

1. Community Peace Officers receive appointments from the Alberta Solicitor General and Public Safety office. Appointments list territorial jurisdiction and Provincial legislation and Regulations that may be enforced. Community Peace Officers shall also be appointed as Bylaw Enforcement Officers.
2. Community Peace officers must take the official oath prescribed by the *Oaths of Office Act* before starting their duties.
3. Community Peace Officers must comply with the Code of conduct for Community Peace Officers adopted by the City of Lloydminster. (Appendix 2)
4. Community Peace Officers must adhere to the Alberta Solicitor General Public Security Peace Officer Program Policy and Procedure Manual. This can be located in the manager's office.
5. Community Peace Officers are deemed Peace Officers only while on duty.
6. Should any appointee terminate employment with the City of Lloydminster, or assume duties for which the appointment is not required, the original appointment and identification card must be returned to the Alberta solicitor General and Public Safety Office for cancellation, along with a cover letter advising the date employment was terminated.
7. If a Community Peace Officers loses his/her Peace Officer identification card, the lost must be reported to the RCMP. The missing/stolen identification must be entered on CPIC as lost or stolen.
8. The Community Peace Officers must notify the manager of Bylaw Services who must notify the Public Security Division, in writing, of the loss or theft of their identification card and shall include the police file numbers that refers.
9. A Community Peace officer shall not possess more than one identification card.
10. For the purpose of the Standard Operating Guideline Community Peace Officers will be referred to as Peace Officers.





**City of Lloydminster
Corrective Action/Performance
Dismissal/Suspension**

A Guideline

STEP 1: Verbal Reminder Problem Solving Session/Coaching

The Manager or Supervisor will discuss the problem needing corrective action with the employee. Verbally, a plan and schedule for improvement will be established. This discussion including the outcome should be noted in the file or diary.

STEP 2: Verbal Reminder and First Written Reminder

If improvement is not achieved within the required time frame, the problem will be documented in memo form. The employee will again be advised of the corrective action process. Time frames for improvement, if applicable, will be included in the documentation. Copies of the memo will be distributed to the Manager or Supervisor, the Director, the Employee and Manager of Human Resources.

STEP 3: Second Written Reminder

Failing improvement, the Employee will be issued a written reminder defining what improvement is expected and, if applicable, the time frame in which it is to be achieved. The Director and Human Resources must be notified before a second written reminder can be issued. Human Resources will advise our solicitor at this point, for Insurance purposes.

One copy will be given to the employee and one copy, signed by the employee, will be placed on file with Human Resources. If the employee refuses to sign the document, this shall be stated.

It is the Manager or Supervisor's responsibility to keep the Director and Human Resources informed throughout the process.

OPTION 1: Correction

If the employee has met all the requirements for improvement and, after a ninety (90) day observation period performance remains satisfactory, the problem shall be considered corrected.

OPTION 2: Extension

If the employee has not met all the requirements for improvement, but in the opinion of the Manager or Supervisor and Human Resources, has made an honest attempt to improve or has proven his intentions to improve, the Manager or supervisor will write a memo extending the timelines of the written reminder to a maximum of thirty (30) days. This memo will also be placed in the employee's personnel file in Human Resources. On the date specified, the Manager or Supervisor and Human Resources will once again review performance and determine what, if any, course of action will be taken.

STEP 4: Decision Making Leave



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Where required the employee may be given a "Decision Making Leave" with or without pay. This step may be taken as part of the corrective action process, or may be implemented immediately depending on the severity of the situation. This step allows the employee time off to decide whether or not he/she wishes to continue employment with the City.

STEP 5: Dismissal

If, after a reasonable period of time, the employee has failed to correct the problem, it may be necessary to terminate employment. Dismissal should take place **only** after all other steps fail. Approval is required from the Chief Administrative Officer in consultation with the Manager or Supervisor, Director and Manager of Human Resources.

DISMISSAL/SUSPENSION

Dismissal/Suspension procedures will follow the guidelines outlined below:

A. Suspension

1. An employee may be suspended without pay for the first offence of a serious nature or for continuing infractions where previous corrective discipline has not been effective.
2. First occurrence of offenses may justify a brief or lengthy suspension. The following list is not exhaustive and the offenses listed could also be cause for immediate discharge.
 - (i) negligence
 - (ii) physical violence against supervisors or fellow employees
 - (iii) insubordination
 - (iv) consumption or being under the influence of alcohol or drugs on City premises or while using City equipment/vehicles.
 - (v) Falsification of official records or documents
 - (vi) Deliberate disregard for City Policies and procedures
 - (vii) Unauthorized absence from work
 - (viii) Repeated use of foul or abusive language
3. The appropriate Director must authorize any suspension; and shall immediately notify in writing the Manager of Human Resources.

B. Suspension Pending Investigation



Mayer
City Clerk

**City of Lloydminster
Corrective Action/Performance
Dismissal/Suspension**

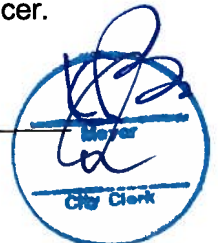
A Guideline

A suspension pending investigation may be ordered by the immediate supervisor and may be without pay (subject to outcome) and may be initiated when an employee is alleged to have committed an employment related offence of a serious nature, where further data gathering or fact finding is required. A suspension pending investigation shall not exceed three (3) working days; should the investigation require more than three working days, the employee shall be reinstated with pay following the three day period, until the investigation is completed and determination made.

1. When considering a Suspension Pending Investigation, the supervisor should be satisfied that the employee's presence at work could jeopardize the City's legitimate interests regarding:
 - (i) operational matters, e.g. disregard for City policy on safety regulations, insubordination, reporting for work unfit to fulfill assigned duties;
 - (ii) financial matters, e.g. malfeasance;
 - (iii) public effectiveness, e.g. falsification of official records of documents;
2. It is the responsibility of the Supervisor concerned to ensure that any investigation of an employee's alleged misconduct on the job is carried out quickly and objectively.
3. When an employee has been charged with a criminal offence, not necessarily related to civic employment, and is absent from work as a result, the return to work of the employee is normally contingent upon exoneration before the Courts.
4. Both the Chief Administrative Officer and the Manager of Human Resources must be notified, in writing, prior to the Director initiating a suspension Pending Investigation.

C. Dismissal

- a. Dismissal/suspension shall not occur without the consultation of the Chief Administrative Officer, the Director of the Department, the Manager or Supervisor and Human Resources.
- b. The Manager of Human Resources will be responsible for determining when legal counsel will be sought.
- c. Dismissal shall not occur without the approval of the Chief Administrative Officer.



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- d. An employee's conduct may be such that it causes the circumvention of any step: verbal reminder, written reminder, or decision-making leave.
- e. Employees may be dismissed reprimanded at any time if just cause exists.
- f. Written notice of termination of employment or payment of wages in lieu of notice shall not be paid to the employee if:
 - i. The employee has been employed with the City for less than three (3) months (see Probationary Period 2.05.03);
 - ii. The employee is dismissed for just cause
 - iii. The employee is laid off;
 - iv. The employee terminates his/her employment through retirement;
 - v. The employee voluntarily terminates his/her employment.
- g. The City will give written notice upon dismissal for any reason other than just cause and will be guided by the regulations contained in the Employment Standards Code


Mayer
City Clerk