

Hardisty Agricultural Society

Policies & Procedures

Legislative

- 1000 1001 Policy on Making Policy
- 1002 Policy Standards
- 1002-01 Procedure on Policy Standards
- 1003 Strategic & Long Term Planning

General Administration

- 1200 1201 Charitable Donations and Solicitations
- 1202

Financial

- 1300 1301 Budget
- 1302 Contracts
- 1303 Financial Reporting
- 1304 Accounting
- 1305 Petty Cash
- 1306 Purchasing & Requisitions
- 1307 Signing Authority
- 1308 Unbudgeted Expenditures
- 1309 Travel, Subsistence and Honorariums
- 1310 Borrowing

1311 Raffle Money

1312 Recreation Grant

Human Resources

1400

1401 Affected Employees Policy

1402 Creation of Positions

1403 Advertising for Personnel

1404 Recruitment, Selection & Appointment

1405 New Employee Orientation

1406 Probation

1407 Discipline, Suspension & Dismissal

1408 Resignation

1409 Regular Hours of Work

1410 Overtime

1411 Payment of Wages & Salaries

1412 Payroll Advances

1413 Vacation Pay

1414 Staff Conduct – Sexual Harassment

1415 Criminal Records Check

1416 Drivers Abstract

Safety

1500

1501 Safety Program Policy

1502 Safety Hazard Identification Directive

1503 Safety Personal Protective Equipment

1504 Safety Maintenance Program

1505 Safety Training Policy

1506 Safety Inspection Policy

1507 Safety Investigation Policy

1508 Emergency Response

Hardisty Lake Park

1600

1610 Legislative

1610-01 Policy Standards

1610-02 Strategic & Long Term Planning

1620 Financial

1620-01 Budget

1620-02 Financial Reporting

1620-03 Petty Cash

1620-04 Purchasing & Requisitions

1620-05 Signing Authority (Invoices)

1630 Safety

1630-01 Safety Hazard Identification Directive

1630-02 Safety Personal Protective Equipment

1630-03 Safety Maintenance Program

1630-04 Safety Training Policy

1630-05 Safety Inspection Policy

1630-06 Safety Investigation Policy

1630-07 Emergency Response

1640 Campground

1640-01 Campsites

1640-01-01 Rates

1640-01-02 Rain Checks / Refunds

1640-01-03 Reservations

1640-01-04 Services

1640-0-05 Facility Hours

1640-01-06 Maintenance

1640-02 Outhouses

1640-03 Shower House

1640-04 Beach Washroom

1640-05 Playground

1640-06 Beach

1640-07 Day Use Area

1640-08 Gates

1640-09 Grass Cutting

1640-10 Wood Piles

1640-11 Garbages

1650 Rodeo Grounds, Ball Diamonds, Overflow

1650-01 Campsites

1650-02 Grass Cutting

1650-03 Outhouses

1650-04 Picnic Tables

1650-05 Fire Rings

1660 Wardens Cabin

1660-01 Hours of Business

1660-02 Pets

1660-03 No Smoking

1660-04 Security

1670 Shop, Sheds & Outbuildings

1670-01 Maintenance

1670-02 Security

Hardisty Arena

1800

1810 Legislative

1810-01 Policy Standards

1810-02 Strategic & Long Term Planning

1820 Financial

1820-01 Budget

1820-02 Financial Reporting

1820-03 Petty Cash

1820-04 Purchasing & Requisitions

1820-05 Signing Authority (Invoices)

1830 Safety