



LAC LA BICHE COUNTY POLICY

TITLE: LAC LA BICHE COUNTY'S COMPENSATION AND BENEFITS POLICY	POLICY NO: CS-03-016
RESOLUTION: 16.008	EFFECTIVE DATE: SEPTEMBER 24, 2013
LEAD ROLE: Manager, Human Resources	NEXT REVIEW DATE: SEPTEMBER 24, 2016
SPECIAL NOTES/CROSS REFERENCE: Procedures: CS-03-016-01 to CS-03-016-15	AMENDMENT DATE: JANUARY 7, 2016

POLICY STATEMENT:

Lac La Biche County strives to maintain a total compensation package that is internally equitable and externally competitive. The components of the benefits are designed to address the needs of our employees, reward employees for their contributions, attract and retain suitable candidates and foster a satisfying work experience at Lac La Biche County.

General Statements:

a) Administration of Salary and Benefits

Lac La Biche County strives to maintain a salary and benefits program that is internally equitable and externally competitive.

b) Employee Wellness Programs

Lac La Biche County supports the overall wellness of our employees by developing voluntary wellness initiative which encourage and support healthy personal lifestyle choices and safe practices both on and off Lac La Biche County premises.

c) Employee Recognition

Lac La Biche County recognizes and values the efforts and accomplishments of all employees and the contributions they make towards the success of our organization. The municipality will strive to recognize their achievements in an appropriate and timely fashion.

d) Professional Development

Lac La Biche County supports the job-related training and development of its employees, with the particular objective of meeting the County's present and future skill needs.

e) Special Leave

Lac La Biche County understands that under certain circumstances special leave with or without pay may be granted to an employee to take care of non-work related matters.

i) Bereavement/Funeral Leave

Lac La Biche County understands that employees should have time off work to attend funeral services, grieve, and deal with family issues in the event of a death. It is our intention to

ensure that our employees are provided the time they need to properly take care of their family obligations, while maintaining their employment with our organization.

ii) **Compassionate/Emergency Leave**

Lac La Biche County is committed to supporting a work-life balance for its employees and understands that situations can arise in which employees need to be away from work to attend to urgent matters that directly affect their families or dependants.

iii) **Jury Duty**

Lac La Biche County recognizes and respects the necessary civic duty of Jury Duty, and shall make accommodations for employees that have been selected to perform it. The County also recognizes that there are times when an employee is required to attend court as a plaintiff, defendant or witness.

iv) **Reasonable Accommodation**

Lac La Biche County will support required workplace accommodation for employees and job applicants under the grounds described in the Human Rights Code/Act, up to the point of undue hardship for the organization.

v) **Return to Work**

The County is committed to supporting employees to safely return to work, at the earliest possible date following an injury or illness, through the implementation of a return to work program.

vi) **Maternity/Parental/Adoption Leave**

Lac La Biche County ensures that employees are provided with maternity, parental or adoption leave, in accordance with Alberta Employment Standards Code guidelines, without fear of a negative impact on their employment status or opportunities with the organization.

vii) **Sick Leave**

It is the commitment of the municipality to establish guidelines and procedures surrounding the awarding and use of sick leave benefits.

viii) **Statutory Holiday**

In addition to annual vacation leave, Lac La Biche County provides a variety of paid holidays to employees each year: a blend of statutory, civic and County-recognized holidays.

ix) **Vacation**

It is the policy of the municipality to provide annual vacation benefits to employees, which shall include vacation time off or vacation payment compensation.

“Original Signed”

Chief Administrative Officer

January 13, 2016

Date

“Original Signed”

Mayor

January 13, 2016

Date