

Council Policy

Policy Name: Long Distance Commuting Arrangement Policy
Department Name: Human Resources
Policy No: HRM – 510
Effective Date: June 1, 2015

Review Date: June 1, 2018

STATEMENT:

The Regional Municipality of Wood Buffalo (the “Municipality”) recognizes the importance of having its employees reside within the Municipality with the objective of having all employees to become permanent residents.

The Regional Municipality of Wood Buffalo recognizes that there may be extenuating circumstances by when, on a short-term basis, a long-distance commuting arrangement may need to be considered as a last resort option in order to secure a key candidate of choice. This arrangement would be considered only for a Senior Executive position (Director-level or above), a highly technical/specialized position or in order to meet legislated requirements to support the uninterrupted delivery of essential and key services to the citizens of Wood Buffalo.

The Long Distance Commuting Arrangement Policy is in accordance with the corresponding HRM-520 Long Distance Commuting Arrangement Administrative Procedure.

PURPOSE AND OBJECTIVE:

The purpose and objective of this Policy is to provide the framework and guidelines to request consideration of a short-term, long distance commuting arrangement to further enhance and support the recruitment efforts of a key candidate of choice.

The Municipality will only consider long distance commuting arrangements as a last resort option, to a maximum of four (4) months. All requests and extensions are subject to a comprehensive approval and monitoring process.

This Policy does not apply to contractors and/or consultants who may perform work for the Municipality. This stems from the competitive bid process which incents vendors to minimize travel costs in accordance with the PUR-100 Procurement Policy.

1. Definitions

- 1.1. **Drive-in / Drive-out:** Commuting between the Municipality and the place of residence at the time of hire takes place on regular intervals through driving.
- 1.2. **Fly-in / Fly-out:** Commuting between the Municipality and the place of residence at time of hire takes place on regular intervals via air transportation.
- 1.3. **Permanent Employee:** An employee hired on a permanent basis who has successfully completed the required probationary period within their respective category.

2. Responsibilities

2.1. **Chief Administrative Officer (CAO):**

- 2.1.1. Support the implementation of this Policy; and
- 2.1.2. Act as the final approver of a long distance commuting request and arrangement extensions.

2.2. **Divisional Executive Director:**

- 2.2.1. Ensure adherence to this Policy; and
- 2.2.2. Act as the second of three required approvers of a long distance commuting request for a prospective permanent full-time employee within their Division.

2.3. **Human Resources Director:**

- 2.3.1. Ensure adherence to this Policy and recommend amendments; and
- 2.3.2. Act as the first of three required approvers of a long distance commuting request.

2.4. **Department Director:**

- 2.4.1. Ensure adherence to this Policy;
- 2.4.2. Approve or reject initial request by Hiring Manager; and
- 2.4.3. Sign long distance commuting request prepared by the Hiring Manager prior to submission for review.

3. General Procedures

- 3.1. A long distance commuting request would be managed through the recruitment process on behalf of a prospective employee in extenuating circumstances only.
- 3.2. The maximum time frame for a long distance commuting arrangement is four (4) months. An extension may be granted upon approval from the CAO.
- 3.3. All short-term long distance commuting arrangements require 3 levels of approval:

First Approver:	Human Resources Director
Second Approver:	Division Executive Director
Final Approver:	CAO

In the event that the candidate is an Executive Director, the Human Resources Director and the CAO will be the approvers.

3.4. Granting of a long distance commuting arrangement is contingent upon:

- 3.4.1. Agreement on the most economical commuting option (fly-in-fly-out, drive-in-drive-out);
- 3.4.2. Obtaining all required internal approvals;
- 3.4.3. The agreement being finite in nature;
- 3.4.4. The travel selection that comprises the agreement (fly-in-fly-out, drive-in-drive-out) represents the lowest reasonable cost to the Municipality as per the FIN 180 Travel and Subsistence Administrative Procedure;
- 3.4.5. The travel schedule is exclusively between the Municipality and the employee's place of residence at time of hire; and
- 3.4.6. A written request submitted on behalf of a prospective permanent full-time employee by the Hiring Manager, signed by Department Director, to the Director of Human Resources.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority:	Council
Approval Date:	TBD
Revision Approval Dates:	TBD
Review Due:	June 1, 2018
Policy Manager:	Director, Human Resources
Department Contact:	Roseanne Hall
Legal References:	n/a
Cross References:	PUR-100 Procurement Policy FIN-180 Travel and Subsistence Procedure

Mayor Melissa Blake

David Leflar, Chief Legislative Officer

Date