

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	August 27, 2019
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	Policy Review – Fitness Center – 900 Garbage – 1000 Human Resources - 1100
File:	0102, 0908, 1001

BACKGROUND/PROPOSAL:

Fitness Center – 900

900-01	Fitness Center Facilitator Job Description
900-02	Fitness Center Fob System Procedures
900-03	Fitness Center Operating Guidelines
900-04	Fitness Center Rules and Regulations Fitness Center Fob Rates

Garbage – 1100

1000-01	Garbage Collection
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Human Resources – 1100

1100-01	Discrimination of Employees
1100-02	General Holidays
1100-03	Hours of Work and Shifts
1100-04	Lay Off and Recall of Employees
1100-05	Payroll Issuance
1100-06	Payroll Files
1100-07	Personnel Files
1100-08	Personnel Development
1100-09	Wellness and Learning Program
1100-10	Posting of Vacancies of Employees
1100-11	Probationary Period of Employees
1100-12	Recruitment and Selection of Employees
1100-13	Salaries, Wages & Schedules
1100-14	Seniority of Employees
1100-15	Staff Training & Development Schedule “B” Allowances
1100-16	Stand-by Call Back
1100-17	Subsidized Group Benefits

	Schedule "A" – "Subsidized Group Benefits"
1100-18	Termination of Employment
1100-19	Vacations
1100-20	Overtime
1100-21	Special Leave
1100-22	Medical/Dental Appointments
1100-23	Grievance Policy
1100-24	Emergency Supplies
1100-25	Jury Duty and Court Service
1100-26	Cell Phone Policy
1100-27	Sick Leave
1100-28	Political Activity
1100-29	Leave of Absence
1100-30	Compassionate Leave
1100-31	Maternal & Parental Leave
1100-32	Medical Examinations
1100-33	Code of Conduct
1100-34	General
1100-35	Effective Date & Supremacy of Policy
1100-36	Temporary & Summer Staff
1100-37	Harassment in the Workplace
1100-38	Violence in the Workplace
1100-39	New Employee-Hire on Package
	Form "A" – Personnel Policies Understanding
	Form "B" – First Aide Requirement
	Form "C" – Job Description
	Form "D" – Oath of Confidentiality
	Form "E" – Medical Information
	- Optional Life Insurance Enrolment Form
	- Health Statement
	- Beneficiary nomination
	- Personal Tax Credit Return (Alberta & Federal)
	- Group Benefits enrolment/change form
	- Driver's Abstract Consent

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Council approves the Fitness Center, Garbage and Human Resources Policy Review as amended/presented.

Initials show support- Reviewed by:	Manager:	C.A.O.
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