

CORE POLICIES

	POLICY NAME	CATEGORY
√ <i>AB Human Rights Reviewed</i>	1. Absenteeism Management <i>*Detailed program guidelines also available</i>	Employee Relations
	2. Base Compensation <i>*And up depending on #, and complexity, of jobs</i>	Pay and Benefits
	3. Bereavement Leave	Pay and Benefits - LOA
	4. Code of Conduct and Ethics	Employment Conditions
	5. Community Involvement	Pay and Benefits
	6. Compassionate Care Leave <i>* Leave required by Employment Standards Law</i>	Pay and Benefits - LOA
	7. Confidentiality	Employment Conditions
	8. Core Benefits <i>*And up depending on #, and complexity, of benefits</i>	Pay and Benefits
	9. Corrective Discipline	Employee Relations
	10. Corrective Justice <i>(Non-unionized)/Appeals Process (Union environments) §350 for Appeals Process Policy</i>	Employee Relations
	11. Court Leave <i>*Leave required by Employment Standards law</i>	Pay and Benefits - LOA
	12. Demotions	Staffing
	√ <i>Human Rights review recommended</i>	13. Disability Leave
14. Discrimination		Health and Safety
√ <i>Human Rights review recommended</i>	15. Dress Code and Personal Appearance	Employment Conditions
	16. Duty To Accommodate	Workforce Supports
	17. Education Leave	Pay and Benefits - LOA
	18. Employee Assistance Program (EAP) <i>*EFAP program not included</i>	Workforce Supports
	19. Employee Parking and Transportation	Pay and Benefits
	20. Employee Personnel Files	Employment Conditions
	21. Employee Social Events	Pay and Benefits
	22. Employment Contract	Employment Conditions
	23. Equal Employment Opportunities	Staffing
	24. Exit Interviews <i>*Survey tool development extra</i>	Staffing
	25. Failure to Return Business Property	Employment Conditions

	26. Flexible Work Environment	Pay and Benefits
	27. Harassment and Abuse	Health and Safety
	28. Incentive Program <i>*Starting at</i>	Pay and Benefits
	29. Internet Acceptable Use	Employment Conditions
	30. Interview Costs	Pay and Benefits
	31. Involuntary Termination	Employee Relations
	32. Job Evaluation System <i>*Does not include Job Evaluation/Classification System</i>	Job Classification
	33. Job Profiles/Descriptions <i>*Does not include Job Profile/Description development</i>	Job Classification
	34. Leave to Seek Public Office	Pay and Benefits - LOA
√ <i>AB Employment Standards Reviewed 2016</i>	35. Maternity/Parental/Adoption Leave <i>*Leave required by ES law</i>	Pay and Benefits - LOA
	36. Misconduct	Employee Relations
√ <i>Human Rights review recommended</i>	37. Modified Work Program	Workforce Supports
	38. Moving Expenses	Pay and Benefits
√ <i>AB Human Rights Reviewed</i>	39. Nepotism	Employment Conditions
	40. Observed Holidays	Pay and Benefits
	41. Orientation	Staffing
	42. Outplacement Services	Staffing
	43. Outside Employment	Employment Conditions
	44. Payroll Administration	Pay and Benefits
	45. Payroll Processing: Resignation and Termination	Pay and Benefits
	46. Performance Qualifying Period	Employment Conditions
	47. Performance Planning and Evaluation	Training and Development
	48. Performance Review	Training and Development
	49. Performance Standards	Training and Development
	50. Personal Leave Without Pay	Pay and Benefits - LOA
	51. Personal Property Damage	Pay and Benefits
	52. Personal Use of Business Property and Equipment	Pay and Benefits

√ FREE!	53. Policy Definitions	Definitions
√ FREE!	54. Policy Template	Templates
	55. Probationary Period	Employment Conditions
	56. Professionalism	Employment Conditions
	57. Promotions and Lateral Moves by Appointment	Staffing
	58. Reimbursement for Professional Fees	Pay and Benefits
	59. Retirement Awards	Pay and Benefits
	60. Rewards Management System	Pay and Benefits
	61. Robbery and Break-in	Health and Safety
	62. Scent Free Environment	Health and Safety
	63. Sick Leave	Pay and Benefits
	64. Smoking	Health and Safety
	65. Solicitation on Business Property	Health and Safety
	66. Staffing	Staffing
	67. Substance Abuse	Health and Safety
	68. Technological Change	Employment Conditions
	69. Termination	Employee Relations
	70. Travel and Related Business Expenses	Financial
	71. True Talent Acquisition	Staffing
	72. True Talent Staff Development	Training and Development
	73. Use of Computers and Software	Employment Conditions
	74. Vacation Leave	Pay and Benefits
	75. Voluntary Resignation	Employee Relations
	76. Voting <i>*Leave required by Employment Standards law</i>	Pay and Benefits - LOA
√ <i>Human Rights review recommended</i>	77. Workplace Health and Safety <i>*OH&S Program not included</i>	Health and Safety