

2012COL011 Attachment 1
List of Administrative Directives

For full texts of the above Administrative Directives, please see the following link:

http://www.edmonton.ca/city_government/city_organization/directives.aspx

Directive Number	Directive Name	Summary
A1108B	Attendance Management	This directive establishes guidelines to manage the attendance of all employees.
A1429C	Acceptable Use of Communication Technology (Electronic Mail)	This directive establishes guidelines for users when transmitting, storing and accessing communication technology.
A1453	Allocation of Scarce Fuel Supply	This directive establishes guidelines for fuel allocation to business areas in the event of scarce or limited fuel.
A1203B	City Employees – Contracts with City	This directive establishes guidelines to ensure that City resources are not exploited for the personal gain of any Employee or Employee's Immediate Family.
A1402	City Policy and Procedures	This directive establishes guidelines for the provision of easy access to City Procedures and policy statements of City Council and the City Manager to any person carrying out responsibilities on behalf of the City
A1412	Common Area Services for Integrated Facilities	This directive establishes guidelines for the use and responsibilities of Tenant Committees to ensure property management functions at Integrated Facilities are appropriately handled.
A1110	Compressed Hours of Work – CSU #52 Management, and Out-of-Scope (Confidential) Employees	This directive establishes guidelines for the approval and implementation of compressed hours of work.
A1411	Computer Application Software	This directive establishes guidelines for the development and use of City developed computer application software.
A1409A	Computer Systems	This directive establishes guidelines to provide administrative guidance in the management of computing resources with the City.
A1423	Construction Branch Fiscal Policy	This directive establishes guidelines for the fiscal management and control of the Construction Branch of the Public Works Department.
A1408	Contingency Plan – Postal Disruption	This directive establishes guidelines for the cost efficient delivery of essential corporate mailings due to postal disruptions.

A1428A	Contracting with Parties who have a Dispute with the City	This directive establishes guidelines for contracting with parties who have a dispute with the City.
A1418	Corporate Billings and Cheques - Forms	This directive establishes standardized corporate forms design, data location and coding.
A1414	Computer Access Security	This directive establishes guidelines for Computer Facilities and access to same.
A1410C	Corporate Records and Information Management	This directive establishes guidelines for the efficient management of information under the control of the City Manager.
A1449	Corporate Web Office Service Delivery	This directive establishes guidelines for web service delivery activity.
A1112A	Dealing with the Death or Medical Emergency of an Employee	This directive establishes guidelines for the assistance to an employee's family in the event of an employee's serious injury/medical emergency at work, or death.
A1300	De-Energizing of an Electrical High Voltage Component	This directive establishes guidelines surrounding when and how high voltage equipment will be de-energized.
A1102	Discipline of City Employees	This directive establishes guidelines on discipline of City employees.
A1440	Donations to the City of Edmonton	This directive establishes guidelines about what types of donations qualify as gifts to the City of Edmonton, and when City employees should issue official receipts to donors for income tax purposes.
A1128	Drug and Alcohol Directive	This directive establishes guidelines for appropriate conduct of employees and the consequences for non-compliance, as well as guidelines for all employees and a means for supporting employees who are dealing with current or emerging drug and alcohol problems.
A1126	Duty to Accommodate Disabilities	This directive establishes guidelines for assessing the need to accommodate employees with disabilities within the workforce.
A1101	Employee Assistance Services	This directive establishes guidelines for assisting permanent City employees with obtaining treatment for behavioral health problems.
A1100C	Employee Code of Conduct	This directive establishes guidelines for appropriate conduct in the work place for City employees in the discharge of their duties.
A1113	Employee Dress Code	This directive establishes guidelines for the establishment of dress codes within City departments and corporate offices.
A1120A	Employee Learning and Development	This directive establishes guidelines for the provision of employee learning and development

		opportunities.
A1415H	Employee Business Expense-Local and Out of Town	This directive establishes guidelines for business expenses incurred by employees while conducting City business.
A1405	Energy Management	This directive establishes guidelines for proper energy management practices.
A1427	Environmental Protection, Compliance and Reporting	This directive establishes guidelines and procedure for environmental compliance and reporting within the City.
A1201	Federal Sales and Excise Tax Management	This directive establishes guidelines for the establishment of programs for the management of taxes levied under provisions of the Federal Excise Tax Act is established.
A1454	Fraud	This directive establishes guidelines for the prevention, detection, reporting and investigation of suspected fraud within the City.
A1417	Fuelling City Vehicles and Equipment	This directive establishes guidelines for the safe handling, allocating and recording of City owned fuel.
A1200B	Handling of City Money	This directive establishes guidelines for the handling of City money (excluding interest/petty cash funds).
A1104A	Hiring	This directive establishes guidelines for hiring employees that are timely, simple, cost efficient, integrated with client business needs and human resources plans.
A1104A	Home Use of City Owned Hardware and Software	This directive establishes guidelines governing the appropriate use and support of City owned hardware and software for home use.
A1442	Information Technology Hardware & Software – Non Standard Request	This directive establishes guidelines for requesting non-standard information technology hardware and software which is intended to be connected to the City's computing environment.
A1419	Internal Communications	This directive establishes guidelines for effective internal communications so as to create a positive working environment that optimizes employee performance.
A1441	Lease Financing	This directive establishes guidelines for the a formalized guideline to assist in selecting the appropriate financing method for required tangible assets.
A1105A	Leave of Absence with Pay	This directive establishes guidelines for the administration of leaves of absence with pay.
A1106A	Leave of Absence without Pay	This directive establishes guidelines for the administration of leaves of absence without pay.
A1109	Lieu Days	This directive establishes guidelines for lieu day

		procedures.
A1119A	Local Authorities Pension Plan – Participation	This directive establishes guidelines in respect of the participation of employees in the Local Authorities Pension Plan, subject to applicable legislation.
A1122	Long Service Award	This directive establishes guidelines with respect to the recognition of employees for long service.
A1402A	Maintenance of City-owned Facilities	This directive establishes guidelines for the maintenance and servicing of all city owned buildings, structures, and other facilities.
A1400A	Maintenance of Emergency Vehicles	This directive establishes guidelines for the maintenance of emergency vehicles and equipment.
A1114C	Management/Professional Employees' Compensation	This directive provides guidelines for fair, equitable and consistently applied processes for compensating Management and Professional employees so as to attract and retain a diverse, engaged, productive, and talented workforce.
A1446	Media Relations Management	This directive establishes guidelines for the coordination of media relations to ensure media communications contribute to the success of the City's goals.
A1107	Membership Fees in Organizations and Associations	This directive establishes guidelines for which membership fees in associations or organizations will be deemed eligible for payment on behalf of the employee.
A1450	Military Leave with Pay	This directive establishes guidelines on military leave with pay for City employees.
A1422	Mobile Equipment Services Branch Fiscal Policy	This directive establishes guidelines for the fiscal management and control of the Mobile Equipment Services Branch of the Public Works Department.
A1117B	Occupational Health and Safety	This directive establishes guidelines to enable the City and its employees to meet their Occupational Health and Safety obligations and responsibilities under the applicable Occupational Health and Safety laws.
A1416	Operating and Maintaining City Vehicles or City Equipment	This directive establishes guidelines for the issuance of City Driver/Operator Permits and operating procedures for drivers and operators of City vehicles or City equipment.
A1202	Overhead Costs and Allocations	This directive establishes guidelines with respect to overhead costs and the allocation of same.
A1404	Photocopying and Printing (Reprographics)	This directive establishes guidelines for cost-efficient and reliable methods of photocopying and printing.

A1426	Policy to Maintain and Amend the Register of Historic Resources in Edmonton	This directive establishes guidelines pertaining to the addition and deletion of historic resources from the register.
A1433	Privacy	This directive establishes guidelines for the City's compliance with the privacy provisions of the <i>Freedom of Information and Protection of Privacy Act</i> .
A1445	Privacy Breach	This directive establishes guidelines for the management of inadvertent disclosure of personal information.
A1413P	Private Vehicle Reimbursement	This directive establishes procedures for reimbursing city employees for the use of their private vehicles in the performance of their employment duties.
A1424A	Project Management for Projects	This directive establishes guidelines for managing the scope, quality, time, cost, risk and human resources of corporate projects.
A1406	Project Manager for Construction Projects	This directive establishes guidelines for the planning, design, and construction of all new building construction, additions, renovations and all alterations to existing City owned real property.
A1444	Protection of Mobile Sensitive Data	This directive establishes guidelines for employees to protect Mobile Data Storage from loss or theft, including protecting any Sensitive Data which might be stored there.
A1407	Provision of Office and Special Purpose Accommodation for Civic Staff	This directive establishes guidelines for the provision of a suitable work environment consistent with departmental programs in a consistent and economic manner.
A1448	Public Involvement	This directive establishes guidelines City sponsored public involvement processes.
A1439B	Purchasing Goods Services and Construction	This directive establishes guidelines to ensure that the City of Edmonton receives the best possible financial, operational and environmental benefits when purchasing goods, services and construction.
A1451	Purchasing Light-duty Vehicles	This directive establishes guidelines to ensure that all light-duty vehicles that the City purchases are required and maximize fuel efficiency and environmental sustainability while achieving the lowest possible life-cycle costs and demonstrating the City's environmental leadership.
A1111	Recording of Termination	This directive establishes guidelines for

	Dates	recording termination dates for employees who resign from civic service or who are released by the City.
A1124	Re-employment of LAPP Pensioners	This directive establishes guidelines under which LAPP pensioners, who have retired from their employment with the City, may be temporarily re-employed by the City.
A1436	Release of Personal Information to a Law Enforcement Agency	This directive establishes guidelines for the release of personal information in the custody and control of the City to law enforcement agencies.
A1127	Respectful Workplace	This directive outlines guidelines surrounding harassment and discrimination as well the process for receiving and resolving complaints.
A1116	Restructure of a Civic Department or Office	This directive establishes guidelines for approving the restructuring of a civic department or office.
A1121	Secondment Policy	This directive establishes guidelines for the administration of secondments.
A1123	Supplementary Benefits – Chief of Police, Fire Chief and Deputy Chiefs	This directive establishes guidelines for the supplementation of compensation benefits and provision of indemnity for Chiefs and Deputy Chiefs of Police and Fire.
A1125	Supplementary Pension Plan for Fire Chief and Deputy Fire Chiefs	This directive establishes guidelines surrounding the obligations, rights and benefits accruing under the City of Edmonton Supplementary Pension Plan for employees in the positions of Fire Chief and Deputy Fire Chief.
A1437A	Traffic Infractions While Operating City Vehicles	This directive establishes guidelines for the City's process when dealing with traffic infractions which occur while operating City vehicles..
A1453	Use of Electronic Devices While Driving	This directive establishes guidelines on the use of electronic devices while operating mobile equipment.
A115A	Vacation	This directive establishes guidelines for the administration of vacation leave for employees.
A1447	Vehicle Idle Control	This directive establishes guidelines for acceptable idling parameters.
A1421A	Vehicle Take-Home Permits	This directive establishes guidelines for taking City vehicles.
A1435	Video Surveillance in Public Areas	This directive establishes guidelines for consistent corporate surveillance measures.
A1455	Whistleblower Protection	This directive establishes guidelines for the reporting and resolution of retaliation complaints.

A1438	Workplace Violence	This directive establishes guidelines for the development of violent prevention practices in all departments to create a respectful work environment and complies with the Alberta Occupational Health and Safety Act, Regulation and Code.
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