

# TOWN OF WADENA

<b>POLICY:</b> Personnel Policy		<b>COUNCIL RESOLUTION:</b> Resolution # 313-17 Effective: October 02, 2017
<b>DEPARTMENT:</b> Administration	<b>POLICY NUMBER: #</b> P2017-007	<b>Amended Date:</b> <i>Resolution #340-17 Oct 17, 2017</i> <i>Resolution #039-1Jan 23, 2018</i>

## PURPOSE

Provide a framework of personnel policies to ensure fair and consistent practices across all departments.

## BENEFITS

### Moving Expenses (Res# 312-17)

Employees will be automatically reimbursed for moving expenses for the cost of moving to Wadena for the purposes of their employment with the Town of Wadena. Costs will be reimbursed as per submitted receipts, to the following maximums pending on the location being moved from:

- \$1500 max in-province move
- \$2500 max out-of-province move

Any additional payment or compensation is at the discretion of Council.

### Professional Development (Res# 314-17)

The Town of Wadena believes strongly in developing the potential, skills and abilities of its staff and Council.

For office staff undergoing training to qualify for the Level II Administrative Assistant promotion, the Town of Wadena will cover the cost of training under the following conditions:

- If an employee seeks to undergo professional development to move up into a Level II Administrative Assistant Position, which is a certified position, within the Town of Wadena, the following will apply:
  - The employee must submit a request for professional development to the CAO for approval.
  - The employee must undertake all expenses relating to the course.
  - Once the employee provides proof that the course has been passed (based on transcript provided), the course and associated fees (registration, application, texts, course materials), etc. will be reimbursed at 100% by the Town of Wadena.
  - The Level II Administrative Assistant promotion may only be awarded to an employee who has successfully obtained and provided proof of their Local Government Authority (LGA) Certificate.

Pool Staff Training - Upon passing an approved course (course must be pre-approved by the Director of Parks and Recreation) and completing one full summer of work, pool staff may be reimbursed up to \$200 for one course in the year they are employed. The employee must submit a receipt and proof of passing confirming their name, course taken, date taken, and passed status. These must be provided to the Director within 30 days after the last day of work for reimbursement. Any outstanding course balances under the previous policy from prior years, will be paid out in 2018 up to a maximum of \$200 per returning employee.

*Christmas Bonus / Party (Res# 340-17)*

Wadena Bucks in the amount of \$150 will be given to each permanent employee as a Christmas bonus, and a Council and staff Christmas Party be held annually to which Council, permanent staff and their spouses/significant others are invited, and such will be budgeted for on an annual basis.

The Christmas Party will annually be arranged to be held at the Wadena Golf Course Clubhouse on the second Friday in December to start at 5:30 pm with the meal catered, and Administration be authorized to apply for a special occasion liquor license for the event. Should the location/date/time indicated not be available, administration will coordinate a new date as needed.

*Bereavement Leave for Out-of-Scope Employees*

The Town shall grant full-time out-of-scope employees the necessary time, up to a maximum of five (5) consecutive days (40 hours), with pay upon request to attend the funeral of a spouse (including common-law), child, father, mother, sister or brother and the necessary time up to a maximum of three (3) consecutive days (24 hours), with pay upon request to attend the funeral of a grandparent, grandchild, mother-in-law or father-in-law. Permanent part-time out-of-scope employees shall receive a prorated benefit based on hours scheduled to be worked.

Subject to prior written approval from the Chief Administrative Officer, up to two (2) additional days (16 hours) may be granted where travel outside of the province is necessary or for other extenuating circumstances.

One-half (1/2) day (up to 4 hours) will be granted without loss of pay to attend a funeral as a pallbearer or mourner, provided that such employee has the approval of their supervisor.