



TOWN POLICY

ADMINISTRATION POLICY:

Golf Course Staffing Operational Items

DEPARTMENT: Human Resources

POLICY NUMBER: HR-177

EFFECTIVE DATE: May 13, 2024

SUPERSEDES: New

UPDATED: May 13, 2024

UP FOR REVIEW: May 13, 2029

Policy Statement:

This policy is intended to outline the expectations and management direction for golf staff relative to the items listed within the policy.

The purpose of this policy is to:

The purpose of the policy is to ensure that staff benefits are used and managed responsibly, ensuring that the resources of the Town are being primarily used for the benefit of the Town / golf course and being accessed by staff in a responsible and financially sustainable way.

- 1) Staff golf:** Full time and seasonal golf course staff are given a benefit of being able to golf for free for the season that they are employed. The following conditions apply to this benefit:
 - (a)** This applies only to the employee who is actively employed by the Town of Cardston in the golf course department.
 - (b)** Employees may only golf after 1:00pm except for clubhouse staff who have to work the evening / shift. These staff may golf prior to their shift. In all cases, staff may be bumped from their time if there are paying guests seeking those golf times.
 - (c)** Employees must book a tee time no more than 24 hours in advance.
 - (d)** Only 1 round of up to 18 holes per day is allowed.
 - (e)** The employee may also use a golf cart, if it is available. They must be of sufficient age to take a cart, and must sign the cart waiver to ensure proper operation of the cart.
 - (f)** Guests must pay for their round of golf and cart seat.
 - (g)** Employees must follow all rules of the golf course that apply to all other guests, and to be exemplary in their course conduct as they are representing the course and the Town.

2) Hours of work and breaks

- (a)** As per the Employment Standard Code:

- i.** *Rest periods*

- 18(1) Subject to subsection (3), an employer must provide an employee who works a shift that exceeds 5 hours but is less than 10 hours with at least one rest period of at least 30*





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minutes, whether paid or unpaid.

(2) Subject to subsection (3), an employer must provide an employee who works a shift of 10 hours or more with at least 2 rest periods of at least 30 minutes each, whether paid or unpaid.

(3) If an employer and an employee agree, a rest period under subsection (1) or (2) may be taken in 2 periods of at least 15 minutes each.

- ii. The Town will pay all staff for all of the time that they are performing work for the Town. Town staff does not receive paid breaks including lunch breaks.
- iii. Employees may only submit daily hours on time sheets that reflect the time working for the Town not including personal and/or lunch breaks.

3) Shop use

- (a) The equipment, fuel and facilities at the golf course are there for the operations and maintenance of the golf course. They are not to be used as a personal shop facility for staff.
- (b) With supervisor permission, full time staff of the golf course may use the shop sparingly for personal activities, during the operational season, provided that there is no interruption to the operations of the course.
- (c) At no time are consumables such as oil, parts, cleaning supplies, etc. to be used for staff personal use.
- (d) At no time is the shop to be used to perform work for other people or to be used to support any personal business endeavors.

4) Golf Club House Purchases

- (a) All Town of Cardston golf staff receives a discount on items purchased at the clubhouse. This discount is for the employee only and not to be used for guests.

REVISION HISTORY

Date	Description
May 13, 2024	New Policy

APPROVAL: Jeff Shaw **DATE: May 13, 2024**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

