Human Resources PolicyPro®

Alberta Edition

Employment Policies

1. Employment Principles
2. Recruitment and Selection
   - *Approved Application* **(F)**
   - *Sample offer of Employment* **(F)**
3. Terms and Conditions of Employment
4. Probationary Period
5. Employment Classifications
6. Hours of Work
   - *Hours of Work Agreement* **(F)**
7. Employee Orientation and Training
   - *Employee Orientation* **(CH)**
8. Confidentiality and Inventions
9. Termination of Employment
   - *Termination* **(CH)**
   - *Recommendation to Terminate Employment* **(F)**
10. Third Party Reference Requests
    - *Authorization To Release Information* **(F)**
11. Employment of Relatives
12. Gifts, Favours, Entertainment
13. Conflict of Interest
    - *Confidential Declaration of Interest Questionnaire* **(F)**
    - *Positions Requiring a CDI Questionnaire* **(F)**
14. Job Posting
    - *Sample Job Posting* **(F)**
    - *Sample Job Posting Application* **(F)**
15. Employment References
    - *Sample Reference Check Questions* **(CH)**
16. Exit Interviews
17. Flexible Work Arrangements
    - *Sample Application for Flexible Work Arrangement* **(F)**
18. Volunteers
    - *Sample Volunteer Application* **(F)**
    - *Sample Volunteer Agreement* **(F)**
19. Moving and Relocation Expenses
    - *Relocation Expense Estimate* **(F)**
20. Drug and Alcohol Testing
21. Business Travel Expenses
    - *Travel Expense Report* **(F)**
22. Independent Contractors
23. Dealing with Government Inspectors
24. Student Employment

Pay and Performance Policies

1. Pay Principles
2. Job Evaluation
   - *Job Description* **(F)**
3. Pay Administration
   - *Pay Increase Planning Worksheet* **(F)**
   - *Pay Increase Summary -- Rates Annualized* **(F)**
   - *Pay Increase Summary -- Calendarized* **(F)**
4. Job Performance Review
   - *Job Performance Standards* **(F)**
   - *Job Performance Review* **(F)**
5. Pay Range Structure
   - *Construction and Use of a Pay Range* **(F)**
6. Overtime
   - *Overtime Reporting Form* **(F)**
   - *Request for Time Off In Lieu* **(F)**
   - *Overtime Bank Agreement* **(F)**
   - *Overtime Bank Record* **(F)**
   - *Agreement for Averaging Hours for Overtime* **(F)**
7. Reporting Pay
8. Call-in Pay
9. Shift Premium
10. Wage Garnishments
11. Absenteeism
    - *Employee Absence Record for the Year* **(F)**
    - *Department Absence Summary* **(F)**
    - *Company Absence Summary* **(F)**
12. Payroll Advances
13. Incentive Programs

Benefits Policies

1. Benefits Principles
2. Vacation and Vacation Pay
   - *Authorization to Pay Vacation Pay on Each Pay* **(F)**
3. Holidays
4. Personal Leave of Absence
   - *Leave of Absence Request and Response* **(F)**
5. Pregnancy Leave

(F) FORMS (CH) CHECKLISTS

1. Bereavement Leave
2. Education Assistance Program
   - *Education Assistance Application* **(F)**
3. Seminars and Conferences
   - *Seminar and Conference Report* **(F)**
4. Professional Association Membership
5. Benefits Related to Part-Time Employment
6. Personal Emergency Leave
7. Short-Term Disability/Sick Pay Benefits
   - *Schedule of Short Term Disability Benefits* **(F)**
8. Retirement
9. Family Medical Leave
   - *Request For Family Medical Or Compassionate Care Leave* **(F)**
10. Jury or Court Witness Leave
11. Military/Reservist Leave of Absence
12. Employee Assistance Program
13. Employee Recognition Program
14. Employee Discount Program

Employee Relations Policies

1. Employee Relations Principles
2. Dispute Resolution
   - *Dispute Resolution* **(F)**
3. Workplace Harassment
4. Accommodation on the Basis of Disability
5. Conduct and Behaviour
6. Discipline
   - *Recommendation to Terminate Employment* **(F)**
7. Personal Information Protection
   - *Authorization to Release Personal Information* **(F)**
8. Computer, Email and Internet Use
   - *Examples of Email and Internet Uses* **(F)**
   - *E-mail and Internet Policy Acknowledgement and Agreement* **(F)**
9. Religious Accommodation
10. Dress Code
11. Whistleblower Protection
12. Community Service
    - *Community Service Leave Confirmation Report* **(F)**
13. Instant Messaging
14. Social Media
15. Searches and Surveillance

Health and Safety Policies

1. Health and Safety Principles
2. Accident and Injury Reporting
3. Accident Investigation
   - *Accident Investigation* **(CH)**
4. Personal Protective Equipment
   - *Safety Subsidy Request* **(F)**
5. Joint Health and Safety Committee
6. Alcohol in the Workplace
   - *Sample Notice Announcing Alcohol Policy* **(F)**
7. Working Alone
8. Cell Phone Use
9. Workplace Violence
   - *Violent Incident Report* **(F)**
   - *Violent Incident Investigation* **(CH)**
   - *Sample Workplace Violence Risk Assessment* **(F)**
   - *Sample Violence in the Workplace Compliance* **(CH)**
10. Civil Emergencies and Business Interruptions
    - *Emergency Telephone Contact List* **(F)**
11. Smoking in the Workplace
12. Scented Products in the Workplace
13. Return to Work Program
    - *Return to Work Plan* **(F)**
14. Workplace Hazardous Materials Information System (WHMIS)
15. Pandemic Planning Overview
    - *Pandemic Continuity Plan* **(CH)**
16. Fitness to Work
    - *Influenza-like Infection Assessment* **(F)**
17. Restricted Access
    - *Visitor Influenza-like Infection Assessment* **(F)**
18. Work From Home
19. Emergency Leave—Declared Emergencies
    - *Emergency Telephone Contract List* **(F)**
20. Restricted Access Added
    - *Infection Assessment Form* **(F)**
21. Contact Control and Monitoring During a Pandemic
    - *Contact Control Monitoring Log* **(F)**
22. Work From Home
23. Healthy Workplace in a Pandemic
24. Pandemic Crisis Support
25. Hazardous Duty Incentive During a Pandemic

Total: Policies - **91** Forms - **52** Checklists - **7**