

Corporate Guideline

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Out-of-Scope Guidelines	Out-of-Scope Employees	106-HR-15
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Authority:		
People and Organizational Culture		

1.0 Purpose

This policy statement represents the general terms of employment for all civic employees occupying Out-of-Scope (OOS) positions.

2.0 Scope

All Out-of-Scope Employees

3.0 General Principles

These guidelines are intended to provide a reasonable balance between the needs and responsibilities of both employees and the organization and are based on the premise of mutual trust, respect and accountability.

These guidelines will not supersede the provisions for employees who are governed by individual contracts of employment where the contract terms exceed the provisions outlined herein.

These guidelines were generated to seek a consistent approach to informing and practicing unregulated hours, reporting specified absences for OOS employees across the organization and outlining the terms and conditions of employment for OOS employees. The information, working conditions, policies, and benefits described in these guidelines are subject to change and will be amended from time to time to create a contemporary workplace.

OOS employees understand that there shall be no tolerance for theft of time or use of City property beyond what the average citizen of Regina would have access to unless otherwise authorized.

4.0 Hours of Work

The hours of work for OOS employees are unregulated. OOS employees will work the hours necessary to perform the duties required to achieve the results expected for the position. The OOS Hours of Work are expected to average a minimum of 8 hours per day, 40 hours per week and 2,080 hours in a year.

OOS employees are responsible for ensuring that they conscientiously monitor their own time to achieve results, ensure optimal customer service and meet the operational requirements for their position within the average daily/annual hours of work. The OOS employee is expected to keep their manager/supervisor informed of how their hours of work are being averaged. The OOS employee's manager is responsible for monitoring the employee's performance to achieve results and address any non-compliance where an OOS employee is not working the minimum average hours of work.

Options that promote a flexible work arrangement include:

4.1 Unregulated Hours

Recognizing that as role models OOS employees regularly go above and beyond; therefore, while ensuring excellent customer service, considering the efficient operation of the business unit and notifying their managers as to their attendance, OOS employees are empowered with the discretion of working unregulated hours. Unregulated hours provide flexibility to enjoy work/life balance. Examples of the flexibility of unregulated hours include: coming in early and leaving early; coming in late and working late; working through lunch and leaving early; leaving mid-way through the day for an appointment and working the time back during the same day, during the same week or some later time; working from home on a special project, doing research or other preparation, etc.

To ensure effective and efficient service delivery Division/Department managers will determine which positions are required to work core hours. Where core hours are necessary, the start, lunch break and stop times of the employee's work shift (and what flexibility there may be to alter those times) shall be clearly identified taking into consideration:

- Provision of Customer Service
- Flexibility within the business unit to handle changing workloads

4.2 Modified Hours

Considering customer service and the efficiencies of the business unit, permanent OOS employees may be required to work modified hours or may indicate in writing to their supervisor (with a copy to be placed in their personnel file) of their modified work hours when their regular work hours will not correspond with the normal hours of operation of the business unit. Modified work hours do not restrict the principles of unregulated hours as described above, they simply identify when regular hours of attendance will be outside the normal business hours and are provided when possible to accommodate child/elder care needs, continued education, volunteering, car pooling, physical and mental well-being, etc.

4.3 Variable Hours

Considering customer service and the efficiencies of the business unit, permanent OOS employees may wish to work less than full time. Permanent employees may make application for variable hours in accordance with the Variable Work Hours Policy as amended.

4.4 Telework

Teleworking is a business solution that enables employees to do productive work away from the traditional office. The secondary worksite is typically the employee's home, where telework occurs on a regular and recurring schedule of usually one or two days per week.

In order for a telework arrangement to be effective, the employee and manager must be flexible to meet the operational and functional needs of the work unit.

Please refer to the Telework Program Guidelines for an outline of the program, eligibility requirements and responsibilities of teleworkers and their managers.

4.5 Overtime

Hours of work are unregulated; therefore, monetary compensation for work performed beyond normal working hours is not provided and OOS employees are accountable to schedule themselves or where necessary will be scheduled accordingly.

Only in rare extenuating circumstances and approved by the employee's manager, in writing, OOS employees work overtime. In such circumstances, employees shall be paid at the rate of double the employee's regular rate of pay for all hours worked.

4.6 Term Employees

OOS Term employees are subject to hours of work outlined in these guidelines.

OOS Term employees have a one-time option at the commencement of their term to select all or none of the following benefits:

- Civic Employees Superannuation Plan
- Long Term Disability
- Accidental Death and Dismemberment Insurance
- Group Life Insurance
- Dental Plan
- Health Plan

Term employees working full-time hours will have access to Scheduled Days Off (SDOs) on a pro-rated basis based on service, as outlined in these guidelines. Term employees are not eligible for the SDO Deferral Program.

OOS Employees who are awarded Term positions that have a higher maximum salary than their home position will have their salary adjusted by the application of a 3 to 12 per cent increase to the employee's current salary subject to the minimum and the maximum of the new pay range and based on the employee's prior performance and dependent on the knowledge, skills and ability of the employee in the term position. If the employee is rated

developmental (does not fully possess the qualifications, knowledge, skills and ability) and their current salary in their home position falls within the pay range of the term position the increase shall be 3 to 6 per cent. If the employee is rated developmental and their current salary in their home position falls below the pay range of the term position their salary will be adjusted to 70 per cent of the maximum of the range for the term position. If the employee meets all the qualifications and has consistently maintained a performance standard of meeting job expectations the increase may be 7 to 9 per cent, if the employee meets or exceeds the qualifications and/or has exceeded performance expectations the increase may be 10 to 12 per cent.

Term employees who are subsequently awarded another position (permanent or term) will have their new salary determined by application of the above based on their home position.

5.0 Probationary Period/Notice of Termination

A new OOS employee is required to successfully complete a 12-month probationary period during which time their suitability for the position will be considered by their supervisor. When an OOS employee is promoted to a more senior OOS position, laterally transferred or is demoted, a six-month probationary period is applicable.

To provide for transfer of corporate knowledge and enough time to recruit, OOS employees are required to provide a minimum of two weeks' notice in accordance with *The Saskatchewan Employment Act*, and 90 days' notice of termination to Mobius Benefits Administrators Inc. if they are retiring.

6.0 Compensation

6.1 In-hiring Rates and Signing Bonuses

The base salary for an OOS employee on initial appointment will be the minimum of the range provided for that job classification in the OOS salary schedule. If necessary, the Executive in consultation with the Director of People and Organizational Culture (P&OC) or designate, may change the initial appointment rate to any rate above the minimum, but not exceeding the maximum of the range upon written submission of a justification form (see Appendix A) signed by the hiring manager and P&OC Associate.

To enhance recruitment and retention in special circumstances and for difficult to recruit positions a one-time signing bonus may be approved by the Director of P&OC subject to the new employee signing a one- to two-year return in service agreement.

6.2 Annual General Economic Wage Increases

When City Council authorizes an annual general economic wage increase (GWI), such increase shall be added to the established OOS salary schedule and shall be applied to the OOS salary schedule effective January 1st (unless otherwise specified by Council). The increase shall be applied before any pay for performance increases.

A GWI will be applied to an OOS employee's base salary if that employee was hired anytime during the awarded calendar year. GWI can be withheld if the base salary on initial appointment was understood to be the base salary for the upcoming year, in which case it will be outlined in the employee's Letter of Offer.

OOS employees who resign or are dismissed will not be eligible to receive retroactive GWI and Performance Pay, except for those who leave for reasons of retirement or death.

6.3 In-Range Performance Progression Pay Adjustments/Performance Development Evaluation (PDE)

Annual in-range performance progression pay increases are a permanent adjustment to an OOS employee's base salary, subject to the maximum of the salary range and pro-rated based on length of service in the position if service was for a partial year.

New employees hired in the last quarter of the calendar year are not eligible to receive performance progression pay adjustments.

Based on a review of the employee's performance in the previous performance cycle (January 1 to December 31) and in accordance with the criteria set by the PDE process, eligible OOS employees may receive a 0-8 per cent in-range performance progression pay increase on January 1 of each year until they reach the maximum of the salary range.

Responsibilities

Managers/Supervisors

- Explain the PDE review process to all new permanent OOS employees at the start of their employment.
- Thoroughly review the job description with the employees, ensuring that employees are aware of and have access to their job description and all relevant policies and procedures.
- Empower employees to set objectives that align with the business plans and corporate strategic plan.
- Provide ongoing feedback and communication so employees understand the work that is expected to achieve the objectives, as well as, what is being planned and the activities that may affect the employee.
- Meet with OOS employees to formally assess their work performance and complete semi-annual review for the current year.
- If applicable, forward authorization to P&OC indicating the per cent amount of a performance increase as warranted.

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- Provide guidance to departments in the implementation of the PDE process
- Assess authorizations for in-range performance progression pay increases

7.0 Performance Development Evaluation Process

For a complete guide and reference please review the PDE Evaluation Process Guide.

7.1 Ratings Process and Objectives

The purpose of the PDE process is to set the objectives and standards for performance. It focuses on the employee meeting the job requirements and for the supervisor and the employee to jointly develop performance objectives and ongoing employee development.

The established performance ratings are:

E Exceeds expectations	Performance which consistently exceeds the level expected.
M Meets expectations	Meets expected performance levels, occasionally exceeding or falling short of what is expected.
D Developmental	Performance is in developmental stage. Requires more than occasional direction.
I Improvement needed	Performance does not meet job requirements. Requires immediate attention

7.2 Completed PDE Forms/Performance Progression Pay Recommendations

Completed PDE forms contain all the ratings assigned by the employee and supervisor. The supervisor completes the OOS Performance Progression Pay Recommendation form and submits it to the Executive. On each OOS Performance Progression Pay Recommendation form, the supervisor calculates the total rating points in the worksheet section. The percentages noted in the following table will go into effect on January 1, 2009 for the previous year's performance.

That total rating points is transferred to the Divisional Summary of PDE Pay Recommendations form. The following table illustrates the means by which the total score is transferred into actual pay recommendations.

<i>Improvement needed</i>	<i>No pay adjustment</i>
<i>Developmental</i>	<i>1% - 3% performance adjustment</i>
<i>Meets expectations</i>	<i>4% - 6% performance adjustment 5% being the norm for the majority of employees</i>
<i>Exceeds expectations</i>	<i>7% - 8% performance adjustment</i>

The Executive must complete the final steps of the Performance Progression Pay processes. This includes the completion and review of the Divisional Summary of Performance Development Evaluation Pay Recommendations, which compares rating points within the division for fairness and consistency. The Executives have final authority for performance progression pay adjustments.

7.3 Partial Year Worked Performance Progression Pay

When an employee is appointed to a permanent position as an OOS employee on a date other than January 1 that employee will be eligible for a performance progression pay increase on a prorated basis.

OOS employees who are granted an unpaid leave of absence, (WCB, etc.) shall be eligible for a performance progression pay increase on a prorated basis based on the hours worked in the previous performance cycle.

7.4 Additional Vacation Option - Vacation in Lieu of General Wage Increase

Commencing January 1, 2009, on a once only basis and prior to having their annual salary adjusted, permanent OOS employees whose performance rating is “*meets or exceeds expectations*” and who are not over accumulated in their annual vacation (as of December 31), may forego 2 per cent of their general economic wage increase or Performance Pay in favour of an additional week of annual vacation subject to their wage being 2 per cent or more below their pay band maximum. Employees who are at the maximum of their pay range are not eligible to purchase an additional week of vacation. Employees exercising this option will continue throughout their years of employment with the City, in whatever capacity they may be in, to be paid a minimum of 2 per cent below the maximum of their pay range. To be eligible, the employee must submit such a request in writing by December 31 of the current year, acknowledging that they understand that they will always be paid a minimum of 2 per cent below the maximum of their pay range and committing to maintaining their annual vacation in a non-over accumulated status. Once an employee has elected to take an extra week of vacation in lieu of a 2 per cent wage increase they cannot reverse their decision.

7.5 Additional Flexible Performance Pay Options

Effective January 1, 2009, to provide greater flexibility to OOS employees who may wish to forgo an annual performance pay increase to their base salary and to recognize those employees who are at the maximum of their pay range one of the following options may be provided at the discretion of the Executive to those employees who “exceed expectations” subject to maintaining the overall threshold maximum of 15 per cent to 20 per cent of OOS employees being recognized as “exceeding expectations:”

- A lump sum cash payout of 2 per cent of previous year’s annual salary
- 2 per cent of previous year’s annual salary designated to attend a conference or training course within the following calendar year.

7.6 Salary on Promotion/Demotion and Job Classification

OOS employees promoted/appointed from one position to another that has a higher maximum salary than their home position will have their salary adjusted by the application of a 3 to 12 per cent increase to the employee’s current salary subject to the minimum and the maximum of the new pay range based on the employee’s prior performance and dependent on the knowledge, skills and ability of the employee in the new position. If the employee is rated developmental (does not possess all of the qualifications, knowledge, skills and ability) and their current salary in their home position falls within the pay range of the new position the increase shall be 3 to 6 per cent. If the employee is rated developmental and their current salary in their home position falls below the pay range of the new position their salary will be adjusted to 70 per cent of the maximum of the range for the new position. If the employee meets all the qualifications and has consistently maintained a performance standard of meeting job expectations the increase may be 7 to 9 per cent, if the employee meets or exceeds the qualifications and/or has exceeded performance expectations the increase may be 10 to 12 per cent. In all cases documentation in the letter of offer and/or a salary justification (Appendix A) will be submitted for the employee’s personnel file in P&OC.

OOS employees demoted from one position to another that has a lower maximum salary will maintain their current salary in the new position. If the employee’s current salary is greater than the maximum of the new range, the employee’s salary will be red-circled (frozen) until such time as the new salary range catches up. The employee’s salary remains frozen until such time as the maximum of the range meets or exceeds the red-circled salary.

In situations where an employee voluntarily requests a demotion the employee's salary will not be red-circled. If the employee's current salary is greater than the maximum of the new salary range it will be adjusted to the maximum of the new salary range. In extenuating circumstances for compassionate reasons, and upon written submission and approval of the Executive and Director of P&OC, an employee who voluntarily requests a demotion may have their salary red-circled.

In instances where a job is reclassified upwards to a higher salary range, the promotion formula as outlined above will apply. In instances where a position is reclassified downwards into a lower salary range, the employee's salary will be maintained (red-circled) and the employee shall receive 50 per cent of the general economic wage increases awarded to the OOS salary schedule for up to three (3) years.

On promotion from a position in which an individual's salary has been red-circled, the employee will receive the promotional formula based on the maximum of the salary range they are red-circled in, or remain at their red-circled rate, whichever is greater.

7.7 Lateral Transfer

A lateral transfer is an appointment from one position to another that has the same maximum salary. In lateral transfers, the salary will be maintained as the minimum and maximum of the salary range will be the same.

7.8 Temporary Market Supplement

A temporary market supplement in addition to the regular salary may be provided to OOS jobs that have been reviewed and approved for a market supplement in accordance with the Corporate Market Supplement Guidelines. The Director of P&OC will evaluate and determine the rate of supplement on a case by case basis dependent upon market circumstances. The Director of P&OC may amend or eliminate a market supplement at any time.

8.0 Earning and Accumulation Time

8.1 Vacation

The uniform vacation period shall be from January 1st to December 31st of each year in accordance with Section 16 of *The Saskatchewan Employment Act*.

OOS employees will be entitled to earn vacation credits at a rate equivalent to:

- First seven years of service – three weeks annual vacation
- Start of eight years of service – four weeks annual vacation
- Start of 16 years of service – five weeks annual vacation
- Start of 24 years of service – six weeks annual vacation

OOS employees shall be entitled to use annual vacation credits as they are earned (i.e. first year of service 1.25 days per month of service). Employees are encouraged to utilize their annual vacation leave by December 31 of each year as earned; however, in accordance with the Managing Vacation Accumulation Policy, annual vacation leave may be carried over into the following year and used no later than December 31 in that year. The maximum vacation accumulation that OOS employees can hold in their entitlement bank is equal to their annual entitlement plus two weeks (80 hours).

Maximum allowed entitled vacation credits cannot exceed six weeks. OOS employees with 24 years of service, who have purchased an additional week of vacation, under section 7.4 Additional Vacation Option, are only eligible to earn six weeks of vacation and will receive their 2 per cent vacation purchase back as a salary adjustment on their annual salary at the start of their 24 year.

Subject to obtaining prior written approval from the Executive and signed off by the Director of P&OC or designate, OOS employees who are:

- Newly recruited to the City or are promoted from an in-scope position (with less than eight years of service with the City) and who possess 10 or more years of equivalent, relevant experience.
- Re-hired within three years and previously had 10 or more years' experience with the City of Regina, may be entitled to earn vacation credits at a rate of four weeks in their first year of service as an OOS employee. Employees approved for four weeks of annual vacation in their first year of service as an OOS employee shall be entitled to an additional week after each additional eight years of service to a maximum rate of accumulation of six weeks annual vacation.

8.2 Scheduled Day Off (SDO)

- Permanent and temporary full-time OOS employees are eligible for up to 12 days (96 hours) paid flexible SDOs per calendar year.
- Ninety-six SDO hours are credited to each OOS employee at the beginning of each calendar year for use at the employee's discretion, based on operational requirements and must be used within the calendar year or any outstanding balance will be forfeited at the end of the year.
- New OOS employees will have access to pro-rated SDOs during their first calendar year of work. Employees commencing work on or before the 15th of the month are eligible to receive that month's SDO (8 hours); employees starting work subsequent to the 15th of the month are not eligible for an SDO).
- SDOs are pro-rated annually based on service (8 hours per month); therefore, OOS employees who leave the City, are granted an unpaid leave of absence, or work reduced variable hours, will have the SDOs pro-rated accordingly.
- One to five additional Recognition Days Off (RDO's) to a maximum of 40 hours annually, may be granted to an OOS employee by the City Manager or Executive in recognition of the employee's outstanding performance, supported by written documentation submitted by the manager and/or employee outlining how the employee performed significantly above and beyond expectations and the impact of the performance. Such written documentation shall form part of the personnel file and be submitted to payroll at the time of issuance. RDO's are not paid out and must be taken within 12 months of issuance.

8.21 Scheduled Days Off (SDOs) Deferral Program Policy

- Permanent OOS employees have the option of forfeiting their complete annual allotment of SDO's and joining the SDO Deferral Program.
- Annually, employees can choose to either receive their SDOs as time off or have them paid out through the SDO Deferral Program.
- Employees who have joined the SDO Deferral Program accrue eight hours' credit into the Program each month in lieu of eight hours of SDO time off. This is equivalent

to 96 hours per year. Permanent OOS employees with a reduced work week accrue a prorated amount based on their percentage of full-time hours worked.

- SDO credits or SDO Deferral Program credits are not earned during leaves of absence.
- Elections and payouts are administered as per the SDO Deferral Program Policy.
- Payouts are taxed according to Canadian tax regulations.
- Payouts are not considered income and; therefore, are not pensionable earnings.
- New employees are not able to join the SDO Deferral Program until the following calendar year.
- Term OOS employees are not eligible.

8.3 Holidays

The following days are observed as holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Any other day proclaimed as a holiday in accordance with the provisions of *The Cities Act*, or by federal or provincial governments.

8.4 Sick Leave

- All OOS employees who have access to sick leave shall accumulate sick leave credits at the rate of 1.25 days per month for each completed month of service, up to a maximum of 215 days.
- OOS employees who have access to sick leave may use accumulated sick leave in cases of absences where the employee is unable to work due to accident or illness.
- Upon termination, all OOS employees hired prior to January 1, 2002 with 10 or more years of service and at least 30 days (240 hours) or more of sick leave credit, shall be paid at their regular rate of pay for 50 percent of their accumulated sick leave credit to a maximum of 78 days (624 hours), unless the reason for severance of employment is dismissal for just cause. For eligible employees the benefits of this clause are payable in advance of termination on compassionate grounds with the approval of the Director of P&OC and the City Manager.
- All new OOS employees hired after January 1, 2002, including an in-scope employee promoted to an OOS position where that in-scope employee was hired after January 1, 2002, shall not receive a payout of their accumulated sick leave on termination.

9.0 Employee Group Benefit Plans

Permanent OOS employees shall participate in the Civic Employees Superannuation Plan, Civic Employees Long Term Disability Income Plan, Group Life Insurance Plan, Accidental Death and Dismemberment Insurance Plan, Dental Plan and Health Plan.

Details concerning the benefits provided by the Superannuation Plan and the Long-Term Disability Income Plan and the contribution/premium rates are available from Mobius.

Details concerning the Group Life Insurance Plan, Dental Plan, and/or Health Plan, as well as and the contribution/premium rates are available from the P&OC Department.

9.1 Health Care Spending Account and Flexible Spending Account

Annually, permanent OOS employees will receive an allotted amount to allocate towards a Health Care Spending Account and/or Flexible Spending Account.

New employees will receive a prorated amount to allocate towards a Health Care Spending Account and/or Flexible Spending Account based on their date of hire.

A Health Care Spending Account is a non-taxable group benefit that provides for reimbursement for a wide range of health, dental and vision expenses not covered under a group plan or other insurance plans. The Flexible Spending Account is a taxable benefit that provides an opportunity for employees to develop their own unique individualized approach to wellness through health services that support their lifestyle choices.

For more information, including tax implications, refer to the Health Care Spending Account & Flexible Spending Account Benefits Handbook.

OOS Term employees are not eligible for the Health Care Spending Account and/or Flexible Spending Account.

10.0 Approval of Requests for Time Off

Employees are encouraged to use SDOs for planned, personal activities which require an absence from work.

The Saskatchewan Employment Act 2014 stipulates that an employee shall be permitted to take the entire annual holiday to which he/she is entitled in one continuous and uninterrupted period. To fulfill the requirements of that section of the Act and to assist Managers with planning workloads, the City's time and attendance system (EmpCenter Time & Attendance) provides an electronic "request and approval" process for time off:

- Employee sends request for time off to their supervisor via EmpCenter
- Supervisor responds with approval or denial via EmpCenter

Note: Request and approval of time off is only required for absences of at least ½ day in duration. When employees take time off in less than ½ day intervals, the request and approval process is not necessary; however, employees must advise their Managers of their absence according to the unregulated hours described in 3.1.

11.0 Recording Time Exceptions

For pay consistency, OOS employees will **ONLY** record their time on an exception basis - i.e. they will be paid as if they worked the average hours for the pay period (80 hours) only noting the exceptions when they are absent for specific periods of time not to be considered as part of the averaging of the hours of work. OOS employees are required to report all the following absences: SDOs (Scheduled days off), RDOs (recognition days off), sick time (may include medical/dental), vacation, bereavement, compassionate leave and all paid/unpaid leaves as identified.

To ensure we promote ongoing learning opportunities and career planning, time spent in training, conferences and special City-sponsored activities will also be recorded.

OOS employees are accountable and responsible to ensure their time reporting is correct.

12.0 Other Time Off

12.1 Bereavement Leave

- OOS employees who suffer a death in their immediate family will be granted up to five (5) consecutive working days or 40 hours bereavement leave with pay.
- Immediate family shall mean spouse, child, father, mother, brother, sister or equivalent "step" relationship.
- OOS employees who suffer a death in their extended family will be granted up to three (3) consecutive working days or 24 hours bereavement leave with pay.
- Extended family shall mean father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, common-law spouse's extended family or equivalent "step" relationship.
- OOS employees who suffer a death of a close friend or relative may be granted up to one (1) day or 8 hours leave with pay.
- Additional time off requests related to bereavement leave will be dealt with on a case by case basis with the use of special (bereavement) leave being an option for consideration.
- For funerals of acquaintances not covered by the bereavement leave provisions, and held within the city, employees are required to make up the time. Alternatively, if the time off is more than ½ of a day 4 hours, the employee can use vacation or SDO's.
- For funerals held outside of the city for the bereavement leave provisions outlined above, an additional one (1) day 8 hours bereavement leave may be granted and deducted from the employee's accumulated sick leave credits. Any additional time is to be taken as vacation or SDOs.

12.2 Special Leave of Absence – Pressing Compassionate Cause

- Upon receiving a written request and supporting documentation identifying commencement and return dates, OOS employees may be granted Special Leave of Absence with pay for up to a maximum of 96 hours for a pressing compassionate cause. Written approval by the Director, Executive, or City Manager is required and a copy of the approval is to be provided to payroll for processing with all copies of the documentation provided to P&OC for the employee's personnel file.
- Special Leave of Absence shall be deducted from the employee's accumulated sick leave credits.
- Employees with access to a sick leave bank that have less than 75 days accumulated sick leave to their credit are required to protect 12 days/year for personal illness, and such days are not allowed for use as "Special Leave of Absence" as defined above.
- OOS employees with insufficient accumulated sick leave credits who require a Special Leave of Absence for extenuating compassionate cause, may submit a written request and supporting documentation identifying commencement and return dates, and may be granted Special Leave of Absence with pay for up to a maximum of 96 hours. The time utilized will be deducted from any future sick leave accumulation as it is earned. Written approval by the Director, Executive, or City Manager is required and a copy of the approval is to be provided to payroll for

processing with all copies of the documentation provided to P&OC for the employee's personnel file.

- In these instances, compassionate cause shall not be deemed to include sickness and injury to the employee.

12.3 Compassionate Care Leave Benefits – Canada Labour Code

In addition to Bereavement and Special Leave of Absence provisions as outlined above, eligible OOS employees may also be entitled to up to eight weeks of leave without pay and apply for Employment Insurance Compassionate Care Benefits within a 26-week leave period where there is a significant risk of death for a family member. See Compassionate Care Leave Policy for further information.

12.4 Leaves Of Absence Without Pay

OOS employees may be granted Leave of Absence Without Pay (up to one year), with reasonable notice, in writing, in so far as the regular operation of the Department will permit and approval is obtained from the Executive, or Director. (This also includes sabbaticals of up to 1 year.)

OOS employees who are on a Leave of Absence Without Pay for medical reasons may be required to produce a medical certificate at the expense of the City certifying that the employee is able to return to work and are subject to the Return to Work Guidelines.

12.5 Deferred Salary Leave

OOS employees seeking to take up to one-year leave and having obtained the necessary approval from their Executive may apply in accordance with the Deferred Salary Leave Plan Policy.

12.6 Family/Dependent Illness

For the sickness of an immediate family member or to care for an extended family member, up to three days (24 hours) sick leave may be taken for each case with additional days taken as vacation or SDOs. Such leave is deducted from the employee's accumulated sick leave credits.

12.7 Absences for Personal or Dependent Medical/Dental Appointments

Time for medical/dental appointments is to be made up or sick leave hours used.

12.8 Other Occasional Short Absences for Personal or Family Circumstances

Absences for personal or family circumstances are to be made up or the employee may use vacation or SDOs.

12.9 Maternity, Parental and Adoption Leave

- All OOS employees are entitled to maternity, parental or adoption leave in accordance with the provisions of *The Saskatchewan Employment Act* and approved by management.
- Employees on Maternity, Parental and Adoption Leave who have been in the employ of the City for in excess of one year may submit a request in writing for a maternity, parental or adoption leave supplement allowance of 10 per cent of their current year's

annual salary for up to one year subject to signing a one year (or prorated equivalent) return of service agreement.

- Employees returning to work shall resume work with no loss of wages or benefits accrued to the commencement of the maternity, parental or adoption leave.
- Employees on maternity, parental or adoption leave will not accumulate or be credited with holidays, SDOs, sick leave or vacation credits during such leave.

12.11 Other “City Sponsored/Supported” Absences

- Absences for City-sponsored functions (e.g. Blood Donor Clinics, United Way Day of Caring) are discretionary based on the capacity of the individual and the work area to fulfill the requirements of the position and require the support of the employee’s Manager to participate.
- Permanent City of Regina employees are eligible to receive one paid day off per calendar year to volunteer at a charitable organization during work time as per the Volunteer Day Policy.
- Employee participation at conferences, seminars, workshops, and other corporately supported personal development programs on regular work days is considered at work. In order to track the number of hours invested in our employees for training and development, please report these absences in the EmpCenter Time and Attendance system.
- Employees will not receive credit or compensation if these events take place on Saturdays, Sundays, Holidays or regular days/hours off, or days of rest.

12.12 Superior Duty

OOS employees who are required to temporarily replace another OOS employee in a higher paid position, or who are required to take on additional higher level duties and responsibilities, may be eligible for Superior Duty pay as outlined in Guidelines for [Out-of-Scope Appointments and Assignments](#).

12.13 Parking Provisions, Vehicle, Mileage and Travel Allowances

Parking provisions, vehicle allowances and reimbursements for mileage and travel are outlined in the following: OOS Vehicle Allowance Policy, Vehicle Expense Reimbursement Policy. OOS employees shall comply with the parking guidelines and ensure they do not exceed permit provisions.

12.14 Employee Development and Graduate Studies Educational Support

The City of Regina values and encourages continuous learning. An investment in employee learning and development is an essential investment in the future of our Corporation. To create a contemporary workplace managers and supervisors are responsible for fostering a climate of continuous learning through equitable access to learning and development opportunities.

Employees are responsible for managing their own careers and for investing effort in their ongoing development. The Corporation will support activities that take place in order to increase the health and effectiveness of the organization, so that employees within the organization have the knowledge, skills and abilities to support the Corporation in achieving its strategic goals and meeting its mission.

Employee development will occur through:

- Ongoing performance development and the identification of personal and professional development through the annual Performance Development Evaluation (PDE) process
- Corporate support in accessing personal and professional development opportunities as identified in the PDE and CareerMap
- Support and education from P&OC in the application of policies governing tuition subsidy, employee training, education leave and career counselling for personal and professional development
- Funding support for post-secondary education, as outlined in the Tuition Subsidy Policy and Long-term Learning Guidelines

12.15 Professional Association Fees/Memberships

To support and encourage professional development the City shall reimburse or pay the professional association fees/memberships for permanent OOS employees who are required by an Act, policy, professional code, as stipulated in their job description, or recommended by the Director of the Department to be a member of a professional association and/or maintain a professional designation.

An original receipt or invoice is required to support the payment request. The particulars are to include the payee's complete name and address, a description of the payment, the amount of the payment and the period covered. Payment may be made directly to the employee or the association on the employee's behalf.

For partial years, payment is prorated. When an employee resigns, they are required to repay the City on a prorated basis for the uncompleted membership year.

13.0 Essential Services

OOS employees are required to work during a withdrawal of services by any civic bargaining unit or during a declared emergency.

14.0 Other Applicable Policies and Resources

- Code of Conduct (City of Regina Bylaw)
- Saskatchewan Employment Act
- Corrective Discipline Policy
- Long-term Learning Guidelines
- OOS Appointments and Assignments
- OOS Vehicle Allowance Policy
- PDE Evaluation Process Guide
- Respectful Workplace Policy
- Return to Work Guidelines
- Telework Program Guidelines
- Tuition Subsidy Policy
- Vacation Accumulation Policy
- Variable Work Hour Policy
- Vehicle Expense Reimbursement Policy
- Volunteer Day Policy

15.0 Revision History

Revision Timeline: Every 2 years

Date	Description of Change	(Re)-Approval Required (y/n)
04-Apr-2019	Amendments – 6.2, 6.3, 7.4, 8.1, 8.2, 8.21	Yes
15-Jan-2018	Amendment – Sick Leave	Yes
15-Oct-2016	Amendments – Time and Attendance, Vacation	No
07-Jan-2015	Amendment	Yes
01-Jan-2008	Initial Release	Yes