



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Provision of Standard Operating Procedures and Related Policies, Standard Operating Procedure

PROCEDURE NO: CS-03-013-01

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-013 AMENDMENT DATE:

### PROCEDURE:

#### 1. Application of these Policies

- a) The Human Resources Standard Operating Procedures Manual and related Policy Manual apply to all permanent, term, seasonal, probationary, casual and contract employees of Lac La Biche County. These procedures and policies do not apply to independent contractors. These policies and procedures do not apply to persons other than employees who have a relationship with the County and where the County has specified, in writing, that these policies do not apply to such persons.
- b) Where departmental procedures and policies exist, as in the case of the Protective Services department, and address matters which are not incorporated in these procedures and policies, the departmental procedures and policies shall be considered as a subset of these procedures and policies and shall also apply to employees of that specific department.
- c) Application of these procedures and policies to volunteers shall be as noted in specific sections.
- d) Verified violation of the spirit and intent of these procedures and policies may subject an employee to disciplinary action, up to and including dismissal.
- e) New employees, upon commencement with Lac La Biche County, will be provided with a copy of these procedures and related policies to review and must confirm review and acceptance of the procedures and policies within one week of commencement of employment.
- f) Clarification on the application of these procedures and policies is available from the County's Manager of Human Resources or from the County's Chief Administrative Officer.
- g) Throughout these procedures and policies, the terms "Lac La Biche County" and "County" refer to Lac La Biche County in its capacity as an employer.
- h) It is the responsibility of the Chief Administrative Officer and all County employees to ensure that the provisions of these procedures and policies are followed.

## 2. Severability

- a) If any part of these procedures and policies is invalid, illegal, or incapable of being enforced by reason of any rule of law or public policy, all other provisions of these procedures and policies, including the policy or procedure containing the invalid, illegal or unenforceable part, will, nevertheless, remain in full force and effect.

“Original Signed”  
Chief Administrative Officer

November 8, 2013  
Date