based upon an analysis of various economic factors including:

- (i) The Consumer Price Index (CPI) for Alberta and for Canada for the period beginning July 1st of the previous year and ending June 30th of the current year;
- (ii) A comparison of what other municipalities within the province have approved in the prior year for CPI and salary adjustments;
- (iii) Other market data that may be pertinent (i.e. private sector market, Lacombe County attrition rate, etc.);
- (iv) Any other economic or fiscal data that may be pertinent.

If approved by Council, any COLA changes will be effective on January 1st.

Initial Placement

A new employee will be placed at an increment level considered appropriate to the employee's experience for the position.

Employment Status

Permanent employees are those hired in positions where the nature of their duties requires year round employment with no predetermined end date. Employees attain permanent status by successfully completing an initial probationary period. Permanent employees are paid on a salary or an hourly basis and are entitled to benefits except where otherwise exempted.

Temporary employees are those hired on a fixed term contract, typically that does not exceed 12 months. Temporary employees are eligible for group benefits, unless otherwise noted.

Seasonal employees are those hired in positions for a specific period of time required to complete certain tasks or projects and will typically be laid off at the end of each season. Seasonal employees are generally paid on an hourly basis. Seasonal employees are entitled to benefits except where otherwise noted. Seasonal positions typically last between 5-8 months. Seasonal employees are typically eligible for group benefits, but are not eligible for LAPP benefits.

Summer seasonal employees typically work from May to August, or from July to August. Summer seasonal employees are not eligible for group benefits or LAPP benefits.

Sick Leave

Sick leave is defined as the period of time an employee is absent from work with pay as a result of an injury, illness, or a medical/dental appointment.

Employees are eligible for up to 12 days per year of sick leave without loss of pay and may accumulate unused sick leave up to a maximum of 100 days. Full-time (permanent, seasonal, temporary) employees shall earn sick leave at the rate of one day per month of completed service. Part-time (permanent, seasonal, temporary) employees shall earn sick leave at a prorated rate based on full time equivalency. Employees who return to work from a leave with

LACOMBE COUNTY - GENERAL – 2020

a restriction on hours of work shall earn sick leave at a prorated rate based on full time equivalency.

STEP students and summer seasonal employees are eligible to earn sick leave, at the rate of one day per month of completed service, but are not eligible to accumulate unused sick leave.

A doctor's certificate may be required (typically after 3 consecutive sick days), at the discretion of the County Manager or designate. Any costs associated with the certificate are the responsibility of the employee. The certificate should reflect information including: the anticipated return to work date and an indication of any modifications required to allow the employee to return in a modified capacity. Any subsequent requests from the County for follow-up information (i.e. a Physician's Assessment of Work Abilities) will be paid by the County.

Where the County is not satisfied with the information provided by the employee or the employee's health care provider related to a disability, restrictions, limitations or required accommodation, or such information is deficient for the County to assess reasonable accommodation, the County may require an employee to provide a medical certificate from a qualified medical practitioner or participate in an integrated disability management program of the County's choosing, addressing the nature of the employee's illness or disability, the prognosis for recovery, a treatment plan, fitness to be at or return to work and the duration of any physical restrictions and/or limitation and what they are. The results of such assessment will be provided to the County and to the employee and shall be paid for by the County.

During exceptional, unprecedented times (i.e. the global pandemic COVID-19 outbreak), when an employee is required to be at home for sick-related reasons or arrange for child care, at the discretion of the County Manager, or designate, an employee may use unearned sick time. The unearned sick time taken will be recovered by the County as the employee earns regular sick time upon their return to work. To be eligible to use unearned sick time, the employee shall enter into an agreement with the County confirming that should their employment terminate prior to the unearned sick time being returned, it will be recovered by the County through the employee's final pay.

For salary employees, the sick leave payment is to be based on the employee's regular salary.

For hourly employees, the sick leave payment is to be based on the hours that the employee would've normally worked had they not been sick per day at the employee's regular hourly rate.

Newly hired salary employees who start work before the 16th of the month accrue full leave during the first calendar month of employment. Newly hired salary employees who start work on or after the 16th of the month begin accruing leave at the end of the second calendar month of employment.

Newly hired hourly employees who start work before the 8th of the month accrue full leave during the first month of employment. Newly hired hourly employees who start work on or after the 8th of the month begin accruing leave at the end of the second month of employment.

In the event of a leave due to a long-term disability claim, sick leave accrual will cease at the end of the 90 calendar day LTD waiting period, or once all paid sick time has been utilized,

LACOMBE COUNTY - GENERAL – 2020

whichever is earlier. Sick leave will then cease to accrue until the employee's return to active service and will be prorated correspondingly to the return date.

In the event of leave due to a lay-off, or other unpaid leaves of absences, sick leave will cease to accrue until the employee's return to active service and will be prorated correspondingly to the return date.

Sick Leave – WCB

If an employee is injured at work, regular wages will be paid for the day the injury occurred (sick leave will not be used).

When the WCB or a health care provider indicates that an employee can return to work with limitations or restrictions, and the County can reasonably accommodate the employee's disability, the employee shall return to work and perform modified duties.

Where the County is not satisfied with the information provided by the employee's health care provider related to the employee's return to work, or such information is deficient for the County to assess reasonable accommodation, the County may require an employee participate in an integrated disability management program of the County's choosing, addressing the nature of the employee's illness or disability, the prognosis for recovery, a treatment plan, fitness to be at or return to work and the duration of any physical restrictions and/or limitation and what they are. The results of such assessment will be provided to the County and to the employee and shall be paid for by the County.

Time required to attend a WCB claim related appointment (medical examination or appeal hearing) will not be paid by Lacombe County.

Any benefit available from Workers' Compensation for paid sick leave is to be recoverable to the County.

In the event of a leave exceeding 90 calendar days due to a WCB claim, sick leave will cease to accrue until the employee's return to active service and will be prorated correspondingly to the return date.

Vacation Schedule (Salary Employees)

1. Vacation time earned each month will be available in the employee's vacation bank immediately at the end of each calendar month.
2. Employees are eligible to use banked (earned) vacation time as it becomes available, subject to approval from the employee's Supervisor, Manager or Director and dependent upon operational requirements.

Employees shall not normally take vacation days while on probation. Exceptions may be made at the discretion of the Supervisor, Manager or Director.

3. At December 31, the total of any postponed vacation to the following year shall not exceed the number of vacation days earned from the previous calendar year plus the monthly accrual of the current year.