



Policy Title: Assistants Severance Policy
Policy Number: CC030
Report Number: AOC05-75
Approved by: Council, with amendment to 2009 June 22
Effective Date: 2005 October 17
Business Unit: Office of the Councillors

BACKGROUND

At its meeting held 2005 October 17, Council adopted the following policy in regards to Assistants Severance payment. The policy was later amended by Council 2009 June 22 as the Assistants Severance Policy.

PURPOSE

The purpose of this policy is to formalize and clarify practices on severance payments for Councillor's Assistants.

POLICY

1. Each Assistant hired pursuant to the 'Assistants' Contract – Full or Part Time Assistants'¹ who has a minimum of fifty-four (54) months of continuous service as an Assistant is eligible to receive a severance payment equivalent to two weeks of pay for each year of service to a maximum of sixteen weeks to be paid where the employing Councillor:
 - i. terminates the contract, or
 - ii. does not renew the contract, or
 - iii. resigns, or
 - iv. is defeated in a municipal election, or
 - v. is forced from office, or
 - vi. dies while in office

provided there is not just cause for the termination of employment.

2. If the required minimum period of continuous service is not met an Assistant may be entitled to termination pay pursuant to the Employment Standards Code of Alberta (ESC). Once an Assistant has achieved eligibility for a severance payment under this policy they are entitled to either what this policy provides for or what the ESC provides for at their option, but not both.

¹ The "Assistants, Contract – Full or Part Time Assistants" forms Appendix A of the ASSISTANTS POLICY – OFFICE OF THE COUNCILLORS.



3. As of the effective date of this policy, severance eligible periods of service will be determined from the start date of the employment as an Assistant through continuous Assistants Contracts to the date of termination pursuant to paragraph one above. Any individual working as an Assistant as of the effective date of this policy will be eligible under the policy in respect of all prior continuous service by the individual as an Assistant back to the date of the start of the most recent period of continuous service and employment from that date will be recognized towards achieving the 54 month eligibility period.
4. For the purposes of calculation of severance payable under this policy the severance pay will be based on the hourly rate of pay at the time of termination multiplied by the average number of hours per week under contract during the period multiplied by the number of weeks of severance pay the individual is eligible to receive. The number of hours per week used in the calculation will be based on the average number of hours the individual was contracted for during the service period.
5. The 'continuous service' referred to in one above can be served with one or more Councillors provided that employment under the terms of the Assistants Contract is unbroken during the continuous service, except as provided for in paragraph nine (9) below.
6. Notice of termination or non-renewal given an Assistant as regards an Assistants Contract will not constitute an offset of severance payable under this policy.
7. An Assistant who has received a severance payment under this policy is not eligible for payment of further severance under this policy in relation to subsequent service as an Assistant until they have again worked for the minimum qualifying period of fifty-four months.
8. A person cannot be in receipt of payment for work as an Assistant and severance payment for work as an Assistant in respect of the same period of time. In the event an individual commences employment as an Assistant during the period covered by a severance payment they received for work as an Assistant, they must repay the severance payment to The City for that period of time for which the severance payment and the subsequent employment as an Assistant overlap.
9. For the purposes of electing when to receive severance pay, an Assistant may defer payment for up to four months during which time they may seek further employment as an Assistant and, if successful within the deferral period, severance eligible service will again begin to accumulate as though the service were continuous but not including the deferral period.
10. Absences in employment due to sickness reported in accordance with the established Short Term Sickness and Accident plan or long Term Disability plan and maternity leave will accumulate as severance eligible time on the basis of the weekly hours stipulated in the Assistants Contract in effect immediately prior to the date of the commencement of the leave.



11. Interpretation of this policy rests with the Coordinating Committee of the Councillors Office. Rulings of the Coordinating Committee of the Councillors Office on matters of interpretation may be appealed to the Priorities and Finance Committee.

PROCEDURE

Severance payments will be provided to Councillors' Assistants according to the guidelines provided in the policy.

AMENDMENTS

2009 June 22 – Council

2013 October 21 – Bylaw 40M2011 Discontinue the use of the title “Alderman” in favour of the title “Councillor”