

**Cross Reference:**

MTN 2008-03-46 MTN 2008-06-20 & 24  
 MTN 2008-12-77 MTN. 2009-11-12  
 MTN 2009-12-24 MTN. 2009-04-41  
 MTN 2010-10-29 MTN 2010-12-15  
 MTN. 2011-01-02 MTN 2011-10-23

MTN 2011-11-21 MTN 2012-04-37  
 MTN 2013-09-27 MTN 2014-12-11  
 MTN 2015-02-58 MTN 2016-08-22  
 CC 2018-01-24-33 CC 2021-08-18-19  
 CC 2021-12-15-13 CC 2022-10-19-17  
 CC 2022-12-21-10



## **Personnel Policy**

### **PURPOSE**

This policy is to aid in providing a fair and effective system of personnel administration and to provide a mutual understanding between employees and management of Vulcan County. If there is any conflict between the minimum standards contained in the governing employment standards legislation and this Policy, the standards contained in the governing employment standards legislation shall prevail.

### **1.0 STRUCTURE AND CHANGES**

#### **1.1 DIRECTION OF DUTIES**

1.1.1 Vulcan County as the employer has the right to direct its employees in such a manner as to provide effective and efficient service to the ratepayers and residents of the County and shall do so within the direction provided by the Personnel Policy.

1.1.2 As per Section 205 and 207 of the Alberta Municipal Government Act designates the Chief Administrative Officer (CAO) as the administrative head of the municipality. As such, the CAO has the authority to amend the organizational chart and to alter job profiles within the organization, provided that levels of service are not diminished and that approved budget amounts are not exceeded due to CAO approved changes. Such organizational chart and job profile amendments may alter budget accounts as funds may be re-allocated from one account to another within any specific County department budget, provided that:

- a) any individual or cumulative allocation does not alter the overall operating budget amount approved by Council for that specific County department,
- b) any individual re-allocation does not generate account alterations that exceed \$100,000.00, and
- c) the total of all re-allocations does not exceed \$250,000.00 in any given year.

#### **1.2 AMENDMENTS TO PERSONNEL POLICIES**

In order to ensure that the personnel policies meet the needs of the County and its employees, the Chief Administrative Officer (CAO) shall initiate a review of the personnel policy on a bi-annual basis in conjunction with County Council and staff. Under normal circumstances, the personnel policy may be amended (if necessary)

during this review process, by resolution of County Council. Staff will be notified of amendments approved by Council via email to their County email address.

### **1.3 APPEAL PROCEDURE**

Any disagreements arising from interpretation of the personnel related policies of Vulcan County or any personnel issues may be appealed through this appeal procedure.

Step 1: All employees shall initially take their concerns to their immediate supervisor. In order for issues to be addressed in a timely manner, the employee must take their issue to their supervisor within seven days of an occurrence or of the employee first being aware of the issue. The supervisor shall then have seven working days in which to respond to the matter raised.

Step 2: If the employee is not satisfied by the supervisor's response in Step 1, the employee shall appeal in writing to the next supervisory level up to the Chief Administrative Officer. Each appeal and decision within this process will be afforded a maximum of seven working days to complete. The decision of the CAO is final.

### **1.4 DISCIPLINARY ACTIONS**

When any supervisor or department head, in the normal course of business, must take disciplinary action involving any employee(s) he or she shall be guided by the following stages:

- a) **Initial Offences** (Depending on severity of offenses)  
-One verbal warning is given with a third party present (Manager/Director or Supervisor) and documented.
- b) **Repeated Offence** (For subsequent offences concerning actions that have already been verbally warned)  
-The first written warning is given with a third party present (Manager/Director or Supervisor) and documented.
- c) **Subsequent Repeated** (For subsequent offences concerning actions that have already received the first written warning)  
-The second written warning is given with a third party present (Manager/Director or Supervisor) and documented.  
-Time off without pay, to a specified number of working days, (decided in conjunction with the supervisor's immediate supervisor) and documented.
- d) **Subsequent or very serious offences** will result in dismissal (decided in conjunction/discussion with CAO).

All suspensions shall be made in writing with a copy of same being immediately conveyed to the Chief Administrative Officer. Any employee has the right of appeal of any offence as outlined in section 1.3 – Appeal Procedure Section of the Personnel Policy. A copy of all disciplinary documentation will be placed in the employee's personnel file.

The above outlined procedure does not in any way preclude a termination of any employee for just cause. Termination for just cause shall be any act of an employee prejudicial or injurious to the municipality, its interests, its reputation or its operation. No notice of termination is required for seasonal and casual employees and may be issued at any time, subject to the applicable provisions of the *Employment Standards Code* of Alberta.

## **1.5 DEFINITION OF PERSONNEL CATEGORIES**

For the purpose of this policy and for the application of benefits the following definitions will apply:

Permanent Employee: shall mean any employee who is filling a permanent position established by Council, and has successfully completed the required probationary period.

Term Employee: shall mean an employee, whether working full or part-time hours appointed to a position with a specified conclusion date and the position is not seasonal in nature (i.e. not a partial-year period repeated each year).

Seasonal Employee: shall mean any employee who is filling a defined annual seasonal position requiring less than a full year but of regular employment at full time or part-time hours. Seasonal employees shall receive one weeks' notice of end of season or shall be provided one week pay in lieu.

Casual Employee: shall mean any employee who is filling an established temporary position.

Management Employee: shall mean an employee filling the position of Director, Manager, or Foreman.

## **2.0 STAFF SCHEDULE**

### **2.1 HOURS OF WORK**

The work week shall be defined as Sunday to the following Saturday. The following shall be the normal hours of operations for identified County staff, recognizing that occasionally work circumstances or emergencies will preclude these hours of operation:

The County Administration Building may be closed to the public to allow for staff meetings and safety meetings for a period of time as determined by the Chief Administrative Officer. Notice of the office closure shall be placed on the office doors and posted on the website/social media and shall include a time when the office will re-open. The office may not be closed during tax season in the months of June and July.

#### **County Repair Shop**

- Director – As per Contract
- Other staff - 8 hours per day, 40 hours per week, to be scheduled by the Director and worked between the hours of

6:00 a.m. and 5:30 p.m., Monday through Friday (and if required in some circumstances to include weekends).

- ½ hour unpaid lunch break.
- two fifteen minute paid coffee breaks

**Operations Department**

- Summer Hours – Typically April 1 to October 31, depending on weather and budget:
  - Normal work week will be 6:00 a.m. to 4:30 p.m., Monday – Friday and when required weekends.
  - 10 hours per day to maximum of 12 hours per day and a maximum of 60 hours per week
  - Overtime paid after 10 hours per day or 44 hours per week.
  - ½ hour unpaid lunch break.
  - two fifteen minute paid coffee breaks
- Winter Hours – Typically November 1 to March 31, depending on weather and budget:
  - Normal work week will be 6:00 a.m. to 4:30 p.m., Monday to Thursday and when required Friday and weekends.
  - Overtime paid after 10 hours per day or 44 hours per week.
  - Severe inclement weather may mean that staff are asked to report for duty on Friday and weekends.
  - ½ hour lunch break is mandatory as regulated by Alberta Employment Standards.
  - two fifteen minute paid coffee breaks

The above stated hours of work shall be adhered to unless otherwise directed by the immediate supervisor or the Director of Operations.

**Agriculture - Full-time Permanent and Seasonal**

- Monday – Friday (and if required in some circumstances to include Saturday)
- 8 hours per day, 40 hours per week to be scheduled by the Director of Agricultural Services and worked between the hours of 6:00 a.m. and 5:30 p.m.
- ½ hour unpaid Lunch break
- (2) Fifteen minute paid coffee breaks

**Administration Office**

CAO/Directors - as per Contract

All other Staff

- 8:00 am to 4:30 p.m.
- Monday to Friday

- any other 37.5 or 40 hour per week combination as required and/or approved by the CAO in consultation with the employee
- Employees are required to take an unpaid break of not less than 1/2 hour for every 5 consecutive hours worked and two, fifteen minute breaks during a shift will be permitted but if they are not taken, they are not subject to pay in lieu.

**Protective Services**

Director - as per Contract

CPO – as per shift rotation at 40hrs/week

All other Staff

- 8:00 am to 4:30 p.m.
- Monday to Friday
- any other 37.5 or 40 hour per week combination as required and/or approved by the CAO in consultation with the employee

Employees are required to take an unpaid break of not less than 1/2 hour for every 5 consecutive hours worked and two, fifteen minute breaks during a shift will be permitted but if they are not taken, they are not subject to pay in lieu.

**2.2 STATUTORY/GENERAL HOLIDAYS**

In addition to other days proclaimed by the Provincial or County Government, the following shall be noted as Statutory Holidays:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
August Civic Holiday	Labor Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

When a statutory holiday falls on a Saturday or Sunday, the holiday shall be observed on a day following or a day previous, at the discretion of the Chief Administrative Officer. An employee shall not receive the benefit of a holiday if they are absent immediately before or immediately after the holiday unless permission or proof of illness is granted.

Between December 25<sup>th</sup> and January 1<sup>st</sup>, Vulcan County Administrative Office, Public Works Shop, Agricultural Services, and Protective Services are closed to the public. Department supervisors will coordinate with staff that are required for work throughout this time. It is encouraged that other staff use vacation time or take unpaid leave to cover those days in the period that are not statutory holidays or weekends.

If an employee doesn't work on a general holiday, then they are entitled to general holiday pay of an amount that is at least their average daily wage.

If an employee works on a general holiday, then the employee is entitled to general holiday pay of an amount that is equal to:

- at least their average daily wage, and at least 1.5 times their wage rate for each hour worked on that day, or

- standard wage rate for each hour worked on the general holiday and a day off with pay where the pay is at least as much as their average daily wage.

### **3.0 EMPLOYEE PAY AND BENEFITS**

#### **3.1 PAY DAY**

All employees shall be paid on a bi-weekly basis. Pay days are every other Friday.

#### **3.2 BENEFITS**

All permanent employees after 3 months of employment or as per their employment contract shall be eligible for the County Benefits Plan as detailed in the benefit booklet provided to the employee at time of employment.

Seasonal employees are not eligible for any Group Insurance Benefits unless their seasonal term of employment is for a period of six or more consecutive months. Seasonal employees with a seasonal term of six or more consecutive months will become eligible for benefits after 3 months of employment or as per their employment contract. Returning seasonal employees with six or more months of service within the previous 2 calendar years shall have the 3 month waiting period waived.

All eligible employees, working a minimum of 30 hours per week will participate in all benefits excepting the Pension Plan. This participation is a condition of employment and will be implemented once the proper waiting periods have been observed.

#### **3.3 LOCAL AUTHORITIES PENSION PLAN (LAPP)**

Refer to Local Authorities Pension Plan (LAPP) Policy 12-3142.

#### **3.4 ACTING PAY**

3.4.1 Employees shall be paid up to an additional \$1.50 per hour when required to assume additional responsibility, other than normal duties. The Department Head shall determine this classification. The employee must be serving in an acting position for a minimum of three consecutive work days to receive this benefit.

3.4.2 In the event that an employee serves in an acting capacity for a period that exceeds two weeks, or, where significant additional duties are expected/performed by an employee in an acting capacity, the CAO shall have the discretion to increase the employee's pay to a level that more closely reflects the job rate for the duties performed for the duration the employee performs those duties.

3.4.3 Acting pay is temporary in nature. Should an employee assume additional responsibilities longer than 3 months, a change in job description should

take place and at the discretion of the CAO the salary grid reviewed and amended.

### 3.5 VACATIONS

All employees shall receive an annual vacation with pay in accordance with years of employment with Vulcan County as follows:

<b>Years of Service</b>	<b>Vacation Accrued Each Year</b>	<b>Notes</b>
0 – 2 Years	2 Weeks	
2 – 7 Years	3 Weeks	At completion of 2 years add one week.
8 – 14 Years	4 Weeks	At completion of 7 years add one week.
15 – 20 Years	5 Weeks	At completion of 14 years add one week.
20 Plus Years	6 Weeks	At completion of 20 years add one week.

- Accrual of vacation entitlement shall start upon commencement of employment.
- Public Works and Agriculture Staff vacation taken during the summer season (April 1 to October 31) for public works staff shall be limited to a maximum of 2 weeks unless individual arrangements are made with the employee's supervisor.
- For any statutory holidays occurring during an employee's vacation, the employee shall be entitled to take an additional day off for every occurrence.

Department Heads will manage the scheduling of employee vacation time within their department and shall take into account both seniority and fairness to newer employees when approving those schedules.

Staff under employment contract shall have vacation accrued as per contract.

### 3.6 SICK TIME/PERSONAL AND FAMILY RESPONSIBILITY LEAVE

Permanent full time employees including Management, will be allocated ten (10) paid sick days on January 1 of each calendar year, for use during the current calendar year. Allocation will be prorated for permanent full time employees starting during the year and for seasonal employees based on their anticipated season. Sick time may not be carried over to the next calendar year.

Employees may use Sick Leave for personal sickness and personal medical appointments. A maximum of five (5) paid days per year of Sick Leave may also be used for the care of, or to assist with medical appointment, of a spouse,

companion, children, or extended family who reside within the employees' home, as to comply with the Alberta Employment Standards Personal and Family Responsibility Leave.

Employees who are absent for three consecutive days or more may be required to provide a medical certificate from their doctor or qualified medical practitioner. Failure to provide the requested medical certificate issued during the absence may result in the absences being applied as leave without pay.

At any time the County may require an employee to provide a medical certificate from a qualified medical practitioner of the County's choosing, stating whether the employee has a medical condition, the prognosis of the condition, a treatment plan, fitness to be at or return to work and the duration of any physical restrictions and/or limitation and what they are.

The County may request a medical certificate at any time, if deemed necessary, due to excessive absenteeism.

The accumulation of vacation credits are suspended while the employee is on Short Term Disability, Long Term Disability and or on Sick Leave without pay.

Seasonal employees are not eligible for any paid sick benefits in this section unless their seasonal term of employment is for a period of six or more consecutive months. Seasonal employees with less than six months of consecutive employment are allowed unpaid sick leave as per the Alberta Employment Standards Code.

### **3.7 SHORT TERM DISABILITY**

Permanent and qualified seasonal employees, excluding Management (see Salary Continuation Plan), who work a minimum of 30.0 hours per week or more are protected by a Short-term Disability Plan which provides 75% taxable income replacement for illnesses/injuries up to a maximum of 17 weeks; at which time employees would be eligible for coverage by the Long Term Disability (LTD) plan, as per the insurance contract requirements.

The Short-term Disability benefit determination is based on calendar days and the benefits commence on the first day in the event of a non work related accident or hospitalization for more than 21 hours, or on the eighth day of illness.

While on Short-term Disability the County will continue to pay the employer's share of Dental, and Health premiums. The employee will continue to pay the premiums for LTD, Life, and AD & D.

As per LAPP guidelines an employee receiving Short-term Disability benefits may continue to contribute to the pension plan as if they were working. The County will also continue the employer contributions to the pension plan if required by LAPP policy.

At the discretion of the County, the employee may be required to provide the County with post-dated cheques for their amount of the premiums and LAPP contributions.

### 3.8 SALARY CONTINUATION PLAN

In lieu of Short-term Disability Plan, Management Employees are covered for illness or injury with salary continuation, during the seventeen (17) weeks, LTD elimination period. Once the elimination period is completed they are covered by LTD as per plan requirements.

There shall be no waiting period for Salary Continuance utilization, however the County will require an employee to provide a medical certificate from a qualified medical practitioner, stating the employee has a medical condition, the prognosis of the condition, a treatment plan, fitness to be at or return to work and the duration of any physical restrictions and/or limitation and what they are.

Benefits will not be paid under the salary continuation plan to an employee:

- who is not under the care of a licensed physician;
- whose illness or injury is covered by workers' compensation, the Canada Pension Plan, or the Quebec Pension Plan;
- whose illness or injury is intentionally self-inflicted;
- whose illness or injury results from service in the armed forces;
- whose illness or injury results from war or participation in a riot or a disturbance of the public order;
- who is receiving maternity, parental, compassionate care or parents of critically ill children benefits under the [Employment Insurance Act](#);
- who is ill or injured as a result of committing a criminal offence;
- who is engaged in employment for wage or profit while receiving disability benefits;
- who is serving a prison sentence;
- who is not entitled to EI income benefits payable because he or she is outside Canada;
- whose illness results from the use of drugs or alcohol and who is not receiving continuing treatment for the use of these substances;
- whose illness results from an illness or injury from a motor vehicle accident and who receives benefits under a provincial motor vehicle insurance plan that does not take EI benefits payable into account when paying their benefits;
- who receives a retirement pension from the same employer; or
- who, in the case of a recurring disability, is receiving benefits according to a reinstatement provision of a group long-term disability plan (as long as the reinstatement period does not exceed six months).

The County may request a medical certificate at any time, and retains the right to have absences adjudicated by an independent third party.

**3.9 LONG TERM DISABILITY (LTD)**

When an employee is approved for the LTD plan, the employee may choose to continue to participate in group benefits up to a maximum period of two years from the date they are approved for long term disability. The employee would be responsible for all the premiums associated with the group benefits. The employee will provide postdated monthly checks for the premiums. Under no circumstance shall eligibility to participate in group benefits be extended beyond the two year period.

LAPP Pension contributions may be suspended during the leave. If the member so chooses, the member will be given the opportunity to purchase the service upon their return to work. Should the member choose to continue to pay their portion of the LAPP premiums, they shall provide the County with post-dated cheques for their amount of the premiums.

Should an employee choose not to make application for Long Term Disability Benefits, or if the claim has not been approved and the employee is not appealing the decision, AND the return to work by the employee is not anticipated by a medical practitioner; the employment contract will no longer be in effect.

Where there has been no attempt to return to work in any capacity, and in the event that an employee receiving Long Term Disability Benefits agrees to a final settlement from the benefit provider, the employment contract and any and all employee benefits offered through the County will be immediately terminated. The County will request that any such offer include a voluntary termination of employment as a condition of the offer and, that the employee complete a waiver of rights for any loss as a result of the settlement that includes the employers' interest.

When an employee has not been actively at work for over two (2) years and seventeen (17) weeks, and where there is no indication that the situation will improve in the foreseeable future or after considering all possible options, there is no opportunity for accommodation, the employment contract will be considered to be frustrated and the employment contract and any employee benefits offered through Vulcan County will be terminated.

**3.10 JOB LEAVES**

Refer to Protected Job Leave Policy 12- 3144

**3.11 OVERTIME**

All employees deemed eligible for payment of overtime shall receive overtime calculated at 1.5 times the regular rate of pay for all hours worked in excess of a normal work week. The County will ensure that the opportunity for overtime hours is distributed as equally as is practical, subject to employee qualifications.

The following positions are only eligible for overtime in the case of a declared state of local emergency:

- Chief Administrative Officer (CAO)

- Director of Operations
- Director of Corporate Services
- Director of Agriculture Services
- Director of Protective Services
- Manager of Engineering and Infrastructure

CAO and Director/Manager Positions scheduled hours of work shall be as per their individual employment contracts and agreements.

### **3.12 FLEXIBLE WORK ARRANGEMENTS**

3.12.1 A Flexible Averaging Agreement is available for full-time employees who work 35 hours or more hours per week and must be requested by the employee.

These agreements can only extend over a two (2) week period. This agreement will allow employees to bank flex time to be used on a one hour off for one hour worked basis. Vulcan County and employee can agree to an extended daily overtime threshold - meaning that additional hours can be worked over the normally scheduled hours up to that threshold (up to a maximum of 10 hours per day) without overtime being owed. Any "flex time" worked up to that threshold can be taken as paid time off (on a 1:1 ratio) during the two (2) week averaging period.

3.12.2 Employees shall be able to remotely work from home on a temporary situation-to-situation basis or in accordance with their Employment Agreement; should the employee's supervisors and Department Head authorize and approve this work arrangement. This flexible work arrangement is only available to employees that can complete their work requirements remotely and may be dependent on the availability of technology for remote access.

### **3.13 HOURS OF WORK AVERAGING AGREEMENT**

Effective January 1st, 2018, the amendments to the Employment Standards Code have eliminated compressed workweeks and introduced the requirement for Hours of Work Averaging Agreements. These are in addition to the Flexible Averaging Agreements. The new legislation allows an employee (or several employees) to enter into a written averaging agreement. An averaging agreement allows Vulcan County to average an employee's hours of work over a period of one to 52 weeks for the purpose of determining an employee's entitlement to overtime pay. Scheduled hours of work must still remain at or below 12 daily hours (each day) and 44 weekly hours (averaged across the averaging period). An employee under an averaging agreement is entitled to daily overtime in two scenarios:

- If the employee is scheduled to work less than 8 hours in a day (under an averaging agreement), then the employee will be entitled to receive overtime only when the employee works more than 8 hours in that day (not merely when the employee works more than scheduled).

- If the employee is scheduled to work more than 8 hours in a day (under an averaging agreement), then the employee will be entitled to receive overtime only when the employee works more than the scheduled number of hours in that day.

An employee is entitled to weekly overtime when the average number of hours worked per week (averaged across the period of the averaging agreement) exceeds 44 hours per week.

The employee or the employer may cancel the agreement at any time. The cancellation takes effect 30 days after the employer or employee provides notice to the other party.

**3.14 Banked Time**

Employees including management, may receive time off work with pay (banked time) at a rate of 1 hour for each overtime hour worked (1:1 ratio). Banked time shall be capped at the maximum normal weekly hours worked by the employee. Employees must use up banked overtime within 6 months of the end of the pay period in which it was earned, or by December 31<sup>st</sup>, whichever comes first.

In the event that banked time is paid out, employees excluding management shall be paid at the overtime ratio of 1.5 their regular hourly rate. Management shall be banked, used, and paid out at the 1:1 ratio or in accordance with their Employment Agreement.

**3.15 INCLEMENT WEATHER**

Should the office be closed by the Chief Administrative Officer due to extreme weather, employees shall be paid for the day.

For those days on which an employee feels they are unable to reach the place of employment due to road conditions, it shall be considered a day of leave without pay or a vacation day may be taken.

**3.16 CALL OUTS**

When an employee is called out to work by their supervisor at a time not regularly scheduled to work, the employee shall be paid a minimum of 3 hours of regular time.

**3.17 STANDBY**

When employees are requested by their supervisor to be on stand-by, the employee shall be paid a minimum of 3 hours of regular time.

**3.18 SHOW UP PAY**

If an employee shows up for work at their regular scheduled work time and there is no work available due to inclement weather or other circumstances and the employee has not been advised by the employer in advance of the time the employee would normally be leaving from their home to the work site, the employee shall be paid a minimum of 3 hours of regular time.

**4.0 STAFF DEVELOPMENT****4.1 HIRING PROCESS**

Refer to Hiring Policy 12-3129

**4.2 NEPOTISM**

Refer to Hiring Policy 12-3129

**4.3 LENGTH OF SERVICE**

Employee length of service shall be recorded for all employees of Vulcan County. When all other qualifications between competing candidates are equal, length of service shall also be used for the following purposes:

- hiring purposes
- recall from layoffs
- vacation scheduling

Length of Service shall be calculated from the date of hire. No employee shall lose service time if they are absent from work because of illness, disability, accident, a layoff of less than six (6) months or a leave of absence approved by the County.

Full time employees on maternity or parental leave are considered to be continuously employed, for the purposes of calculating years of service.

Seasonal employee's length of service shall be calculated based on the percentage of the year for which they are employed.

**4.4 TRAINING**

Vulcan County has a commitment to providing employees the opportunity to be kept informed with the latest technologies and information relating to their roles and responsibilities. Employees and their supervisors are encouraged to suggest useful job related training workshops and seminars that would benefit employees. Employees required by the County to attend sessions or seminars would suffer no loss or gain in the normal daily salary as a result of their attendance. No overtime provisions will apply for workshop or seminar attendance.

**4.5 EDUCATION**

Vulcan County is committed to providing appropriate and salient education opportunities for its employees. When more formal education programs are deemed appropriate by the Department Head or CAO and there are sufficient funds in the department budget, an employee may be approved for enrolment in a formal training program. In order for the County to benefit from investing in this education, the employee will be required to enter into a Tuition Reimbursement Agreement as per FORM 12-3120A (Tuition Reimbursement Agreement) outlining their commitment back to the County. Employees approved by the County to attend formal programs would suffer no loss or gain in the normal daily salary as a result of their attendance. No overtime provisions will apply to course attendance.

**4.6 PROBATIONARY PERIOD**

The normal probationary period for new employees shall be 3 calendar months worked from the date of hire, however if the immediate supervisor deems it appropriate for the position a normal probationary rate may be set up to 6 calendar months worked from the date of hire. Once the employee has passed the three month period, the employee is entitled to statutory notice of termination or pay in lieu.

**4.7 PERFORMANCE REVIEWS**

The County Administrator shall ensure that the appropriate supervisors do employee performance reviews annually as per Performance Review Policy No. 12-3139.

Vulcan County Council will on an annual basis, in conjunction with its annual budget process establish overall percentage changes to salaries and wages of County employees as a whole. This review is not a guarantee of salary/wage increases, as considerations are required for total budget impacts.

**4.8 INSURANCE COVERAGE – MECHANIC’S TOOLS**

The County will pay the premium for the insurance for the mechanics’ tools under its insurance policy. The County will insure the mechanics’ tools for the total replacement value, based on the physical inventory record provided by the employee and verified by the department manager. Insurance is provided while tools are located on County property or within County facilities. If a loss occurs the mechanic will pay the first \$1,000 towards the deductible, with the County paying the balance of the deductible.

