



LAC LA BICHE COUNTY PROCEDURE

TITLE: Authorities for Personnel Management Actions
Standard Operating Procedure

PROCEDURE NO: CS-03-014-01

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

- a) Pursuant to the Chief Administrative Officer Bylaw No. 07-001 and of the Municipal Government Act, Sections 203(1) and 207, Lac La Biche County's Chief Administrative Officer has been delegated by County Council, the authority to select, employ, direct, discharge, suspend or subject to other disciplinary action all employees, including probationary employees, within Lac La Biche County. The Chief Administrative Officer has also been granted the authority, by County Council, to delegate certain authorities within the organizational structure of Lac La Biche County.
- b) The Chief Administrative Officer has delegated the authority, as outlined in Table A: Authorities for Personnel Management Actions Table, to discharge suspend or subject to other disciplinary action certain employees, including probationary employees, of Lac La Biche County.
- c) The Chief Administrative Officer has also delegated the authority, as outlined in Table A: Authorities for Personnel Management Actions Table, to select, employ, direct and compensate certain employees, including probationary employees, of Lac La Biche County.
- d) In the Authorities for Personnel Management Actions Table of this policy, a (□) in a field means that the person identified in that column has the authority noted in the left-side column of the row.

2.0 Procedure: "Two-up" Review and Approval Process

- a) In the case of actions, as described in Table A, for employees of positions reporting directly to the Chief Administrative Officer, the Chief Administrative Officer shall approve any such actions.
- b) In certain other cases of Human Resource Management actions, the County requires that a **"two-up"** recommendation and approval process be followed. A **"two-up"** recommendation and approval process means that:
 - the first level of supervision, to whom the employee reports, makes a formal recommendation to his/her superior; and
 - the superior reviews, and, at his or her discretion, may or may not approve the action.

3.0 Table A:
Authorities for Personnel Management Actions Table

AUTHORITIES FOR PERSONNEL MANAGEMENT ACTIONS	CAO (or designate)	General Managers	Managers	REQUIRES 'TWO-UP' APPROVAL
Dismiss Permanent Employees	<input type="checkbox"/>			
Dismiss Probationary Employees	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dismiss Seasonal Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dismiss Casual Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminate employee due to ABANDONMENT of Position	<input type="checkbox"/>			
Suspend <i>WITHOUT PAY</i> - OVER 5 days	<input type="checkbox"/>			
Suspend <i>WITHOUT PAY</i> - UP TO and INCLUDING 5 days	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Suspend <i>WITH</i> pay	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Issue formal Letters of Discipline	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Conduct investigations pertaining to matters such as Harassment and Discrimination Claims and resulting actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Withhold OR Deny Merit Salary/Wage Increases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue Layoff or Position Elimination Notices	<input type="checkbox"/>			
Issue Seasonal layoffs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make offers of employment to employees coordinator level and up	<input type="checkbox"/>	<input type="checkbox"/>		
Make offers of employment to employees below Coordinator level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grant merit increases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine successful completion of Probation Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shorten or waive Probation Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extend probation period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Leaves of Absence <i>WITHOUT PAY</i> of TEN DAYS or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Leaves of Absence <i>WITHOUT PAY</i> for MORE THAN TEN DAYS	<input type="checkbox"/>			
Approve Leaves of Absence <i>WITH PAY</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Vacation Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grant Vacation Carryover and Vacation Payout Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These actions can be made with input from foremen, coordinators and other supervisory level employees.

4.0 Temporary Delegation of Authority

- a) Employees appointed to any supervisory level position, whether appointed on a permanent, temporary or acting basis, shall, by virtue of that appointment, be delegated the same authority as outlined under the Two-Up Review and Approval Process (2.0).
- b) So that Lac La Biche County operations may proceed smoothly when supervisors are away from the workplace, supervisors shall formally designate a **permanent back-up person** who will assume authorities, and shall provide written notification to the next level Supervisor,

General Manager or to the Chief Administrative Officer, of the individual who has been identified as the permanent back-up.

- c) Where it is not possible to identify a permanent back-up person, supervisors are required to provide written notification to the next level Supervisor, General Manager or to the Chief Administrative Officer, of the individual who has been identified as a **temporary back-up** for a particular absence on the part of the supervisor.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date