

COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual	FUNCTION: 5100 FAMILY AND COMMUNITY SUPPORT SERVICES
	SECTION: 5140 PAYROLL AND BENEFITS

CONDITIONS OF EMPLOYMENT FOR HOMEMAKERS POLICY #5141

POLICY STATEMENT

The County of Wetaskiwin No. 10 believes that all employees have a clear understanding of what is expected of them. Salary, benefits, probationary periods and all matters relating to the employee will be administered by the County of Wetaskiwin No. 10.

PROCEDURES

1. **Training** - It is the responsibility of the County of Wetaskiwin No. 10's administrative staff to make available and implement, for all new employees, a minimum of eight hours orientation and training.

At the time the Home Support Worker is hired she will receive orientation which will include a walk through the Home Support Manual and job description.

At some period, before she is accepted as permanent staff, she will receive a one-day workshop which will include information on the County of Wetaskiwin No. 10 structure, an in-depth review of job description and policy manual, basic personal care skills and practice.

All new Home Support Workers are expected to enrol and complete Inservice Training Programs for Home Support Aides.

The County of Wetaskiwin No. 10 provides regular Home Support meetings which usually include a sharing time, small inservice and case conferencing.

Other related training is optional but recommended and will be taken on the home support worker's time. Registration fees will be paid by the County if funding is available.

All new Home Support Workers are expected to enrol and complete the CPR and First Aid Course when available.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	November 6, 1996	96/328 C	1 of 4

CONDITIONS OF EMPLOYMENT FOR HOMEMAKERS POLICY #5141

2. Insurance

Workers Compensation - If an accident occurs on a placement, it must be reported immediately to the Co-ordinator and Doctor so that claims may be initiated.

Liability Insurance - All Home Support Workers are covered by the County of Wetaskiwin No. 10's liability insurance while they are on Agency business.

Insurance - Home Support Workers provide for their own vehicle insurance as per County Policy #?.

3. Travel Time and Mileage - A Home Support Worker shall provide her own vehicle and shall receive mileage at the prevailing rate. This will be adjusted by County Policy #?.

Travel time will be paid when time is spent travelling between jobs, if more than one Client is served per day. No travel time will be paid for time spent travelling between Home Support Worker's home and first Client, and between the last Client and the Home Support Worker's home.

The travel time will be paid at the prevailing Alberta minimum wage rate.

Home Support Workers provide for adequate insurance coverage on their vehicles.

4. DIRECTIVE: Scheme of Employment Permit for Home Support Workers Issued Under Alberta Regulation #296/88

A Scheme of Employment is authorized between County of Wetaskiwin No. 10 and its employees.

- a) This permit only changes the hours of work and overtime pay provisions of the Employment Standards code. All other provisions of the Employment Standards code including vacation pay, general holiday pay, general holiday pay, termination pay and hours of rest apply as stated in the Code.
- b) This authorization applies to an employee who provides support to assist individuals to live in a non-institutional setting in the community.
- c) For home support workers engaged in a 24 hour live-in assignment, 12 hours is designated as task oriented and 12 hours is designated as non-task oriented. Overtime shall be paid for any task oriented hours over the 12 hours per day.
- d) Employees working day-to-day hourly assignments (excluding 24 hour live-in shifts) shall be paid overtime over 12 hours per day or 264 per month which ever is the greater number of hours. Sleep hours are excluded from daily or monthly hours of work for the purposes of overtime calculations.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	November 6, 1996	96/328 C	2 of 4

CONDITIONS OF EMPLOYMENT FOR HOMEMAKERS POLICY #5141

- e) Employees working a combination of 24 hour live-in shifts and day-to-day hourly shifts shall be paid overtime over 12 hours per day or 264 hours per month whichever is the greater number of hours. In the 24 hour live-in shift 12 hours is deemed to be work time for the purpose of calculating overtime.
- f) Employees who accompany clients on vacation are entitled to receive wages of not less than the amount they would have earned for the hours worked during the same period on their established shift schedule, had the client not gone on vacation, or any other mutually agreed arrangement.
- g) A copy of this permit must be provided to current and future employees affected. The Director may review, alter or cancel this permit at any time.

5. **Wages and Increments** - Salary scales are established by the County of Wetaskiwin No. 10 Council. All newly hired Home Support Workers will be placed on a three-month probationary period. Reference Policy #

6. **Deductions** - The County of Wetaskiwin No. 10 deducts the required amounts for CPP, UIC, and Income Tax from wages and contributions they are required to share. Yearly T4 slips are sent to employees. You may request additional income tax be withheld by indicating so on the TD1 form.

7. **Employment Standards** - The County of Wetaskiwin No. 10 adheres to regulations governing minimum wage rates, vacation pay, general holidays, and overtime.

Alberta Labour Standards has developed a special category for the Home Support industry which give special consideration to overtime and 24-hour live-ins.

8. **Condition of Employment Agreement for 24-Hour Live-In Home Support Worker in This Agreement**

- a) **"Home Support Service"** means an organized community service provided by qualified persons under responsible supervision to care for children when the mother is in hospital or ill, handicapped or convalescent adults, to give assistance to aged persons still capable of some self-care and to otherwise provide assistance and care in a home environment to persons who are unable to fully care for themselves and their dependants. Without limiting the generality for the foregoing, the service shall assume responsibility for the household management and operation and help to protect and restore individual and family functioning; it shall serve to prevent the placement of children and adults away from their own home.
- b) **"Day"** means a period of twenty-four (24) consecutive hours from the commencement of an assignment.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	November 6, 1996	96/328 C	3 of 4

CONDITIONS OF EMPLOYMENT FOR HOMEMAKERS

POLICY #5141

The work and services to be performed by the employees shall be in accordance with the regular duties and responsibilities established and specified by the employer.

When the employee is required to reside on the premises of a private residence of a Client overnight, the employee shall be granted a period of at least eight (8) hours to sleep but shall be available at any time in case of emergency.

In addition to the hours of sleep established in Section 3, the employee shall be granted four (4) hours of rest each day but shall be available at any time in case of emergency.

The employer shall pay the employee at a rate of not less than the equivalent of the prevailing minimum hourly wage as established under regulation by the Employment Standards Branch for all hours worked.

Hours of work in excess of twelve (12) any day constitutes overtime for which the employee shall receive additional overtime pay at not less that one and a half (1.5) times the established rate of pay.

The employer agrees to comply with the Employment Standards Act respecting Vacations and Vacation pay, General Holidays and General Holiday Pay, Termination of Employment and Maternity Benefits.

9. **Staff Development** - Co-ordinators are eligible to attend one Provincial Home Support Worker Convention each year. Rooms and meals are covered under the County of Wetaskiwin No. 10 Per Diem Policy #.

Co-ordinator will attend Regional Meeting at their discretion.

Co-ordinator will attend Annual Provincial Meeting.

Home Support Workers will be encouraged to attend Annual Home Support Worker Day as developed by the Region Co-ordinators. Cost to be covered by the County of Wetaskiwin No. 10.

Co-ordinators will provide inservice quarterly or as deemed necessary.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	November 6, 1996	96/328 C	4 of 4