

**CITY OF DRUMHELLER
POLICY A #3-91
NON-UNION BACK UP POLICY**

THE PURPOSE OF THIS POLICY IS TO:

Ensure that a back up schedule is maintained which allows daily operations to continue in a timely and efficient manner in the absence of assigned staff.

POLICY STATEMENT

The City of Drumheller shall develop and maintain a back up policy for all non-union staff positions. This policy will ensure that there is an adequate staff complement during vacation, workshops, or sick day periods.

**Adopted by Management
April 30, 1991
Amended
February, 1996**

PROCEDURE:

1. Unless specifically approved by the City Manager, alternates shall be discouraged from taking vacation periods during the absence of delegated personnel, or during expected heavy work load periods. ie. the Accounts Payable Tax Clerk shall be restricted from taking vacation during Assessment Roll and Tax Roll periods; Administration staff shall be restricted from taking vacation during tax time, which normally fall in the last week of August.
2. The role of Alternate shall be to maintain the daily responsibilities for the delegated position. It is recognized that during short periods of absence, some job duties may be deferred. This is to be confirmed prior to the absence and where practical. Duties may also include meeting attendance, authorizations, and staff supervision where applicable.
3. The responsibility for orienting the Alternate staff shall be the named employee.
4. Approval for Alternate and designation of authorization for time off shall be negotiated on an individual basis with the appropriate supervisor.

5. Alternate Designation

Position	Alternate	Area of Delegation
a) City Manager	City Clerk/Treasurer	Authorizations, Council duties.
	Director, Engineering Services	Engineering duties, daily operations - Recycling, Solid Waste, Disaster Services
	Fire Chief	Disaster Services
	Safety Codes Manager	Development Officer duties
	Fire Chief	Disaster Services Co-ordination
b) City Clerk/Treasurer	City Manager	Signing authority
	Accountant	On-going duties, staff supervision with final authorization of City Manager

c) Director, Engineering Services	City Manager/Engineer	Capital Projects supervision as delegated
	Public Works Supt.	On-going duties with final authorization of City Manager
d) Director, Community Services	Community Services Worker	On-going Recreation duties
	Senior's Worker	On-going FCSS duties
	Administrative Asst.	Financial approvals with final approval of City Manager
	Pool Supervisor	Reporting to City Manager in instances of human or system disaster, policy interpretation
e) Superintendent, Public Works	Asst. Public Works Superintendent	Daily operations
f) Accountant	City Treasurer	Daily operations, staff supervision, authorizations
g) Asst. Superintendent Public Works	Superintendent Public Works	Daily operations, staff supervision, authorizations
h) Safety Codes Manager	City Engineer	Building inspection, Safety Codes inspection, Development Officer
	Safety Codes Clerk	Daily operations with final approval of City Manager/Engineer
i) Risk Management Officer	City Manager	Disaster Coordination
	Director, Engineering Services	WCB, Safety, Environmental duties
	Director, Community Services	Employment programs
j) Fire Chief	Asst. Fire Chief(s)	Daily operations

k) Administrative Asst, City Manager	Secretary/Receptionist	Daily operations
l) Administrative Asst, Community Services	Optional Coverage	Daily Operations
m) Administrative Asst, Public Works	Optional Coverage	Daily Operations
n) Secretary/Receptionist City Manager	Accounts Payable Clerk	Daily Operations
o) Accounts Payable/ Payroll/Tax Clerk	Utility Clerk Cashier Clerk	Payables, payroll Taxes
p) Utility Clerk	Cashier Clerk Accountant Accounts Payable Clerk	Water accounts Cemetery Accounts Receivable
q) Cashier Clerk	Utility Clerk	Reception, telephone, taxes
r) Senior's Worker	Community Service Director	RRAP, Seniors information
s) Community Services	Community Service Director	Recreation, daily operations
t) Pool Supervisor	Community Service Director Shift Supervisor	Authorizations Daily Operations
u) GIS Coordinator	Accountant Director of Engineering Services	Computer operations Mapping
v) Safety Codes Clerk	Cashier/Clerk	Daily Operations

Options for coverage would be:

- a) bring in part time staff
- b) assign additional duties to existing staff
- c) use part time labour programs (A.C.E.)

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PROCEDURE:

1. Unless specifically approved by the City Manager, alternates shall be discouraged from taking vacation periods during the absence of delegated personnel, ie. the Accounts Payable Tax Clerk shall be restricted from taking vacation during Assessment Roll and Tax Roll periods; The Administration staff shall be restricted from taking vacation during tax time which normally falls in the last week of August.
2. The role of alternate shall be to maintain the daily responsibilities for the delegated position. It is recognized that during short periods of absence, some job duties may be deferred. This is to be confirmed prior to the absence where practical. Duties would include meeting attendance, authorizations, staff supervision.
3. The responsibility for orienting the back-up staff shall be the named employee.
4. The typing pool shall be coordinated by Corinne Macdonald.
5. Approval for alternate and designate authorization for time off shall be negotiated on an individual basis with the appropriate supervisor.

6.	Position	Alternate	Area of Delegation
a)	City Manager	City Clerk/ Treasurer	Acting City Manager - authorizations, administration, Council duties
		Building Inspector Director of Engineering Services	Development Officer duties Engineering duties
b)	City Clerk/Treasurer	City Manager Accountant	City Clerk duties, staff supervision Accounting duties, with final authorization by City Manager
c)	Director of Engineering Services	City Engineer Public Works Superintendent	Capital projects Daily operations, with final authorization by City Manager
d)	Recreation Director	Director of F.C.S.S. Pool Supervisor	Daily Operations of Department Swimming Pool, reporting to City Manager in instances of human or systems disaster
		City Manager Director of Engineering Services	Disaster Services Safety Services

e) FCSS Director	Recreation Director Administrative Assistant	Staff supervision Daily operations, reporting to Recreation Director
	City Manager	Policy development
f) Superintendent of Public Works	Assistant Public Works Superintendent	Daily operations
g) Industrial Development Officer	City Manager	Limited coverage as required, working in conjunction with the Chairman of the Industrial Development Committee
h) Tourism Coordinator	City Manager	Limited coverage as required, working in conjunction with the Chairman of the Tourism Bureau
i) Accountant	City Treasurer	Daily accounting operation telephone and computer systems
j) Assistant Superintendent of Public Works	Public Works Superintendent	Daily Operations
k) Administrative Assistant	Municipal Records Clerk	Shall physically move to office and assume daily operations
l) Administrative Assistant C.S.		In the staff absence, typing pool and switchboard services shall be utilized under the direction of Recreation and FCSS Directors. During prolonged absence, "floater" staff will be used.
m) Municipal Records Clerk	Administrative Assistant Front Office Staff Clerk Steno	Legislative secretarial. Back up switchboard duties Secretarial for City Clerk/Treasurer
n) Accounts Payable/ Payroll/Tax Clerk	Accountant Clerk Steno Clerk Steno	Payroll duties Accounts Payable Duties Tax Duties

o) Utility Clerk	Accountant Switchboard Operator	Cemetery operations Water works duties Supplies & Counter duties
p) Clerk Steno	Utility Clerk Accountant	Counter duties, accounts receivables Personnel records
q) Switchboard Operator	Front office staff Accountant	Switchboard Photocopying - individuals will be responsible for their own photocopying Mail Cash reconciliation
r) Building Inspector/ Officer	City Engineer By-law Enforce- ment Officer Administrative Assistant	Building inspection as required By-law enforcement Primary contact for daily operations
s) Secretary, Engineering Transportation Services	Administrative Assistant In staff absence, shall utilize typing pool & switch board service	Billing
t) Senior's Community Worker	F.C.S.S. Director Administrative Assistant	RRAP, Information & Referral, Handiman Program
u) Youth Community Worker	During staff absence, supervision of the Teen Centre shall be assumed by part-time staff, or volunteers, otherwise the Centre shall be closed.	
v) Pool Supervisor	Designated Shift Supervisor	Daily operations Administrative duties and staff supervision reporting to Recreation Director

Note: In the absence of both Front Counter staff, back-up positions
will be named on an as required basis.