



City of St. Albert  
**CITY COUNCIL POLICY**

CAO Limitations on Human Resources

**AUTHORITY:**

City Council

**APPROVED****RES. NO.:**

C486-2001

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**Policy**

With respect to the treatment of paid and volunteer staff, the Chief Administrative Officer (CAO) may not cause or allow conditions that detract from a rewarding, enriching and learning work environment or that are unsafe, unfair or undignified.

**Standards**

The CAO shall not:

1. Operate without written personnel policies that include but are not limited to:
  - a. Employment hiring and separation
  - b. Harassment
  - c. Nepotism
  - d. Grossly preferential treatment
  - e. Safety
  - f. Training and development
  - g. Expression of ethical dissent (i.e., where employees refuse to carry out an action due to personal ethics or beliefs)
  - h. Conflict resolution
  - i. Celebration of success and recognition of performance
2. Fail to inform staff about their rights under this policy.

**Legal References:** *Charter of Rights and Freedoms; Employment Standards Code; Labour Relations Code*

**Cross References:** Collective Agreements; Human Resources Services Policy Manual

