



# Summer Village of South View

## Administrative Policy

Number	Title			
A-HUM-COD-1	Human Resources Code of Conduct			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	8-19	Resolution No:	
	Date:	January 16, 2019	Date:	

### POLICY STATEMENT

To create, provide and maintain an equitable, positive, safe and rewarding work environment for all employees.

### PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and Employees.
2. To document personnel practices and policies of the Summer Village.
3. To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Summer Village.
4. To provide for the safety and welfare of the Employees, the economy of operation, protection of the property and welfare of the public and the Summer Village.
5. To provide a fair and effective system of personnel administration.
6. To assist the Summer Village in providing quality service to the ratepayers and residents of the Summer Village.

### PRINCIPLES

#### 2.1 Employee Hiring

1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
2. The CAO is responsible for recruitment and hiring of all Employees and contractors that report to the CAO and termination of all employees and contractors.
3. Department Managers are responsible for recruitment and hiring of their department Employees with the CAO endorsement.
4. Equal opportunity for employment will be provided to all qualified candidates.
5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgement of the Summer Village policies, successful reference and background checks, and any other condition applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract). Relatives of Employees or Council may be considered for employment with the Summer Village provided they:
  - have made application for employment through the regular process;



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- have been considered in accordance with established employment policies and procedures;
  - possess the necessary qualifications;
  - are considered to be the most suitable candidate;
  - are not supervised by, or work directly with, their immediate family member (spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, adopted, half, and step members).
6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.
  7. Offer letters will include any terms and conditions of employment.

### **2.2 Orientation**

1. Employee orientation will be provided, and will include review of Summer Village policies, rules and regulations, and other job-specific information designed to assist the Employee in their duties.
2. Adolescent and young workers (18 and under) will be provided with further orientation, if required as per Alberta *Employment Standards Code*.

### **2.3 Probationary Period**

1. A new Employee will be on Probationary Period for six (6) months. This period and any extensions should be referred to as the "Probationary Period".
2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.
3. An Employee who is promoted or is selected for employment via an internal transfer may serve a six (6) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event the Employee is not successful in the new position after Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.
4. The CAO may extend Probationary Period an additional three (3) months if warranted or required.

### **2.4 Performance Management**

1. The Summer Village is committed to continuous Employee performance management and development.
2. All Employees and Department Managers may be subject to annual performance reviews at the discretion of the CAO.
3. Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31.



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### **2.5 Ending Employment**

1. Termination of employment may take place upon the initiation of either the Summer Village or the Employee.
2. Termination by the Summer Village of Employee will be consistent with the Alberta Employment Standards Code.

### **2.6 Personnel Record Documentation**

1. Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO or designate as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).
2. An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per the Summer Village retention policy. Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.
3. Employees have access to their own personnel files, with the exception of confidential reference letters. It is the responsibility of the Summer Village to ensure that personnel records contain all current Employee development information.
4. No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
5. Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the Alberta Freedom of Information and Privacy Act.

### **Revisions:**

<b>Resolution Number</b>	<b>MM/DD/YY</b>