

Minutes of the Regular Meeting of the R.M. of Frenchman Butte No. 501, held in the Municipal Office Boardroom at Parcel C, Portion SW-11-53-24-W3M and through electronic Means on Wednesday September 23, 2020 at 9:00 a.m.

COUNCIL PRESENT:

Reeve	B. Bonnie Mills Midgley
Division 1	Leonard Larre
Division 2	Daniel Hritzuk
Division 3	Owen Fischer
Division 4	Ronald Gory
Division 5	Gay Noeth
Division 6	Claus Young

STAFF PRESENT:

Allison Roschker, Chief Administrative Officer
Mae Rotsey, Assistant Administrator
Gail Carruthers, Public Works Coordinator @ 10:19 a.m.
Aaron Neilly, Civil Engineering Technologist @ 10:19 a.m.
Roy Johnson, Public Works Foreman @ 10:19 a.m.

GUESTS:

Cst. Justin Finlay, RCMP @ 1:00 p.m.

CALLED TO ORDER:

The Regular Meeting was called to order by Reeve Mills Midgley at 9:02 a.m.

1-1 SEPTEMBER 23, 2020 AGENDA:

2020-09-23-001 LARRE: That the R.M. of Frenchman Butte No. 501 Council approve the September 23, 2020 Agenda to be used as a guideline. Carried

2-1 SEPTEMBER 9, 2020 MINUTES:

2020-09-23-002 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the September 9, 2020 minutes as presented. Carried

5-1 PAYROLL- PP2020-19:

2020-09-23-003 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **August 30, 2020 to September 12, 2020** and **Council Remuneration for August 2020. Authorization #020262 direct deposit dated September 18, 2020** totaling **\$62,556.01**.

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages August 30, 2020 to September 12, 2020**.

Carried

5-2 ACCOUNTS – SEPTEMBER 23, 2020:

2020-09-23-004 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments as per *List of Accounts for Approval* dated September 23, 2020:

• 28679 to 28730	Totaling	\$922,850.76
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Carried

6-1.0 RESCIND MOTION 2020-08-26-021:

2020-09-23-005 FISCHER: That the R.M. of Frenchman Butte No. 501 Council rescinds motion 2020-08-26-021:

"12-6 TAX ABATEMENT ROLL# 1362 000 & 1547 000:

2020-08-26-021 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council; pursuant to *The Municipalities Act* Sub-Section 292(1)(a) as this property is deemed to be exempt from taxation; approve the tax abatement of Municipal Tax \$189.36; School Tax \$53.41 for a total of \$242.77 in regards to Roll # 1362 000 SW 20-53-24-W3 and Municipal Tax \$83.05; School Tax \$23.42 for a total of \$106.47 in regards to Roll #1547 000 PT NE 35-53-25-W3, which is owned by the Crown.

Carried"
Carried


Reeve

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6-1.2 2020 RECREATION & CULTURE COMMUNITY CAPITAL GRANT:

2020-09-23-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per policy 700-03 award the following 2020 Recreation and Culture Capital Grant:

- Paradise Hill & District Arena – ice plant repairs to a maximum of \$4,000.00.

Subject to provision of paid receipts and/or cancelled cheques.

Carried

RECESS MEETING:

2020-09-23-007 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council recess
10:07 a.m. for a 10 minute break.

Carried

RECONVENED MEETING:

The Regular Meeting of Council was reconvened by Reeve Mills Midgley at 10:19 a.m.

10:19 a.m. Gail Carruthers, Roy Johnson and Aaron Neilly joined Council Meeting to discuss Staff Reports.

10:54 a.m. Roy Johnson left Council Chambers.

11-7 REQUEST TO IMPROVE UNDEVELOPED RIGHT OF WAY – ½ MILE OF RR 3235 NORTH OF TWP ROAD 540:

2020-09-23-008 GORY: That the R.M. of Frenchman Butte No. 501 Council direct Public Works to improve undeveloped right of way ½ mile of Range Road 3235 North of Township Road 540 along SE-06-54-23-W3M to a residential road standard.

Carried

10:57 a.m. Roy Johnson entered Council Chambers to discuss Staff Reports.

11:25 a.m. Roy Johnson and Gail Carruthers left Council Chambers.

11:37 a.m. Councillor Fischer left Council Chambers.

11:38 a.m. Councillor Fischer entered Council Chambers.

11:51 a.m. Councillor Young left Council Chambers.

11:55 a.m. Councillor Young entered Council Chambers.

RECESS MEETING:

2020-09-23-009 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess
12:14 p.m. for a 60 minute break.

Carried

RECONVENED MEETING:

The Regular Meeting of Council was reconvened by Reeve Mills Midgley at 1:00 p.m.

1:00 p.m. Cst. Justin Finlay, RCMP entered Council Chambers to discuss Enhanced Officer Report.

1:17 p.m. Cst. Justin Finlay left Council Chambers.

13-4.2 RCMP MONTHLY REPORT:

2020-09-23-010 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledges August 2020 Enhanced Officer Report as presented by Constable Justin Finlay.

Carried

1:17 p.m. Gail Carruthers entered Council Chambers to discuss Staff Reports.

6-2 SARM PROPERTY SELF INSURANCE PROGRAM FINAL PROOF OF LOSS:

2020-09-23-011 FISCHER: That the R.M. of Frenchman Butte No. 501 Council authorize Reeve and CAO to sign SARM Property Self Insurance Program Proof of Loss form for Claims CLAIMPSIP20007 and SARMPSP2003 for loss incurred March 16, 2020.

Carried


Reeve

9-1 BORROW AGREEMENT DESILETS SW 08-52-23-W3:

2020-09-23-012 LARRE: That the R.M. of Frenchman Butte No. 501 enters into the *Form of Agreement for Area Required for A Borrow Area* dated September 14, 2020 with Louis Desilets to purchase material from a landscape type borrow on SW 08-52-23-W3M.

Carried

9-2 RIGHT OF ENTRY AGREEMENT – WALKING STICK DEV. NE 33-53-22-W3M:

2020-09-23-013 NOETH: That the R.M. of Frenchman Butte No. 501 Council enter into the *Grant of Right of Entry to Rural Municipality Agreement*, dated September 14, 2020 with Walking Stick Developments Ltd., for the purpose of locating underground utilities and testing for clay on NE 33-53-22-W3M.

Carried

11-6 HALF MOON LAKE CUVERT REPLACEMENT:

2020-09-23-014 NOETH: That the R.M. of Frenchman Butte No. 501 Council awards the installation of Half Moon Lake Culvert between SW-28-53-23-W3M and SE-29-53-23-W3M to Fortune Oilfield Construction Ltd. for the amount of \$54,476.00 plus applicable taxes. Further that Reeve and CAO are authorized to sign Project Proposal Job # 2020-115 with Fortune Oilfield Construction Ltd.

Carried

12-6 MULCHING QUOTES:

2020-09-23-015 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves mulching at the following locations:

• NW corner SE-34-54-24-W3M	\$650.00
• RR 3275, E& W of TWP Rd 534	\$1,580.00
• SE-35-52-22-W3M	\$1,280.00
• RR 3223 x TWP Rd 534	\$675.00
• NW-32-53-23-W3M	\$525.00
• NW of Hamlet on Railway Ave. going out of Hamlet	\$2,600.00
• SE-26-52-24-W3M	\$920.00
• RR 3254 North of TWP Rd 540	\$3,125.00
• NE-24-53-25-W3M	\$750.00
• North side of NE-30-52-24-W3M	\$6,200.00

Carried

13-1 OH&S MINUTES, SEPTEMBER 10, 2020:

2020-09-23-016 YOUNG: That the R.M. of Frenchman Butte No. 501 Council acknowledges the September 10, 2020 *Occupational Health & Safety Meeting Minutes* and instructs Administration to place a copy on file for future reference.

Carried

13-2.1 ROAD CLOSURE CANCELLATION TOWNSHIP ROAD 532:

2020-09-23-017 FISCHER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the cancellation of following road closure:

- Township Road 532 from Range Road 3225 to Range Road 3230, issued May 26, 2020:

Carried

13-2.2 ROAD CLOSURE CANCELLATION RANGE ROAD 3242:

2020-09-23-018 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the cancellation of following road closure:

- Range Road 3242 from the Village of Paradise Hill limits to Township Road 524 issued August 7, 2020:

Carried

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6-2 CULVERT REPLACEMENT S1/2-28-54-23-W3M

2020-09-23-019 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes Administration to proceed with a culvert replacement design at South of the S1/2-28-54-23-W3M, if upon staff review it is determined that engineered design is required for appropriate permitting.

Carried

2:47 p.m. Councillor Fischer left Council Chambers.
2:49 p.m. Gail Carruthers and Aaron Neilly left Council Chambers.
2:49 p.m. Councillor Fischer entered Council Chambers.

6-1 STAFF/COMMITTEE REPORTS:

2020-09-23-020 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledge written and verbal reports presented by Chief Administrative Officer, Allison Roschker; Public Works Coordinator Gail Carruthers and Civil Engineering Technologist Aaron Neilly and verbal report provided by Public Works Foreman, Roy Johnson.

Carried

2:49 p.m. Mae Rotsey left Council Chambers.

RECESS MEETING:

2020-09-23-021 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess for a 10 minute break.

Carried

RECONVENED MEETING:

The Regular Meeting of Council was reconvened by Reeve Mills Midgley at 2:55 p.m.

IN-CAMERA:

2020-09-23-022 YOUNG: That the R.M. of Frenchman Butte No. 501 Council moves
2:55 p.m. in-camera to discuss human resources as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carried

OUT-OF-CAMERA:

2020-09-23-023 LARRE: That the R.M. of Frenchman Butte No. 501 Council rises
4:16 p.m. from the in-camera discussion.

Carried

6-5 JOB DESCRIPTIONS:

2020-09-23-024 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the following job descriptions dated September 23, 2020:

- Administrative Assistant;
- Finance Officer;
- Office Assistant;
- Infrastructure Assistant;
- Public Works Foreman;
- Civil Engineer Technologist;
- Public Works Crew Supervisor.

Carried

6-5 ELIMINATED JOB DESCRIPTIONS:

2020-09-23-025 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the elimination of the following job descriptions effective September 23, 2020:

- Assistant Administrator;
- Public Works Coordinator;
- Public Works Supervisor;
- Public Works Office Assistant.

Carried


Reeve

6-5 REVISED 2020 BASE PAY SALARY GRID:

2020-09-23-026 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves change in:

- Salary Grid 5 to Administrative Assistant;
- Salary Grid 7 to Infrastructure Assistant;
- Salary Grid 11 to Finance Officer;
- Addition of Salary Grid 12, Public Works Crew Supervisor.

in 900-01 Human Resources Total Compensation/Recognition Policy Base Pay Salary Grid Schedule "A" for 2020 effective September 23, 2020, a copy of which is attached to and forms part of these minutes.

Carried

6-5 900-04 EMPLOYEE HANDBOOK:

2020-09-23-027 YOUNG: That the R.M. of Frenchman Butte No. 501 Council approve the amended 900-04 Employee Handbook Policy and a copy is attached to and forms part of these minutes.

Carried

6-5 900-01 HUMAN RESOURCES TOTAL COMPENSATION RECOGNITION POLICY:

2020-09-23-028 NOETH: That the R.M. of Frenchman Butte No. 501 Council approve the amended 900-01 Human Resources Total Compensation/Recognition Policy and a copy is attached to and forms part of these minutes.

Carried

6-5 APPOINTMENT – ADMINISTRATIVE ASSISTANT:

2020-09-23-029 GORY: That the R.M. of Frenchman Butte No. 501 Council acknowledges the modifications to Mae Rotsey's role with the R.M. and that her title will be changed to Administrative Assistant, along with the associated changes to her job duties, and the elimination of the Assistant Administrator position, as it previously existed, as of September 23, 2020.

Carried

6-5 SALARY GRID –ADMINISTRATIVE ASSISTANT:

2020-09-23-030 FISCHER : That the R.M. of Frenchman Butte No. 501 Council acknowledges Administrative Assistant, Mae Rotsey at Step 6 of Administrative Assistant 2020 Base Pay Salary Grid with hourly rate of \$33.75 as of September 23, 2020 as per Human Resources Total Compensation/Recognition Policy 900-01.

Carried

6-5 APPOINTMENT – INFRASTRUCTURE ASSISTANT:

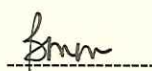
2020-09-23-031 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledges the modifications to Gail Carruthers's role with the R.M. and that her title will be changed to Infrastructure Assistant, along with the associated changes to her job duties, and the elimination of the Public Works Coordinator position, as it previously existed, as of September 23, 2020.

Carried

6-5 SALARY GRID – INFRASTRUCTURE ASSISTANT:

2020-09-23-032 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges Infrastructure Assistant, Gail Carruthers at Step 7 of Infrastructure Assistant 2020 Base Pay Salary Grid with hourly rate of \$35.44 as of September 23, 2020 as per Human Resources Total Compensation/Recognition Policy 900-01.

Carried


Reeve

6-5 APPOINTMENT – FINANCE OFFICER:

2020-09-23-033 YOUNG: That the R.M. of Frenchman Butte No. 501 Council acknowledges appointment of Crystal Schaan to Finance Officer from Finance Assistant as of September 23, 2020.

Carried

6-5 SALARY GRID – FINANCE OFFICER:

2020-09-23-034 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges Finance Officer, Crystal Schaan at Step 2 of Finance Officer 2020 Base Pay Salary Grid with hourly rate of \$30.38, as of September 23, 2020 as per Human Resources Total Compensation/Recognition Policy 900-01.

Carried

6-5 APPOINTMENT – OFFICE ASSISTANT:

2020-09-23-035 GORY: That the R.M. of Frenchman Butte No. 501 Council acknowledges the modifications to Yvonne Leer's role with the R.M. and that her title will be changed to Office Assistant, along with the associated changes to her job duties, and the elimination of the Public Works Office Assistant position, as it previously existed, as of September 23, 2020.

Carried

6-5 PUBLIC WORKS CREW SUPERVISOR POSITIONS:

2020-09-23-036 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves 1.0 Permanent Full Time Public Works Crew Supervisor position and 1.0 Seasonal Full Time Public Works Crew Supervisor position.

Carried

6-5 PUBLIC WORKS CREW SUPERVISOR :

2020-09-23-037 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council authorizes the Public Works Foreman and the CAO to offer the position of Permanent Full Time Public Works Crew Supervisor to Daniel Harde. Position will start at Step 4 of Public Works Crew Supervisor Salary Grid with a starting wage of \$32.96/hour, with a start date of September 28, 2020. Daniel will be placed on a 3 month probationary period.

Carried

6-5 PUBLIC WORKS CREW SUPERVISOR :

2020-09-23-038 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the Public Works Foreman and the CAO to offer the position of Seasonal Full Time Public Works Crew Supervisor to Byron Wolfe. Position will start at Step 2 of Public Works Crew Supervisor Salary Grid with a starting wage of \$29.17/hour, with a start date on or near April 15, 2021. A seasonal lay-off will be expected on or near October 31st each year, weather dependent, with an annual call to return to work in mid to late April. Byron will be placed on a 3 month probationary period.

Carried

4:20 p.m. Gail Carruthers, Crystal Schaan and Mae Rotsey entered Council Chambers to discuss Human Resources.

4:23 p.m. Gail Carruthers, Crystal Schaan and Mae Rotsey left Council Chambers.

4:45 p.m. Gail Carruthers, Crystal Schaan and Mae Rotsey entered Council Chambers to discuss Human Resources.

4:52 p.m. Gail Carruthers, Crystal Schaan and Mae Rotsey left Council Chambers.

EXTEND MEETING:

2020-09-23-039 LARRE: That the R.M. of Frenchman Butte No. 501 Council extend meeting.

Carried Unanimously

14-1 CORRESPONDENCE – SEPTEMBER 23, 2020:

2020-09-23-040 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council accepts the September 23, 2020 correspondence as information to be filed as presented to Council, outlined in Appendix C.

Carried

12-4 ORGANIZED HAMLET DRAINAGE ISSUE:

2020-09-23-041 YOUNG: That the R.M. of Frenchman Butte No. 501 Council authorizes the Civil Engineering Technologist to meet with the Organized Hamlet of Frenchman Butte Board and concerned citizens regarding the drainage issues.

Carried

11-3 EXTENSION OF TIME TO REPLY TO JOB AMENDMENT:

2020-09-23-042 LARRE: That the R.M. of Frenchman Butte No. 501 Council extends the time allowed to respond to the Notice of Restructuring and Job Amendments letter to October 14, 2020 for the following new positions:

- Administrative Assistant;
- Infrastructure Assistant;
- Finance Officer;
- Office Assistant.

Carried

12-7 TARGETED SECTOR SUPPORT (TSS) INITIATIVE LETTER OF SUPPORT:

2020-09-23-043 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes letter of support for the Town of St. Walburg's request for an **extension of the deadline for completion** of the project for the Steering Committee Targeted Sector Support (TSS) Initiative Cost-shared Grant to October 31, 2022.

Carried

12-8 MINISTRY OF HIGHWAYS PARCELS K & M – DEDICATED AS MUNICIPAL RESERVE:

2020-09-23-044 YOUNG: That the R.M. of Frenchman Butte No. 501 Council dedicate the following properties as Municipal Reserve:

- Parcel K, Plan AP3707 Ext. 0, SW-21-53-25-W3M
- Parcel M, Plan AP3707 Ext. 0 NW-16-21-53-25-W3M

Carried

12-9 DOCUMENT SHREDDING AUTHORIZATION:

2020-09-23-045 FISCHER: That the R.M. of Frenchman Butte No. 501 Council authorize the destruction, as per Bylaw 2012-03, of the documents listed on Appendix B which is attached to and forms part of these minutes.

Carried

11-3 100-13 SIGNING AUTHORITY POLICY:

2020-09-23-046 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the *Signing Authority Policy 100-13* as attached hereto and forming part of these minutes.

Carried

11-3 SYNERGY COLLABRIA MASTERCARD:

2020-09-23-047 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves application for Public Works Foreman, Roy Johnson for Synergy Credit Union Collabria No Fee Cash Back Business Mastercard with credit limit of \$10,000.00.

Further that the R.M. of Frenchman Butte No. 501 Council directs Administration to reduce Mae Rotsey's credit limit to \$1000.00.

Carried

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15-1 ADJOURNMENT:

2020-09-23-048 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council adjourns this regular Meeting of Council at 6:33 p.m.

Carried

Brian Midgley
Reeve

Allison Rosellu
Chief Administrative Officer

Brian
Reeve

Appendix A

PAYROLL :

Biweekly		August 30 - September 12, 2020	
Authorization # 020262			
Direct deposit dated	18-Sep-20	Monthly - Cell Phones September 2020	
Allenby, Eric	\$1,431.78	Allenby, Eric	\$40.00
Allenby, Gord	\$1,968.50	Allenby, Gord	\$40.00
Banach, Kody	\$1,250.45	Banach, Kody	\$40.00
Rotsey, Mae	\$2,478.54	Rotsey, Mae	\$40.00
Cantre, Claude	\$1,163.21	Carruthers, Gail	\$40.00
Carruthers, Gail	\$1,939.83	Cantre, Claude	\$40.00
Ducharme, Brandon	\$1,557.89	Ducharme, Brandon	\$40.00
Hardes, Daniel	\$2,124.95	Hardes, Daniel	\$40.00
Hoffman, Nicole	\$1,919.29	Hoffman, Nicole	\$40.00
Johnson, Roy	\$2,119.09	Koberlin, Kaden	\$40.00
Koberlin, Kaden	\$1,411.71	Lessard, Derek	\$40.00
Kretzer, Vicki	\$167.60	Neilly, Aaron	\$40.00
Leer, Yvonne	\$927.65	Noeth, Andy	\$40.00
Lessard, Derek	\$1,755.09	Roschker, Allison	\$40.00
Martell, Chris	\$1,501.08	Schaan, Crystal	\$40.00
Neilly, Aaron	\$2,332.72	Schwingenschloegl, Gerald	\$40.00
Noeth, Andy	\$2,128.52	Snider, Mark	\$40.00
Roschker, Allison	\$2,685.67	Spence, Logan	\$40.00
Schaan, Crystal	\$1,603.01	Stockman, Lyle	\$40.00
Schwingenschloegl, Gerald	\$2,514.97	Stockman, Stacy	\$40.00
Skogman, Sylvia	\$564.97	Turchyn, Trevor	\$40.00
Snider, Mark	\$2,100.25	Wenger, Nicholas	\$40.00
Spence, Logan	\$2,074.22	Wolfe, Byron	\$40.00
Stockman, Lyle	\$2,175.44	Total Cell Phone:	\$920.00
Stockman, Stacy	\$1,755.52		
Turchyn, Trevor	\$1,706.82		
Wenger, Nicholas	\$1,663.45	Monthly - Council August 2020	
Wolfe, Byron	\$1,967.13	Fischer, Owen	\$1,677.64
Total CAFT Payroll:	\$48,989.35	Gory, Ronald	\$1,414.69
		Hritzuk, Daniel	\$1,650.53
		Larre, Leonard	\$1,262.96
Mileage Payments this Pay Period		Mills Midgley, Bonnie	\$1,824.32
Hardes, Daniel	\$277.56	Noeth, Gay	\$1,709.17
Spence, Logan	\$226.80	Young, Claus	\$1,862.99
Total Mileage:	\$504.36	Total Council Indemnity	\$11,402.30
Clothing Allowance this Pay Period		Employee Vision Payments this Pay Period	
Ducharme, Brandon	\$ 200.00	Turchyn, Trevor	\$140.00
Neilly, Aaron	\$ 200.00	Total Vision:	\$140.00
Stockman, Stacy	\$ 200.00		
Total Clothing:	\$ 600.00	Total CAFT	\$62,556.01


Reeve

"APPENDIX B"

23-Sep-20

Records Disposal List - Shred

RM of Frenchman Butte No. 501

**As per 2013 "RECORDS RETENTION AND DISPOSAL GUIDE" Government of Saskatchewan

Box	Code	Records	Description	FROM	TO	Retention Period	Disposal Recommendation	Motion #
	1.1	Accounts Payable	Payment Vouchers	2011	2012	7 years	Dispose	2020-09-23-045
	1.1	Accounts Payable	Purchase Orders	2011	2012	7 years	Dispose	2020-09-23-045
	1.13	Ledgers/Journals	GL Journal Postings	2011	2012	7 years	Dispose	2020-09-23-045
	1.13	Ledgers/Journals	Receipts Journal	2011	2012	7 years	Dispose	2020-09-23-045
	1.13	Ledgers/Journals	Payment Journal	2011	2012	7 years	Dispose	2020-09-23-045
	1.13	Ledgers/Journals	Tax Levy Posting Reports	2012	2012	7 Years	Dispose	2020-09-23-045
	1.13	Ledgers/Journals	Tax Notices Report	2011	2012	7 Years	Dispose	2020-09-23-045
	1.13	Ledgers/Journals	Tax Assessment Notices Report	2011	2012	7 Years	Dispose	2020-09-23-045
	1.2	Accounts Receivable	Paid Invoices	2011	2012	7 years	Dispose	2020-09-23-045
	1.5	Bank accounts	Cheque Duplicates/stubs	2011	2012	7 years	Dispose	2020-09-23-045
	1.5	Bank Accounts	Bank Statement Reconciliations	2011	2012	7 Years	Dispose	2020-09-23-045
	1.8	Cash Payments/Receipts	General Receipts	2011	2012	7 years	Dispose	2020-09-23-045
	1.8	Cash Payments/Receipts	Tax Receipts	2011	2012	7 years	Dispose	2020-09-23-045
	2.16	Tax Certificates	Tax Certificates	2001	2014	7 years	Dispose	2020-09-23-045

Appendix C

Correspondence September 23, 2020

- 2020-21 Mobile Playground Program Grant - 2nd Round! Rivers West
- APAS in Action - Sep 2020
- Combating youth apathy In this week's Municipal World Insider
- Iris Meck Advancing Women Conferences
- Join us at the Advancing Women Conference
- Municipal broadband and COVID-19
- Municipal World Insider Sept 17 2020
- MW Shares Municipal World Podcast Sept 16 2020
- MW Shares Podcast Sept 11 2020
- MW Shares Podcast Sept 11 2020
- NCTPC Minutes for 18 June 2020 Reg Exec Meeting
- Parks & Recreation Connection September 17, 2020
- Rivers West District Admin Still Time to Register
- Rivers West District September 2020 E-Update
- Safe Restart Program
- SARM Federation of Canadian Municipalities (FCM) 2020 Virtual Election
- Saskatchewan Library Association Sept 17 2020
- Saskatchewan Parks and Recreation Association
- SaskCulture E-Update - September 16, 2020
- Septic Awareness Week
- Stakeholder Update Sept 10 FINAL
- Tourism Saskatchewan Industry Update September 9, 2020
- Tourism Saskatchewan Industry Update September 16, 2020
- Tourism Saskatchewan Sept 16, 2020



Reeve



R.M. of Frenchman Butte No.501

POLICY TITLE		ADOPTED BY	POLICY NO.
Human Resources Total Compensation/Recognition Policy		RM Council Resolution 2018-05-09-051 Amended: 2019-02-12-033 2020-09-09-23	900-01
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE	
RM Council	RM of Frenchman Butte No. 501	May 9, 2018	

POLICY STATEMENT

The RM of Frenchman Butte endeavours to reward its employees in a way that provides an opportunity to gain fulfillment in their careers. The RM recognizes that it operates in an environment where a skilled and engaged workforce is valued for its contributions.

This policy will enable the RM to offer compensation that will attract and retain qualified employees to pursue and achieve its corporate objectives for the betterment of the RM. It is not intended for the RM to be a market leader; but rather to ensure pay structures are responsive to prevailing market conditions with a particular focus on the public sector; both locally and regionally.

1. PURPOSE

The RM seeks to ensure external competitiveness in the employment market through compensation practices that are fair, equitable, consistent, aligned, competitive, affordable, and in accordance with the legal requirements of the *Saskatchewan Employment Act*.

1.1 It is the RM’s policy to compensate its employees for their services in a way that attracts, retains, and motivates competent people.

1.2. The RM will attempt to pay salaries which will compare favourably and competitively with similar occupations in the RM’s market competitiveness comparator group based on external market conditions, legislation, and internal factors.

2. DEFINITIONS

2.1 Anniversary Date: Shall mean the date of hire. This date may be adjusted for seasonal and part time employees after they have completed 2080 hours.

2.2 CAO: Chief Administrative Officer.

2.3 Casual Employee: an employee who is called to work on an as needed basis and does not work a regular and reoccurring schedule. Casual Employees are not eligible for the benefits provided by this policy except as required by legislation.

2.4 Council means the Council of the RM of Frenchman Butte No. 501.

2.5 Extended Family: shall mean aunt, uncle, cousin.

2.6 Full Time Employee: an employee who is regularly scheduled to work at least 30 hours per week and works 12 consecutive months in a year.

Immediate Family means:

- a) Employee's spouse, parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- b) the employee's spouse's parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- c) spouse of a child; or
- d) step family.

2.8 Paradise Hill Clinic Reception Staff: Shall mean employees who are supervised; appointed; dismissed; whose duties are defined; and whose initial placement on the Base Pay Salary Grid are determined by the Paradise Hill Clinic Committee.

2.9 Part-Time Employee: an employee who is regularly scheduled to work less than 30 hours per week and works 12 consecutive months in a year.

2.10 Promotion Date: shall mean the date on which an employee advances to an employment position which has more responsibility and a significant pay increase.

2.11 RM shall mean the "Rural Municipality of Frenchman Butte No. 501".

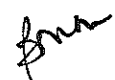
2.12 Seasonal Employee: an employee who is regularly scheduled to work at least 30 hours per week from spring to fall each year and is typically called back to work for the RM the following year.

2.13 Summer Student: an employee who is hired for the summer months only and meets the Summer employment grant criteria.

2.14 Sick Day: shall mean time that is taken off work due to an illness, injury or out of town medical appointments for the employee or employee's Immediate Family.

2.15 Temporary Employee: an employee who is hired on a specified fixed term basis to replace a regular full-time or part-time employee or to complete a special project or program based on grant or allocated funding and is not eligible for the benefits provided by this policy except as required by legislation.

2.16 Year: described as the calendar year from January 1st to December 31st.



3. SCOPE

This policy applies to all employees of the RM who have successfully completed their probation period including full time, part-time, seasonal, temporary, casual and summer student employees of the RM.

4. POLICY

TERMS & CONDITIONS

This policy may be amended from time to time by resolution of Council. It establishes the base salary schedule, general terms and conditions of employment for RM Employees (subject to satisfactory performance). It is understood that the RM's base salary plan is established using a market survey of core positions to measure and ensure external competitiveness for base salaries for the RM while maintaining internal equity, and is subject to change based on economic and labour market conditions, growth, and the RM's ability to pay.

4.2 RESPONSIBILITIES

The CAO is responsible for the day to day administration of the policy and shall bring forward any recommended changes to Council for consideration to ensure the policy is compliant with the legislation, meets best practices, represents labour market conditions and RM and employee needs. The CAO shall conduct a market survey with a Council approved Market Competitiveness Comparator Group every three (3) years. The survey results will be reviewed against the RM's Base Pay Salary Grid and the Base Pay Salary Grid may be adjusted (increased or decreased) from time to time by resolution of Council.

In response to market conditions or other factors the CAO may conduct a market survey outside of the three (3) years if the current base salary rates are not competitive enough to attract qualified employees. Such reviews must be substantiated by documented difficulty in recruiting employees, difficulty retaining staff, or a skills shortage of a particular skill set in the local market and/or employment market research.

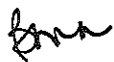
4.3 MARKET COMPETITIVE COMPARATOR GROUP

The Market Comparator Group shall, as much as possible, comprise of municipalities that are similar to the RM of Frenchman Butte taking into consideration such factors as: total assessment, assessment property classes, population, municipal services, size, local/regional labour market, economic environment, industry type, etc., and any other conditions or factors that Council deems suitable.

The Market Competitive Comparator Group identified for the purposes of this policy are the following Rural Municipalities: 491, 499, 471, 502, 521, 588 and 622.

4.4 BASE PAY SALARY GRID SCHEDULE AND IMPLEMENTATION

The Base Pay Salary Grid attached as Schedule "A" shall be applied to and form part of the Compensation Policy and may be adjusted annually by Council resolution as provided in 4.6. Employees will be eligible for the applicable annual general economic increase. Employees will progress through the salary grid for their position on their anniversary date, giving consideration to their performance evaluation and as provided for in 4.5 and 4.7.



4.5 SALARY PROGRESSION/PERFORMANCE EVALUATIONS

4.5.1 Employee's salary may be increased annually on the employee's anniversary date or promotion date based on the employee's performance.

4.5.2 For full time employees that have accepted a position in another pay grid where compensation is comparable the anniversary date shall remain unchanged.

4.5.3 On or before September 30 of each year, every full-time and part-time/seasonal Employee shall receive a performance evaluation by their immediate supervisor. The CAO may provide input into each evaluation and may elect to sit in during the evaluation with the Employee. The CAO shall review all evaluation.

4.5.4 On or before December 31, Council shall complete the annual performance evaluation for the CAO.

4.5.5 A meeting will be held with the employee identifying strengths and areas for continued improvement and development. Employees may request or be required to complete training/development in order to progress through the pay grid for their position.

4.5.6 A copy of the performance evaluation shall be provided to the Employee and the original filed in the Employee's personnel file.

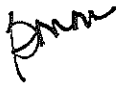
4.5.7 If the Employee has satisfactorily achieved and consistently demonstrated the performance expectations for their position, including meeting or exceeding the overall performance objectives and expectations as set out by the Supervisor (by December 31) and approved by Council (by January 31) and they have conducted their work in a positive behaviour, the immediate Supervisor and CAO may approve the progression of the employee to the next step in the Base Pay Salary Grid for their position on their anniversary or promotion date.

4.5.8 If an employee does not meet the performance objectives/expectations they shall not be eligible for a salary increase until such time as their performance meets set objectives/expectations.

4.5.9 Progressive increases within salary grids are awarded to:

- recognize progressive attainment of the competencies required to achieve job mastery; job mastery occurs at the maximum of the salary for the pay grid for their position, and,
- recognizes employee contributions, both as individuals and as members of teams.

4.5.10 When an employee reaches the maximum step in the pay grid no further increases are awarded unless the Base Pay Salary Grid is modified by resolution of Council subsequent to a market review. Employees are encouraged to apply for positions in higher pay grids.



4.5.11 The CAO and immediate supervisor are responsible for ensuring that compensation policies and practices are communicated and implemented in a fair and equitable manner for the employees whom they supervise. Council shall review the annual progression of the CAO.

4.5.12 Any wage adjustment outside the Base Pay Salary Grid or salary progression that is expedited outside the provisions of this policy shall require a resolution of Council and a detailed report outlining the justification for the adjustment/expedited progression and anniversary date.

To maintain integrity of the Base Pay Salary Grid and this policy such adjustments shall be applied only for extenuating circumstances and/or to recognize Employees who have exceeded performance expectations or have obtained or possess additional qualifications and warrant special consideration/recognition. For expedited salary progression, the anniversary date shall remain unchanged.

4.6 ANNUAL GENERAL ECONOMIC INCREASES

Adjustments to the RM's Base Pay Salary Grid shall be reviewed annually by Council not later than January 31. In conducting their annual review for determining the % increase to be applied to the Base Pay Salary Grid, Council shall consider the following factors:

- ✓ prior year's consumer price index for Saskatchewan,
- ✓ wage settlements for the Public Sector as reported by the Provincial Labour Relations and Mediation Branch,
- ✓ the regional and local labour market trends,
- ✓ population growth,
- ✓ assessment increases or decreases, and
- ✓ the RM's ability to pay,
- ✓ SARM Recommendations.

If an annual increase is warranted based on the review, Council will pass a resolution of Council no later than January 31 of each year establishing the % increase to be applied to the Base Pay Salary Grid and Schedule "A" shall be updated and replaced accordingly. When appropriate, increases to the Base Pay Salary Grid will be adjusted annually to ensure the RM remains in line with current economic trends, is able to retain competent employees, and to avoid dramatic adjustments to the Base Pay Salary Grid in future years.

The Base Pay Salary Grid, Schedule "A" will be adjusted annually, unless there is evidence to support a 0% increase. Any % increase applied to the Base Pay Salary Grid shall be applied retroactively to employee's hours and rates of pay based on total hours worked/service by the employees to the first pay period of the current year. Council may adjust the date of retroactivity by resolution of Council.

7 SALARY ADJUSTMENTS/INCREASES/DECREASES

An employee's salary may be increased or decreased as a result of:

- An annual general economic adjustment to the Base Pay Salary Grid;
- A progressive step increase in their salary grid on their anniversary date if they have received a satisfactory performance evaluation;

- In extenuating circumstances, an increase adjustment in their salary grid subsequent to passing their probation if they have exceeded performance expectations or have obtained or possess additional qualifications subject to approval by resolution of Council.
- Staffing changes (promotions, demotions, or promotions to management positions – employees are encouraged to discuss their career objectives with management).
- Placed in an acting capacity, or assigned additional duties and responsibilities or special projects.
- An Employee's salary could be decreased if Council passes a resolution to adjust the Base Pay Salary Grid downward and the maximum wage in the salary grid for their position is less than their current rate of pay. Should this occur as a result of a downward adjustment to the Base Pay Salary Grid, the Employee's salary shall be red circled (frozen) for up to two years unless the maximum grid step for the position in the Base Pay Salary Grid exceeds their current rate of pay, in such case the Base Pay Salary Grid rate shall be applied. If after the two year salary protection (freeze) period the Base Pay Salary Grid is still less than the Employee's current rate of pay then the appropriate wage for the grid step of the position shall be applied and the Employee's salary reduced accordingly.

4.8 SALARY PREMIUM/ACTING PAY

In rare and extenuating situations where additional duties/responsibilities or special projects are added to an employee due to emergent or operational needs and the employee is required to perform the full scope of their position plus additional duties as assigned by the CAO; the CAO may notify Council and present a report and recommendation to temporarily adjust the employee's salary or provide for a bonus adjustment to ensure the employee is fairly compensated and recognized for their efforts. Upon Council resolution the employee's wages shall be adjusted accordingly for the specified duration or in the amount so approved.

4.9 NEW EMPLOYEES TO FILL EXISTING POSITIONS

The CAO shall place all new full-time, part-time, seasonal, casual, temporary, summer student employees in the appropriate step in the salary grid for their position, based on their demonstrated skills, knowledge, and experience. Step placement in the salary grid must reflect the current market conditions, and ensure adequate compensation for the skills, knowledge, and experience the employee brings to the RM. The CAO shall report to Council at their next regular meeting and obtain a resolution acknowledging the hiring of all new employees and their rate of pay.

4.10 NEW OR ADDITIONAL EMPLOYMENT POSITIONS

The CAO shall report to Council of any requirements for new or additional employment positions and obtain a resolution approving the creation of new and additional positions. In the case of a new employment position council shall establish the salary grid for this position prior to hiring. The CAO shall place all new full-time, part-time, seasonal, casual, temporary, summer student employees in the appropriate step in the salary grid for their position, based on their demonstrated skills, knowledge, and experience. Step placement in the salary grid must reflect the current market conditions, and ensure adequate compensation for the skills, knowledge, and experience the employee brings to the RM. The CAO shall report to Council at their next regular meeting and obtain a resolution acknowledging the hiring of all new employees and their rate of pay.

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4.11 RETIRED/TERMINATED EMPLOYEES

Retired or terminated employees are not entitled to any retroactive adjustments provided for in this policy.

4.12 EDUCATIONAL SUPPORT

The RM supports and encourages Employees to pursue ongoing professional development and training, recognizing that the RM benefits from enhancing their Employee's knowledge, skill and abilities. Financial assistance may be available to an Employee who has passed probation and subject to the Employee successfully passing the program/course. This shall not apply to courses or programs that are provided to the workforce in general as part of the RM's orientation/training. Employees will be required to complete and fulfill an *Educational Support Return in Service Agreement* as provided for in Appendix "C" for a period of one month for each time they are provided with financial assistance of \$200.00 or less.

Education/Training Programs may include apprenticeship programs, work-related correspondence courses, attendance at external work related classes or programs, university or community college courses and any other courses or programs that are deemed to benefit the Employee's performance and are related to their job. This does not pertain to conventions/ conferences/ workshops otherwise approved by the RM.

In order to be eligible for educational support, the Employee must have demonstrated a satisfactory level of commitment and contribution to the RM and submit an *Application for Educational Support* Appendix "B" to their immediate Supervisor. Approval by Council is required prior to the Employee undertaking the program or course.

The program/course must be related to the Employee's present or future work and will provide specific job-related skills which the Employee requires.

Eligible Expenses include

1. Tuition
2. Books
3. Mileage
4. Accommodations
5. Meals

Should the Employee successfully complete the course/program within two years, the RM will provide a refund of expenses to the employee upon receipt of proof of completion and submission of an *Educational Support Return in Service Agreement* Appendix "C".

Attendance to conventions/conferences/workshops/training courses which will improve an employee's knowledge or employment skills will be considered part of the normal operations of the municipality. The CAO has authority to approve attendance and all associated costs provided not more than 2 office and/or maintenance employees are gone at the same time and the event is within Province of Saskatchewan or within 300 km radius. Events outside of these parameters require approval by resolution of Council. CAO will report to council at the next regular meeting:

1. Employees that attended
2. Workshop Name

3. Workshop Date
4. Cost

The employee will be paid their regular wage or salary while attending training or educational sessions however time spent completing correspondence courses must be completed during hours outside of regular employment hours and as such are not paid.

4.13 PROFESSIONAL DESIGNATIONS/MEMBERSHIPS

As part of their position requirement employees must ensure their certificates and professional designations/memberships are current and valid. Upon written application the RM may pay for any professional memberships/certificates that the Employee is required to possess and maintain as provided for in their job description.

Membership to the RMAA shall be paid on behalf of the CAO and the Associate Members.

4.14 OVERTIME AND BANKED HOURS

For hourly employees, overtime shall be paid according to *The Saskatchewan Employment Act*. Employees cannot work overtime or deviate from regular hours of work unless prior approval is received by immediate supervisor in writing. Full Time hourly employees have the option to bank hours to a maximum of 120 hours providing they sign a *Time Bank Agreement Appendix E*. Time off for hours banked is subject to the approval of the immediate supervisor. Employee may request payment of banked hours during any pay period.

4.14 ANNUAL VACATION ENTITLEMENTS

The RM is committed to providing all employees with an opportunity to take a set amount of time off on an annual basis for rest and relaxation away from their job.

Full-time employees will earn vacation/holiday leave as follows:

1-10 years of completed service	15 days/3 weeks/yr. 1.25 days per month
After 10 years of service	20 days/4 weeks/yr. 1.667 days per month
After 15 years of service	25 days/5 weeks/yr. 2.083 days per month

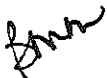
Management shall be provided an extra week of holidays in consideration of the fact that they are required to put in more than 40 hours per week from time to time in the regular performance of their duties.

Management earn vacation/holiday leave as follows:

1-10 years of completed service	20 days/4 weeks/yr. 1.667 days per month
After 10 years of service	25 days/5 weeks/yr. 2.083 days per month
After 15 years of service	30 days/6 weeks/yr. 2.5 days per month

Seasonal, Part-time, Casual and Temporary employees earn vacation pay in accordance with *The Saskatchewan Employment Act* and will be paid out their earned vacation pay on each pay cheque unless otherwise agreed to by the RM and the employee. Part-time and Seasonal employees may request to have their vacation pay accrue and paid out during their approved vacation leave.

Employees are entitled to take annual vacation in accordance with *The Saskatchewan Employment Act*; and are required to complete and submit an *Absence Request Form Appendix*



“A”. Employees may request to take vacation in blocks not exceeding 2 weeks at a time unless otherwise approved by the immediate supervisor based on operational needs. All requests for vacation leave must be submitted in advance by the Employee on an *Absence Request Form* and requires approval from the Supervisor prior to such leave being taken. The CAO requires approval from the Council.

The vacation year shall be January 1 to December 31 of each year and Employee’s vacation accrual will be adjusted in their first year of employment based on their start date. Vacation pay, where applicable, is paid in each pay period. All vacation is paid at eight (8) hours per day.

The annual holiday schedule for each department shall be completed within each calendar year for each employee. Vacation pay must be earned prior to taking vacation leave. Employees may not carry more than one year’s accrued vacation pay to the next year.

Only one office employee shall be on vacation leave at any given time, unless approved by the CAO. Holiday leave for Public Works Department employees is limited to two weeks per employee during the summer peak period of May 1st to September 1st.

Employees may schedule single-day vacation time, if they so desire, provided the scheduling does not interfere with the department’s holiday schedule. It is the responsibility of employees and the Supervisor to decide together when annual holidays are to be taken.

Any change in holiday scheduling shall be approved by the Supervisor in writing.

4.15 SARM BENEFITS

All full-time employees are eligible to receive full benefits after a 3 month waiting period. Part-time/Seasonal employees are eligible to receive benefits once they have met the 3-month waiting period.

For Full-time, Part-time and Seasonal Employees where total wages paid will exceed \$10,000.00 within the calendar year, the RM will provide the following benefits subject to the underwriters’ bylaw of plans. Casual/temporary employees and summer students are not eligible for benefits.

Every eligible municipal employee will be enrolled in the following benefit plans administered by SARM and the applicable premium will be paid as follows:

<u>Benefit</u>	<u>Who Pays</u>	<u>Percentage Paid</u>
#2 Single or Family Health	Employer	100%
Single or Family Dental	Employer	50%
#5 Single or Family Dental	Employee	50%
Short Term Disability	Employer	100%
Long Term Disability	Employee	100%
RMAA Group Life (when Mandatory)	Employer	100%



4.16 SICK LEAVE

The RM will provide sick days, in the unfortunate event of an illness or accident occurring to an employee or to an employee's immediate family.

Full-time and seasonal Employees will accumulate sick day credits at the rate of four (4) hours for each full month of service/employment, which will accumulate to a maximum of eighty (80) hours. Sick time accrual for part-time employees shall be prorated based on regular hours of work (i.e. a part-time employee working 20 hours/week would be entitled to accrue two (2) hours sick leave for each full month of service). The employee will be entitled to pay equivalent to their regular daily wages up to a maximum of 8 hours at the employee's regular wage for each sick day used. For part-time employees, sick time pay shall be based on regular schedule hours (i.e. if a part-time employee is scheduled for 4 hours they would receive 4 hours paid sick leave).

In order to be eligible for Sick Leave with pay employees are required to complete and submit the *Absence Request Form* Appendix "A" as soon as possible.

At the discretion of the CAO, a Doctor's Certificate may be required from the employee in order to be eligible for sick leave benefits and the employee shall be required to apply for Short Term Disability when the employee is eligible to do so. After an absence of five (5) consecutive working days, the employee may be required to have their medical practitioner complete a *Return to Work Form* Appendix "D".

4.17 BEREAVEMENT LEAVE

The RM will provide bereavement leave in the unfortunate event of a death in the immediate family as defined in 2.7.

In the case of immediate family, and upon approval of the employee's immediate supervisor, bereavement leave with pay to a maximum of 8 hours/day will be granted for a maximum of 5 working days at the time of death or memorial service. Days and hours will be adjusted according to their work schedule for part time employees. In order to be eligible for Bereavement Leave with pay employees are required to complete and submit the *Absence Request Form* Appendix "A".

In the case of extended family, and upon approval of the employee's immediate supervisor, bereavement leave without pay will be granted to a maximum of 2 working days to be taken at the time of death and/or memorial service. In the case of the CAO approval is provided by Council.

18 MATERNITY AND PARENTAL LEAVE

Women are entitled to an unpaid maternity leave in accordance with the provisions of *The Saskatchewan Employment Act* and, upon their return, will be re-employed in the same or a comparable position.



Any employee who has been employed for a total of 20 weeks in the 52 weeks prior to the day the requested leave is to begin is eligible for parental leave. Parents are entitled to unpaid parental leave in accordance with the provisions of *The Saskatchewan Employment Act* and, upon returning, will be re-employed in the same or a comparable position.

An employee may take both maternity leave and parental leave; however, the leaves must be taken in one continuous period.

4.19 MUNICIPAL EMPLOYEES' PENSION PLAN:

Enrollment in the Plan is mandatory for all municipal employees. Casual and temporary employees will have the option to enroll. Contributions rates are set by MEPP and the employer is required to contribute an equal amount.

4.20 BOOT /CLOTHING ALLOWANCE

In May of each year or in the month of hire if between June and December an annual boot/clothing allowance to assist in the purchase of appropriate footwear and attire will be paid as follows:

\$300.00 will be paid to each maintenance full-time employee and the Civil Engineer Technologist
\$200.00 will be paid to each full-time and part-time administrative employees and part-time and seasonal employees (excluding casual).

\$200.00 will be paid to summer students and casual employees.

This is deemed to be a taxable benefit unless clothing/boot receipts have been provided prior to pay-out in June.

4.21 CELL PHONES

The RM shall provide a cell phone to the Public Works Foreman for RM work related purposes.

The RM shall provide an allowance of \$40.00 per month for each maintenance employee who is required to have a cell phone on their person for work related/safety purposes.

The CAO, Finance Officer and Engineering Technologist shall be provided a cell phone allowance of \$40.00 per month.

4.22 TRAVEL EXPENSES

Mileage

Employees required to use their personal vehicles for approved RM business shall be reimbursed at a rate of .60 cents per kilometer. This rate shall be reviewed annually.

Meals

Meals shall be reimbursed to a maximum of \$60.00 per day without the requirement to submit receipts while attending conventions or training exceeding one day. In cases where meals are not provided and required while attending day meetings, receipts may be submitted for reimbursement up to a maximum of \$60.00 per day. Purchases of alcohol shall not be an eligible



expense under this policy and will not be reimbursed by the RM.

Accommodation

Accommodations for hotels shall be paid directly by the RM or reimbursed based on actual rates and receipts are required to be remitted to the CAO. Should an employee elect to stay at private accommodations they shall be eligible to claim **\$50.00 per night**.

3 REWARDS AND RECOGNITION PROGRAM

Service Awards:

After 1 year of service:	RM Logo Jacket
After 5 years of service:	Certificate of recognition & \$250.00.
After 10 years of service:	Certificate of recognition & \$500.00.
After 15 years of service:	Certificate of recognition & \$750.00.
After 20 years of service:	Certificate of recognition & \$1,000.00.
After 25 years of service:	Gold watch and \$1,000.00 and a member of the Quarter Century Club roster displayed in the RM office.

The above employee service recognition shall be applied retroactively subject to there being no break in service (resignation, termination, retirement, etc.) and years of service shall be based on continuous years of employment commencing on the hire date regardless of whether an employee is part-time, seasonal or full-time. Student or casual employment time worked does not qualify towards years of service.

The CAO shall be provided with a budget of \$1,200 per year and be responsible to administer an Employee Recognition Program for outstanding individual/team performance, special events, etc. and for the following types of events:

- recognizing Employee’s achievements or special events (birthdays, births, major accomplishments);
- recognizing outstanding performance above the call the duty;
- teambuilding events.

The value of the recognition for an individual shall not exceed \$50.00.

4.24 EMPLOYEE RETIREMENT

Upon the retirement of an Employee with 10 or more years of service, the retiring Employee shall be recognized for their contributions at a coffee and cake get together with all available Employees and members of Council on their last day of work (or alternate day) and presented with a suitably engraved gift valued at approximately \$250.00 (picture/plaque, statue, clock, knife, etc.) at that time.

25 SYMPATHY GESTURES

In cases of bereavement, a member of Council shall notify the CAO or the CAO on their own accord shall send the following items as a gesture of sympathy and notify Council accordingly:

Flowers:	Present Employees & their immediate family members.
Cards:	Former Employees with less than 10 years of service.
Flowers:	Former Employees who have served the Municipality 10 years or more.



(Note: the cost of flowers not to exceed \$70.00. Where deemed appropriate a deli platter or fruit tray, etc. with a maximum value of \$70.00 may be provided in lieu of flowers.)

4.26 COMPLIANCE

Failure to comply with this Policy and its associated procedures could result in attraction and retention issues for the RM and in inconsistent application of progressive step increases and temporary adjustment to recognize additional duties and responsibilities.

5.0 EXCEPTIONS

Unless expressly provided and referred to in this policy, casual, summer students and temporary employees are excluded from the benefits as provided for in this policy except as required by Legislation.

6.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

All Appendices attached to this policy may be amended from time to time based on operational need.

This policy shall be administered and interpreted by the CAO; however, this policy including Schedule “A” Base Pay Salary Grid cannot be amended without Council approval.

This policy repeals and rescinds all previous policies, practices and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on May 9, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

Attachments:

- Schedule “A” Base Pay Salary Grid
- Appendix “A” Absence Request Form
- Appendix “B” Application for Educational Support
- Appendix “C” Educational Support Return in Service Agreement
- Appendix “D” Return to Work Form
- Appendix “E” Time Bank Agreement Form



Absence Request Form – Appendix A
Human Resources Total Compensation/Recognition Policy 900-01

Absence Information

Employee Name: _____

Employee Number: _____ Department: _____

Manager: _____

Type of Absence Requested:

- ☐ Sick
- ☐ Vacation
- ☐ Bereavement
- ☐ Time Off Without Pay
- ☐ Medical Appt.
- ☐ Jury Duty
- ☐ Maternity/Paternity
- ☐ Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

Self _____

Other _____

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature

Date

Manager Approval

- ☐ Approved
- ☐ Rejected

Comments:

Supervisor Signature

Date

for

Application for Educational Support Appendix “B”
Human Resources Total Compensation/Recognition Policy 900-01

Name:			Date:		
Position:					
Location:					
Course:					
Purpose of the Course (e.g. How the course will affect Job/Career/RM Development):					
Course Title		Cost \$	Dates	Days	Hours
Expenses		Tuition	Books	Misc. (Specify)	Total \$

I understand the conditions and restrictions as outlined in the 4.12 Educational Support – Human Resources Total Compensation/Recognition Policy. I also understand that upon completion, a submittal of proof of completion of courses, with the **appropriate** grades or certificate and with actual receipts are required.

Employee Signature	Date	CAO/Reeve Signature	Date

Office Use:

Courses Successfully Completed				Cost \$	
Expenses		Tuition	Books	Misc. (Specify)	Total \$
Employee will complete and fulfill a return in service agreement for the time period of:					
Employee Signature		Date		CAO/Reeve Signature	Date

Educational Support Return in Service Agreement Appendix "C"
Human Resources Total Compensation/Recognition Policy 900-01

As provided for in Human Resources Total Compensation/Recognition Policy 900-01, the RM supports and encourages Employees to pursue professional development and training, recognizing that the RM benefits from enhancing their Employee's knowledge, skill and abilities. In recognition of the financial support provided the employee hereby agrees to enter into this return in service agreement and provide the RM of Frenchman Butte No. 501 a return in service prorated at \$200.00 per month for the following educational support and for the duration of the return in service as provided herein:

Employee Name: _____
Position: _____
Date of Program: _____
Location of Program: _____
Dates of absence from the workplace: _____
Resolution No.: _____
Course Details: (attach copy of program information and certificate of completion)

Details of Education Support:

Tuition/Registration Fees: _____
Books, etc: _____
Travel: _____
Accommodation: _____
Meals: _____
Other costs : _____
Total Cost: _____/\$200/mo= _____ months

for which I agree to provide service in my position of _____ to the RM of Frenchman Butte. I hereby agree and acknowledge that if I do not return the full service provided above I shall be responsible to immediately repay to the RM of Frenchman Butte any prorated balance upon my resignation.

Based on the calculations above this agreement shall expire on _____ (date return in service is completed).

Date: _____

Employee CAO (witness)

Cc: Personnel File



Return to Work Appendix "D"

Human Resources Total Compensation/Recognition Policy 900-01

Dear Medical Practitioner: With your input, the RM will review the accomodations required to meet the restrictions, limitations or precautions which you place on this employee's return to work. Thank you for your assistance. If you require further information please contact us at rm501@sasktel.net Phone (306-344-2034) or by Fax (306-344-4434)

Section A: EMPLOYEE Information [to be Completed by Employer]

Our employee:

Please provide the information requested in Section C.

Section B: Employee Authorization [To Be Completed by Employee]

I authorize the release of the following information to the RM of Frenchman Butte 501 along with any additional information that will assist in my return to work. SIGNATURE_____

Section C: Restrictions, limitations & Precautions [To be Completed by Health Care Provider]

Please do not specify diagnosis. Date symptoms first appeared:_____.

Is the illness/disability a result or a recurrence of a pre-existing condition? _____.

Prognosis of Injury or Illness:

Option 1: ☐ Employee was unable to work from September 10th – 14th, but may return to regular duties at once and can safely operate a motor grader.

Option 2: ☐ Employee may return to modified duties provided that the following restrictions, limitations and/or precautions are in place:

Lifting	Carrying	Pushing/Pulling	Standing	None	Max. ____ hour(s)
None with R arm	None with R arm	None with R arm	Sitting/Driving	None	Max. ____ hour(s)
None with L arm	None with L arm	None with L arm	Walking	None	Max. ____ hour(s)
Max. __ lbs.	Max. ____ lbs.	Max. __ lbs.	Climbing Stairs	None	Max. ____ hour(s)
Max. ____ hour(s)	Max. ____ hour(s)	Max. __ hour(s)	Ladders	None	Max. ____ hour(s)

Comments &/ or Additional Precautions to be followed and or referrals/treatments:

Behavioural restrictions:_____

Accommodations will be required: for _____ DAYS;

At the end of the modified work period, this employee: ☐ may return to regular duties, OR

☐ must return for a re-assessment.

[Handwritten signature]

Option 3: ☐ Employee is Totally Disabled and:
Employee is unable to do her own job (office duties) with or without accommodation and is unable to perform any light duties of another position at this time. This employee must remain off work for: _____ DAYS, at the end of that period, I anticipate that she:
☐ may return to regular duties, OR ☐ may return to Modified Duties OR ☐ must return for a re-assessment
OR ☐ due to behavioural/mental/physical condition is referred for assessment/treatment
_____ assessments & referrals/treatments & dates:

Information of Health Care Provider:

Name of Provider: _____

Address: _____

Phone: _____

Fax: _____

SIGNATURE:	DATE:

fm

Time Bank Agreement - Appendix E

It is agreed between:

_____	of	_____
Employee name		Employee Address
	and	
R.M. of Frenchman Butte No. 501	of	Box 180, Paradise Hill, SK S0M2G0

Time Bank Establishment

The employer and employee agree to establish a time bank so that the employee may bank additional hours on the following basis:

- Each additional hour will enter the bank at regular time and can be banked to a maximum of 120 hours.
- Each hour taken from the bank must be used during the employee's regularly scheduled work hours subject to the approval of the immediate supervisor.
- In the absence of mutual agreement, the employer may schedule banked time use with at least one week's written notice.
- The employee may request a payout of the bank time on the next regular pay date.

Time Bank Cancellation

The employer and employee can cancel a time bank by providing written notice of cancellation one pay period or more in advance. In the event of the cancellation:

- The employer will pay out any unused bank time or the employee may take time off no later than the end of pay period following the cancellation notice period with the approval of his/her supervisor.
- If the cancellation is due to the employee's employment being terminated, then the employer shall pay to the employee any unused bank time pay within 14 days of the employee's last day of work.

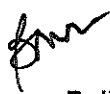
Agreement Governed by *The Employment Standards Regulations*

This Time Bank Agreement is authorized by and includes additional provisions contained in section 12 & 14 of *The Employment Standards Regulations*.

Dated this _____ day of _____, 20____

Signature of Employer

Signature of Employee





R.M. of Frenchman Butte No. 501

POLICY TITLE Employee Handbook		Resolution # 2018-07-25-025 Amended: 2020-02-12-034 2020-09-09-23	POLICY NO. 900-04
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	EFFECTIVE DATE July 25, 2018	

1. PURPOSE:

The purpose of this policy is for the R.M. of Frenchman Butte No. 501 Council to create Policy for the Municipal Employees to follow when addressing anything relating to employees that isn't contained in the Human Resources Total Compensation/Recognition Policy #900-01.

2. DEFINITIONS:

2.1 CAO: Means Chief Administrative Officer for the Rural Municipality of Frenchman Butte No. 501.

2.2 Council: Means Council for the Rural Municipality of Frenchman Butte No. 501.

2.3 Employee: Means Employee of the Rural Municipality of Frenchman Butte No. 501.

2.4 Employer: Means the Rural Municipality of Frenchman Butte No. 501.

2.5 Municipality: Means the Rural Municipality of Frenchman Butte No. 501.

2.6 R.M: Means the Rural Municipality of Frenchman Butte No. 501.

2.7 Supervisor: Means person in supervisor position.

2.8 OH&S: Means R.M. of Frenchman Butte No. 501 Safety Manual.

3. SCOPE:

The employees of the municipality shall follow the Employee Handbook to ensure compliance with the municipality's policies.

4. POLICY:

This Handbook provides the staff with an overview of the employee policies of the Municipality.

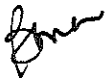
5. RESPONSIBILITY/INTERPRETATION/REPEALING:

This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.

Bruce

This policy repeals and rescinds all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on July 25, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

A handwritten signature in black ink, appearing to be "D. M. S.", located in the lower-left quadrant of the page.



R.M. of Frenchman Butte No. 501

Employee Handbook

Last Updated February 12, 2020

Council Resolution # 2020-02-12-034

Bone

Policy: 900-04 Amended 09-23-20

Welcome:

On behalf of the R.M of Frenchman Butte Council and all our employees I welcome you to the R.M Frenchman Butte and look forward to working with you. We believe each employee contributes directly to the R.M's continued growth, success and our goal to provide outstanding customer service to our ratepayers and visitors.

This handbook was developed to provide you with an overview of our policies, procedures and benefits available to eligible employees. Please familiarize yourself with this handbook as it will answer the majority of your questions regarding your employment with us. Please be advised that this is not intended to be the sole source of all of the R.M's policies/bylaws and procedures and it will be continually updated. You will also be required to be familiar with and abide by the R.M's Occupational Health & Safety Program (OH&S), Human Resource Total Compensation/Recognition Policy 900-01, Employee Code of Conduct Policy 900-02 and Anti-Harassment and Respectful Workplace Policy 900-03.

Keep this handbook readily available and use it often for easy reference. You will be required to sign and return the Employee Acknowledgement Form upon receiving this Employee Handbook as a condition of employment. If you have any questions or concerns, please do not hesitate to speak with either myself or your immediate supervisor for clarification regarding the content of the Employee Handbook.

I hope that your experience here will be challenging, enjoyable and rewarding and I thank you for joining our TEAM.

Sincerely,

Chief Administrative Officer (CAO)



Our definition of “TEAM”

With input from Employees and Council Members at a Planning Session we developed our definition of “TEAM” and our goal is that:

- *everyone* trusts each other,
- *everyone* works together in a common direction,
- *everyone* gets along and commits to address tension and issues in a timely, respectful manner,
- *everyone’s* opinion counts,
- *everyone* is listened to and encouraged to provide input and feedback,
- *everyone* is respected,
- *everyone* enjoys their time at work,
- *everyone* recognizes individual abilities, both strengths and weaknesses and helps each other,
- *everyone* agrees to open communication between all!

We trust that this definition fits with your personal values and that you are proud to be a member of our TEAM and model this definition.

Value of Employees

The highest standards of performance and dedication are expected from employees and the RM strives to be known for our positive, professional attitude and efficient, effective friendly service to our ratepayers. To help employees meet these standards, the RM is committed to providing the maximum support possible. The RM regards knowledge, skills and abilities, performance and technical skills as the crucial elements of job performance and pledges to assist employees to achieve the required job performance. Under the *Saskatchewan Human Rights Act*, the prohibited grounds for discrimination include: religion, creed, marital status, family status, sex, sexual orientation, gender identity, disability, age, colour, ancestry, and nationality, place of origin, race or perceived race and receipt of public assistance.

To support the work of the RM and its Employees, the RM regularly hires external consultants and contractors to bring specific expertise to a particular project or program. External consultants are independent contractors and are not considered employees of the RM. Contractors are not eligible for the benefits provided in this Handbook.

pmc

Employee Acknowledgement Form

I understand that this Employee Handbook describes important information about my employment with the RM of Frenchman Butte No. 501. It covers many of the terms of my employment with the RM and along with the RM's OH&S Safety Manual provides Occupational Health and Safety Information including my rights under Saskatchewan OH&S, OH&S Committees, the Anti-Harassment and Respectful Workplace Policy, safety equipment and procedures, how to report an accident/incident, etc. I have also been informed that I should consult my Supervisor or the CAO regarding any questions not answered in the Handbook or the OH&S Safety Manual.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the Handbook or OH&S Safety Manual may occur and that revised information may supersede, modify or eliminate existing policies. I acknowledge that this Handbook is neither a contract of employment nor a legal document and that I have received a copy.

I understand that it is my responsibility to read this Handbook and to comply with the policies contained within it, and revisions made to it and other RM policies not included in this Handbook.

I understand that there is **ZERO tolerance for harassment and OH&S non-compliance** in the workplace.

Employee's Name: _____

Employee Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____



GENERAL

Introduction

The Rural Municipality of Frenchman Butte No. 501 Employee Handbook combines the provisions of *The Saskatchewan Employment Act and Regulations*, including *Occupational Health and Safety*, the *Municipal Employees' Pension Plan*, the *Workers' Compensation Act*, as well as the benefits provided through the Saskatchewan Association of Rural Municipalities.

As noted this Handbook will be amended from time to time to reflect changes in legislative regulations, municipal and human resource policies and practices.

Council

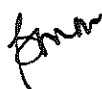
Council is the governing body for the RM and is responsible for setting corporate policy for both the short and long term. As an RM employee you are responsible to understand and carry out the policies that apply to you. Council meetings are regularly scheduled and you are welcome to request a delegation through Administrative staff to address Council or attend an open meeting at any time like all other individuals as set out in the RM's Procedure Bylaw 2017-02, on your time off. (For employment related matters refer to People Focus section.)

Council governs in accordance with the powers granted under various provincial statutes. By passing resolutions Council sets direction; these can only be made at an open meeting of Council where the majority of Council Members are present. ***Individual members of Council do not have the authority to make decisions independently.*** Council has the responsibility to levy taxes, pass regulations (bylaw/policies) and establish the budget for the delivery of services. Council has established a Purchasing Policy and all goods must be purchased in accordance with the Purchasing Policy. You will get direction from Council through your Supervisor and not directly from Council. You are encouraged to bring forward concerns and ideas for improvement to your Supervisor and/or Council.

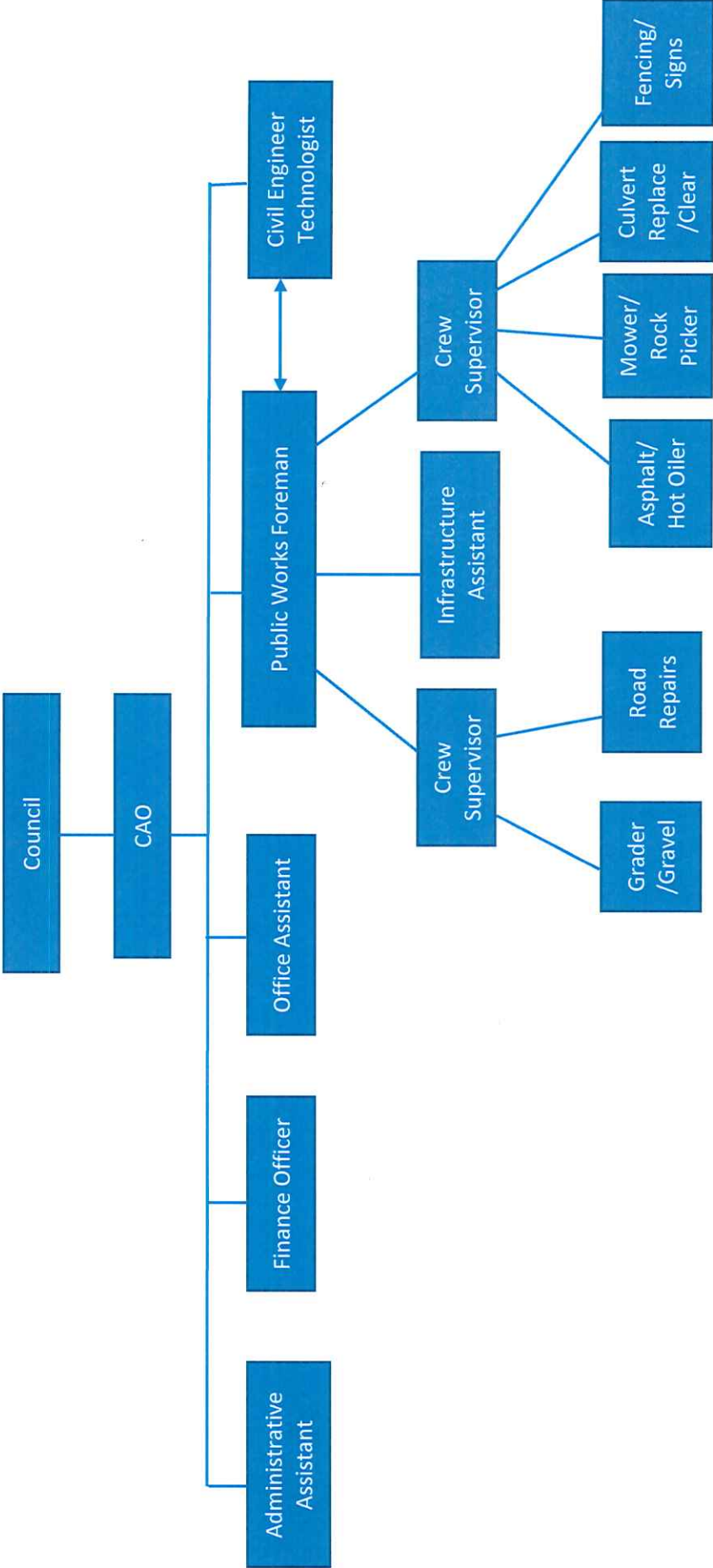
Code of Ethics/Conduct

Each Member of Council has signed an "Oath of Office" which includes that they must abide by the Code of Ethics set out in Bylaw 2017-04.

Each Employee must abide by the Municipal Employee Code of Conduct Policy 900-02.



ORGANIZATIONAL CHART



*for
Policy: 900-04 Amended 09-23-20*

Authorization

In accordance with the provisions of *The Municipalities Act*, the Council of the RM of Frenchman Butte No. 501 shall appoint a CAO. All new positions shall be established by resolution. Each municipal employee shall perform the varied duties assigned to him or her as outlined in their job description which may change from time to time.

Administration

The CAO acts as a bridge between Council and Employees. When Council passes resolutions, the CAO is then responsible to ensure the work/activity is carried out.

Job Descriptions

Your job description outlines your major duties and responsibilities. A copy of your current job description should have been provided to you with your letter of employment. If you did not receive a copy please ask your Supervisor or the CAO for a copy. If you have any questions or concerns regarding your job description or another job description please consult with your Supervisor or the CAO. Job Descriptions may not cover all of your duties and may change from time to time.

The following classifications have been established by Council, and the classifications may be amended by resolution of Council. Each employee shall be classified.

Managerial - The CAO, the Public Works Foreman and each person assigned and acting as the Supervisor of the Administration Office and/or the Public Works and Maintenance Department, respectively.

Full-time - An employee who is regularly scheduled to work at least 30 hours per week and works 12 consecutive months in a year.

Part-time – An employee who is regularly scheduled to work less than 30 hours a week and works 12 consecutive months in a year.

Seasonal - An employee who is regularly scheduled to work at least 30 hours per week from spring to fall each year and is typically called back to work for the RM the following year.

Casual - An employee who is called to work on an as needed basis and does not work a regular and reoccurring schedule.

Summer Student - An employee who is hired for the summer months only and meets the Summer employment grant criteria.



People Focus

The RM believes our people are critical for our success and we listen to and treat our people with respect and dignity. We will communicate with our employees on a proactive basis. Communication can take many forms including one-on-one meetings, group meetings, e-mail, or memo for example. After each meeting of Council, the CAO will provide a brief summary to Management and Office Staff outlining Council's decisions and actions.

Council is committed to meet with our Employees, at least once a year (individually, small group and/or all staff), no later than December 31st of each year, to openly discuss any concerns or issues you may have and share our long term capital and operating plans. **Council encourages you to provide constructive feedback at our annual meeting and at any time throughout the year.**

Council is committed to annually having a staff appreciation event (ie. barbeque, breakfast, etc.).

Work/Life Balance

The RM takes into account work/life balance in the design of jobs and resource planning. We do not expect our Employees or CAO to work evenings or weekends or to take work home with them unless there are critical projects/services, deadlines that must be met or weekend work is required to meet the operational needs of the municipality. Where evening and/or weekend work is required it is to be based out of the municipal office.

Work Assignment Limitations – Service Requests & Complaints

The RM's human resource policies apply to all employees, including full-time, part-time, summer students, seasonal and casual. It is the responsibility of the CAO, Office Staff, and the Public Works Foreman to ensure policies are applied within the intent of the policy, consistently for all staff and congruent with any other policies of the RM or legislative requirements.

The CAO and Public Works Foreman, or their designates, have the sole authority to assign job duties and responsibilities. Members of Council and ratepayers shall request/direct work assignment, complaints or concerns through the administrative processes established at the RM Office and not directly with the Employees. Requests for services shall be completed based on:

- safety and emergency needs;
- operational needs; and
- then on a first come first served basis.

All requests for service must be recorded by the Office Staff in the service request log.



No service shall be performed until it has been recorded and approved for service by Public Works Management and/or the CAO. In an emergency, contact would be through any of management staff (CAO or Public Works Foreman).

All written external and internal complaints shall be forwarded to the CAO for review/investigation.

Compensation and Benefits

For information on wages, benefits, annual vacation, educational support, recognition and other related information please refer to Human Resource Total Compensation/Recognition Policy No. 900-01.

Occupational Health and Safety

The Saskatchewan Employment Act and OH&S Regulations require all employers to establish and maintain an OH&S Program. Please ensure that you have read, signed and are properly orientated to the RM's OH&S Safety Manual. **It is mandatory for ALL RM Employees to fully comply with the RM's OH&S Program. It is mandatory that all Public Works employees when outside of vehicle/equipment, at minimum, wear: high visibility vest, hard hat, steel toed boots and all other personal protection equipment required for the task. THERE WILL BE ZERO TOLERANCE FOR NON-COMPLIANCE.** The Council of the RM is very concerned with ALL of our Employees wellbeing and safety and if you have any safety concerns please immediately report them to your supervisor or an OH&S Committee member.

The RM must contact the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety to report a serious injury or fatality in situations where:

- The accident causes, or may cause the death of a worker: or
- Will require a worker to be admitted to a hospital for 72 hours (3 days) or more.

The RM must also report any dangerous occurrences. (E.g. a severe mechanical failure, an accident with equipment or tools that results/or could have resulted in a severe injury or death, a structural failure or collapse of a road, flash flood/fire, accidental contact with an energized electrical conductor, uncontrolled spill of a toxic substance, etc.). Because of this legal obligation it is critical that you immediately report any and all safety concerns or incidents whether or not there was any injury or damage.

The RM's goal is to make our RM a safe place to work.

Saskatchewan Workers Compensation

All workplace injuries/accidents/near misses must be reported immediately to the Supervisor and recorded in detail on an "Incident Accident Form" and in accordance with the legislation.

In addition, when an injury has occurred at work, the proper WCB forms must be completed and submitted by the Employee (W1) and Employer (E1) within 48 hours.

It is the responsibility of the employee to document hours of work lost for submission to WCB for payment. If a claim is found to be ineligible under WCB, work hours lost may be paid out of banked sick time or an application submitted for Short Term Disability (after three (3) days).

Confidentiality

The RM is committed to the protection of privacy in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act*. This includes personal employee information. We will hold all employee information in the strictest confidence and information resources will be restricted to authorized employees only.

You must not discuss confidential information and be vigilant in managing documents to prevent disclosure of in-camera and confidential personal information. Safeguards and procedures are established to ensure the integrity and protection of information. If you become aware of any disclosure of sensitive information, document the occurrence and report it immediately to your Supervisor.

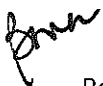
Use of RM Property and Time

To regulate the use of RM property, in fairness to our ratepayers and to protect the RM and its Employees from liability claims NO member of Council, Employee or any other individual will be allowed the personal use of any tools, supplies, equipment, or facilities that are the property of the RM for any reason, except in the case of an emergency. Written permission must be received from the CAO or Reeve prior to such use for emergency purposes.

In order to maintain an accurate inventory and for replacement and insurance purposes all employees using RM property shall, within a timely manner, submit a written report on any loss or damage to tools, supplies, equipment or RM facilities with a value/cost in excess of \$50.00 to their immediate Supervisor. The RM is committed to supply the appropriate tools and equipment so that Employees can safely, effectively and efficiently perform their jobs. All requests for tools and equipment shall be made in accordance with the budgeting and Purchasing Policy procedures.

Employees shall not bring any personal tools or equipment for use at any work site or in any RM facility/equipment without prior written approval from the CAO-or Public Works Foreman.

All tools and equipment with a value/cost in excess of \$50.00 must be permanently marked with RM identification. An inventory list of all tools and equipment will be maintained for



every unit and the shop. Upon submitting a loss/damage report the RM shall replace the lost or damaged tools/supplies/equipment. All Employees shall take proper care and control of all equipment/tools/supplies. The RM recognizes that there shall be reasonable wear and tear, etc.; however, Employees not demonstrating proper care and control may be subject to disciplinary action.

Employees are required to possess and maintain a valid driver's license if their job description identifies that they are required to operate a motor vehicle(s) and possess a certain class of license. Employees must comply with all laws and regulations and are responsible for any traffic violations/fines they incur while operating RM vehicles/equipment. All violations/fines and accidents/incidents (including near misses) must be immediately reported on an "Incident/Accident" report form. Employees not demonstrating proper care and control or compliance may be subject to disciplinary action. Employees are required to produce their driver's license on an annual basis for RM insurance purposes. If the RM is charged a surcharge/premium due to an Employee's driving history the Employee shall be responsible to pay for the surcharge.

Employees shall not conduct personal affairs or volunteer work on RM time without expressed permission of their immediate Supervisor and subject to it not interfering with the work to be performed. Personal calls/texts, etc. for family related purposes do not require expressed permission but shall be reasonable, and conducted during scheduled breaks unless they are an emergency or pressing nature and then kept short so as not to interfere with regular work.

Abuse or misuse of paid time or the RM's information, resources or assets may result in disciplinary measures up to and including dismissal.

The RM trusts that you will act with integrity, honesty and in accordance with all policies. If you are aware of or become aware of any breach or possible breach of these policies, or misuse of RM property or funds you are expected to immediately and fully disclose the particulars to the CAO or Reeve.

Lay Offs

Seasonal Employees will be laid off annually from work when it is determined there is a shortage of work. When laying off Employees consideration will be given to the Employee's knowledge, skill and ability to perform the work that is available, their past performance and their length of service with the RM.

Seasonal Employees are required to notify their immediate Supervisor and confirm their return to work date within five (5) days of being recalled from layoff. Employees who do not respond in writing or in person within five (5) days of being recalled will be deemed to have

resigned from their position. It is the Employee's responsibility to provide the RM Office with their current address and contact information.

Dress Code

All Employees are required to dress in a safe, clean, presentable and professional manner as determined by Public Works Management or the CAO based on operation/public service needs and in accordance with the *Saskatchewan Employment Act* and Regulations; the RM's OH&S Program and any other applicable legislation or policy. Employees must practice good personal hygiene. Appropriate office attire (business casual) is required for all office staff. The RM will provide laundry equipment at the RM Maintenance shop so that Public Works Employees may launder their coveralls.

General Cleaning/Maintenance

Employees are required to clean and maintain the tools and equipment as provided in their job description or as directed by their Supervisor. Each employee is responsible for maintaining their work area in a safe, clean and acceptable manner.

The RM contracts for regular cleaning of the RM Administrative office and washrooms. The washrooms and coffee room in the Maintenance Shop area will be cleaned by Public Works Outside Employees in rotation as assigned by the Public Works Foreman.

Securing RM Property and Equipment

The last Employee to leave the RM Administrative Office shall lock the front door, close the vault, lock the back door to the Maintenance area and set the security system. The last Public Works Employee to leave the shop and property shall be responsible for doing a walkthrough of the shop ensuring the shop and equipment is safely secured, set the security system, then lock the gate at the property entrance and call into the Public Works Foreman, or designate, to advise they are leaving the workplace.

Parking

Employees are permitted to park in the designated parking area and may be provided with electricity for their personal vehicles during the winter months.

Rest Periods/Coffee Breaks

Taking into consideration operational needs/efficiencies and public service, employees will be provided with a rest period of fifteen minutes at approximately the mid-point of the morning and afternoon and provided with coffee/tea and condiments for their rest periods at the RM office.



Fire Evacuation

In case of a fire or emergency all employees are to immediately evacuate the building and report to the Muster Point; being the front gate of the RM property.

Personnel Files

Please keep your employee file up-to-date by notifying the CAO of any changes concerning the following:

- Address and telephone number;
- Person to be notified in case of emergency;
- Legal name;
- Marital status;
- Number of dependents for income tax exemptions;
- Beneficiary (i.e. insurance);
- Criminal record check if applicable;
- Training records; including certificates, courses completed, education and/or degrees, professional designations, etc.

You are permitted to examine your personnel file. If you wish to do so, contact the CAO to set up an appointment and someone from Management will accompany you while viewing your file.

Performance Support

The RM supports employees experiencing performance challenges. The RM believes employees need to clearly understand performance expectations and participate fully in solving performance issues. Managerial staff will communicate performance challenges to the employee, clearly outline the role and performance expectations, ensure appropriate training and support are provided, provide relevant coaching and establish timelines for improvement, as well as clarify the process for improvement and the consequences that may be involved for failure to meet improvements.

Email, internet Access and use of RM resources

RM email and internet access are to be used for work related purposes. Employees with access may use these resources and assets during scheduled rest periods for limited personal use, and only to the extent that such use does not interfere or conflict with their job responsibilities or the work of other Employees.

Employees may not use any RM resources for personal gain or profit or for personal interests or to support any organization whether or not for profit.

Any costs associated with any project or initiative approved by Council resolution shall be tracked and all time and expenses associated with such project/committee/initiative, etc. (i.e. Lagoon/Community Centre) shall be tracked and accounted for in a separate budget line. (Expenses include, but not limited to; employee time, photocopying, research, contracted services, supplies, postage, etc.)

Employees must not access or download web sites or files, or send or receive email messages or other types of communication involving content that can incite hatred against identifiable groups or pornography, nudity or sexual acts. Employees must ensure that any personal messages sent using the RM's electronic network or equipment are not construed to represent the views of the RM, and do not embarrass or misrepresent the RM through such things as inappropriate language, political advocacy or criticism, or negative comments about third parties.

Employees must not send or participate in chain letters, viruses or hoaxes; threatening or demeaning messages; racially and/or sexually harassing messages; inappropriate jokes; personal or political campaigns; and unsolicited email to large groups. Abuse or misuse of the RM's information, resources or assets may result in disciplinary measures or dismissal.

Dealing with Relatives or Friends

The RM does not prohibit providing services and/or having transactions with family members or friends provided that such actions do not convey a direct or indirect benefit at the expense of the RM. If you have financial, family or a personal interest in a service request, vendor, contractor/consultant or service provider, you are expected to disclose such interest to the CAO or Reeve. If you believe that you may have a conflict in the discharge of your employment duties, you should bring the matter to the immediate attention of the CAO.

Employees must disclose conflicts of interest immediately upon becoming aware of the potential for conflict. The disclosure shall be submitted in writing to the immediate Supervisor, CAO or Reeve. The CAO and Reeve/Council will take into consideration the nature of the Employee's responsibilities and degree of potential or apparent conflict in deciding on the course of action the Employee needs to take to remedy the conflict of interest. Refusal to resolve the conflict may result in a request for resignation, disciplinary action or dismissal from employment. The RM does not support volunteer or political activity that may lead to real or perceived conflict of interest or that results in impaired work performance.

Document and Record Retention and Disposal

The RM must comply with all applicable legislation in the areas of record retention and disposal as outlined in Bylaw 2012-03. The RM's information and records are valuable corporate assets and must be managed with due diligence. Employees must comply with all

applicable legal and regulatory requirements. Our employees must manage records and information in a manner that ensures:

- Consistently organized filing, storage and retrieval of recorded information;
- Records/reports of all complaints, requests for service and maintenance in whatever media satisfies legal, fiscal, regulatory and operational requirements;
- Protection of RM records (including backups);
- Protection of documentation for archival purposes and documentation needed in the event of litigation.

Employees may not destroy any records (including emails) unless you have been authorized to do so in accordance with the RM's Records Retention and Disposal Bylaw 2012-03/Schedule. If you have any questions please refer the matter to the CAO.

Media, Public and Governmental Inquiries

In order to present a consistent positive message to the public and to ensure compliance with all related legislation, only the Reeve, or CAO if designated, will be responsible for the release of public information.

Gift Acceptance Policy (Giving & Receiving)

In order to ensure that all of the RM's affairs are conducted in a professional and ethical manner, the following guidelines are established surrounding the receiving and giving of gifts. Employees and Members of Council may not accept any money, gifts or benefits or other things of value from:

- Any contractor, business, supplier, person/ratepayer, or entity with which the RM does business with or provides services to, or with whom the RM seeks to do business or provide services to.

This also extends to prohibit kickbacks or any form of illegal or improper payment of any kind and you must not accept free or concessionary use of property or the payment of travel, living or entertainment expenses to you or a member of your family.

If a gift is received which cannot be accepted, it is to be turned in to the CAO who will send a friendly letter of explanation that RM policy does not permit such acceptance unless Council authorizes that the gift be used as a fundraising/donation/promotional item in the RM.

Exception: Employees are allowed to participate in and personally accept any prize or gift obtained by chance events or random draws.

Gifts presented for the entire staff with value of less than \$50.00 per person can be accepted and provided to staff and Council. (i.e. seasonal gift baskets, floral arrangements, donuts, cookies, small promotional items such as hats, mugs, etc.).

Advance approval from Council is required before a gift/service of any kind can be provided by the RM without charge. In the case of doubt, you are expected to make the appropriate inquiry/disclosure to the CAO and/or Reeve for written approval or resolution of Council.

Recruitment Policy

The RM recognizes that its success depends on its employees. Our goal is to enable our Employees to reach their potential to benefit the Employee and the RM. To accomplish this, the RM will identify the major roles and responsibilities of each position and provide job descriptions and when possible, developmental/training opportunities so that Employees can progress in the organization if they desire.

The RM's aim is to establish an effective workforce, instilling in our employees a desire for excellence, a willingness to take on individual responsibility and to be flexible, and an acceptance of the importance of TEAM co-operation. We take for granted personal integrity, a commitment to self-development and self-reliance. We will encourage innovation. Therefore:

- Our goal is to ensure that our recruitment practices are viewed as fair and professional by both internal employees and potential candidates;
- We recognize that a vacancy should, wherever possible, create a career development opportunity for an existing employee;
- When vacancies occur, or new positions are created, Supervisors will inform staff (including seasonal staff on lay-offs) of the employment opportunity;
- the RM encourages existing staff to express their interest in the vacant position to their direct supervisor within 5 business days;
- Employees through expression of interest and consultation with their supervisor will be recruited/promoted on the basis of their years of service, qualifications, knowledge, skill, ability, experience and demonstrated past performance to do the work to be performed;
- Unsuccessful candidates will be advised of the reasons if they are not promoted;

All vacant positions not filled by promotions shall be advertised/posted.

The RM will provide each new employee with the orientation and required training for their position in order to maximize the rate of individual and organizational learning with safety being a priority.

Employment of Relatives

The RM recognizes that all qualified candidates should be provided with an equal opportunity to be considered for employment and that family relationships should not unduly or unfairly restrict an individual's opportunity to pursue employment with the RM. Knowledge, skill and

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ability to perform the work effectively are the primary criteria which will be considered for new hires. Where immediate family members (spouse, father, mother, sister, child, including in-laws) seek employment they shall be considered based on the criteria identified with consideration given to the supervisory relationship (assignment of duties/evaluation of performance, etc.) so as to preclude immediate family members from direct supervision and/or the opportunity for embezzlement or collusion.

Favoritism by any Employee to any individual as part of the selection/compensation process is strictly prohibited. Relatives of present employees must obtain employment through the open competition process, there shall be no direct appointments of relatives (immediate or extended) and relatives cannot participate in the recruitment/selection/promotion process.

Criminal Record Checks

Criminal record checks shall be a part of the recruitment process. Any new hire, if not a minor, shall be subject to a criminal record check and required to furnish a current, original copy of same prior to being offered employment.

Letter of Employment /Contract

Your letter of employment indicates your rights and responsibilities as well as the RM's, and includes working conditions and terms of employment. The letter of employment is a legal document, providing protection for you and the RM and provides the basis for a clear working relationship. The job description for the position for which you are hired and any other documents that you are required to sign at the time of on-boarding will form part of your contract of employment; however, your job description may change from time to time based on operational needs.

Probationary Period

The length of your probationary period will be three months unless otherwise specified in your letter of offer of employment. Your Supervisor will provide regular feedback to you during your probationary period to discuss how you are adjusting to your new job. If your performance does not meet the expectations of the RM your employment will be terminated; or your probation may be extended with specific directions regarding areas for improvement. If you are not meeting the performance expectations you will be notified in writing of the decision to terminate your employment.

General Workplace Guidelines:

The RM's objective is to have a minimum of controls and regulations in place for employees. As your conduct does affect the welfare of your co-workers as well as the ratepayers and members of Council, in addition to the Municipal Employee Code of Conduct Policy 900-02,



the following proven and/or admitted infractions will be cause for disciplinary action up to and including immediate termination:

- Theft or misappropriation of RM property or revenues;
- Using, possessing or being under the influence of alcohol, illegal drugs, or comparable items while on duty;
- Misuse of drugs or use of drugs not related to a medical condition;
- Intentional destruction, misuse or abuse of the RM's property or time;
- Falsifying records, including employment applications and time sheets;
- Refusal to follow legitimate management instructions or disobedience of work instructions/assignment from a supervisor;
- Failure to report for work without notification or prior approval for your absence;
- Unacceptable performance standards;
- Repeated, unwarranted lateness or absenteeism;
- Deliberate or repeated violations of any RM policy or procedure;
- Deliberate rudeness to ratepayers or contractors, etc.;
- Knowingly violating safety rules or practices;
- Possession of illegal items on RM equipment or property;
- Removal of RM property without authorization;
- Utilizing any work equipment or resources for purposes other than intended;
- Leaving the work area during working hours without prior permission of the supervisor;
- Sleeping on the job;
- Selling, soliciting or collecting contributions for any purpose on RM premises except when authorized by your supervisor;
- Posting, altering or removing any notices/information without prior approval;
- Providing unauthorized information about the RM to anyone outside the organization;
- Failing to maintain an accurate accountability and control of cash, purchase orders or credit cards, etc.
- Possession of a firearm in RM equipment.

The following actions may result in dismissal and possible criminal prosecution:

- Theft and/or unauthorized possession of property;
- Deliberate damage to RM property or resources;
- Altering cheques, purchase orders, doctors' notes, time sheets or any other documents,
- Providing services or products without charge;
- Assaulting, endangering, harassing others and/or threatening or intimidating others and provoking or instigating a fight.

DISCIPLINE POLICY

Please refer to Discipline Policy 900-05.

HOURS OF OPERATION

The RM Office will be open Monday – Friday from 8:30 a.m. to 5:00 p.m. and closed on statutory holidays.

The scheduling of the hours for Public Works shall vary based on operational needs at the discretion of the Supervisor.

Employees may be required to work additional hours during peak work-load periods. The overtime provisions of *The Saskatchewan Employment Act* do not apply to managerial employees. Public Works Employees are exempt from overtime provisions and the 44 hour maximum work week for road construction/maintenance established in the *Saskatchewan Employment Act* through the following exemption:

Sec 14 (1) b *Employment Standard Regulations*:

(b) employees of a rural municipality who are engaged in the occupation of road construction or maintenance or any occupation in connection with the servicing or repair of road construction or maintenance equipment done on the job, except employees who are engaged in any occupation in connection with the storage, servicing or repair of road construction or maintenance equipment that is done in the warehouse or repair shop of the rural municipality;

Time Sheets – Public Works daily time sheets will be submitted to the Public Works Foreman and will indicate work projects undertaken in each day including equipment and inventory utilized. Any overtime must be approved prior to being worked and time sheets must indicate specific work being completed and approved and signed off by the Supervisor. The Office Employees shall submit bi-weekly time sheets to the CAO for approval and no overtime or deviation from regular hours shall be worked unless prior approval is received in writing.

SALARIES AND PAYROLL

For further information refer to Human Resource Total Compensation/Recognition Policy No. 900-01.

Salary

Your salary shall be remitted by direct deposit to your bank account on a bi-weekly basis.

Payroll Administration

A statement of earnings will be provided for each pay period indicating:

- hours worked, if applicable;
- rate of pay;

- holiday pay, if applicable;
- total gross earnings;
- all deductions;
- net amount payable.

Deductions will be made for Income Tax, Canada Pension, Employment Insurance, Municipal Employees' Pension Plan and, where applicable, SARM benefits including: Health, Dental, Short-Term Disability, Long-term Disability, Life and Accidental Death & Dismemberment.

Maternity and Parental Leave

Refer to Human Resource Total Compensation/Recognition Policy No. 900-01.

Statutory Holidays - Public Holidays

The ten public holidays per year are:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day

*The employer recognizes Boxing Day as designated paid day off.

When a legislated public holiday falls on a Saturday or Sunday, the following Monday will be observed as the public holiday. If a public holiday falls on a Tuesday or a Thursday, Public Works may choose to observe the public holiday on the Monday or Friday of that week rather than on the Tuesday or Thursday, subject to the consent of a majority of the employees in Public Works. No overtime will apply in this case.

If, due to abnormal circumstances, Council requests an employee to work on a legislated public holiday, that employee is entitled to receive pay at the rate of time and one-half for all hours worked on that day, in addition to a normal day's pay.

Wages and Benefits

The RM of Frenchman Butte endeavours to reward its employees in a way that provides an opportunity to gain fulfillment in their careers. The RM recognizes that it operates in an environment where a skilled and engaged workforce is valued for its contributions.

The Human Resource Total Compensation/Recognition Policy 900-01 enables the RM to offer compensation that will attract and retain qualified employees to pursue and achieve its corporate objectives for the betterment of the RM. It is not intended for the RM to be a market leader; but rather to ensure pay structures are responsive to prevailing market conditions with a particular focus on the public sector; both locally and regionally.

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Details of salaries and step progression along with benefits are set out in the Human Resource Total Compensation/Recognition Policy 900-01.

Educational Support

Refer to Human Resource Total Compensation/Recognition Policy No. 900-01.

Sick Leave

Where entitled, the employee will accumulate sick days (as set out in Human Resource Total Compensation/Recognition Policy 900-01) to be used in the unfortunate event of an illness or accident occurring to an employee or to an employee’s immediate family (reference Policy 900-01). These days are NOT considered as earned days off and are to be used as sick days.

Boot/Clothing Allowance

Refer to Human Resource Total Compensation/Recognition Policy No. 900-01.

Reward and Recognition Program

Refer to Human Resource Total Compensation/Recognition Policy No. 900-01.

ADDITIONAL INFORMATION

- 900-01 Human Resource Total Compensation/Recognition Policy
- 900-02 Municipal Employee Code of Conduct
- 900-03 Anti Harassment and Respectful Workplace
- 900-05 Discipline Policy
- 100-06 Purchasing Policy
- R.M. of Frenchman Butte No. 501 Safety Manual

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R.M. of Frenchman Butte No. 501

POLICY TITLE Signing Authority Policy		ADOPTED BY RM Council Resolution No. 2020-09-23-046 EFFECTIVE DATE September 23, 2020	POLICY NO. 100-13
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: Rescinded:	Resolution No. Resolution No.

1. PURPOSE:

To Establish Policy for Signing Authority.

2.0 DEFINITIONS

2.1 Council: Shall mean the council of the Rural Municipality of Frenchman Butte No. 501

2.2 RM: Shall mean the Rural Municipality of Frenchman Butte No 501

3.0 POLICY:

The Council of the RM hereby authorizes the following signing authorities:

- The Chief Administrative Officer
- The Administrative Assistant
- The Finance Officer
- The Reeve
- The Deputy Reeve

All transactions, including signing of cheques, must include two signatures from the following signing authorities:

- The Chief Administrative Officer or the Administrative Assistant or the Finance Officer

With

- The Reeve or The Deputy Reeve

4.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

This policy shall be administered and interpreted by the Administrator; however, this policy cannot be amended without Council approval.

This policy replaces all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on September 23, 2020 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.