



Incorporated

# R.M. of Frenchman Butte No. 501

POLICY TITLE <b>Office Cleaning Compensation Policy</b>		ADOPTED BY RM Council Resolution No. 2018-02-07-006 EFFECTIVE DATE February 1, 2018	POLICY NO.  <b>100-05</b>
ORIGIN/AUTHORITY M Council	JURISDICTION RM of Frenchman Butte No. 501	Amended:  Rescinded:	Resolution No.  Resolution No.

**1. PURPOSE:**

To establish a policy by which cleaning for Municipal Office is paid.

**2. DEFINITIONS:**

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

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

**3.0 SCOPE:**

**3.1** Municipal Office Cleaning.

**4.0 POLICY:**

It is the policy of the RM to contract janitorial services for the RM of Frenchman Butte No 501 offices.

**4.1** Monthly compensation of \$600.00 per month for weekly office cleaning

**4.2** Weekly cleaning will be 3 days per week for standard of 2 hours per day.

**4.3** Hourly rate of \$25.00 per hour will be paid for authorized extended cleaning outside the standard 6 hours per week.

**4.4** Contractor must be bonded.

**4.5** This policy shall run from January 1 until December 31.

**4.6** This policy shall be reviewed from time to time and shall continue until such time as this policy is repealed by resolution of council.

**5.0 SPECIFIC REQUIREMENTS (if applicable)**

**5.1** Bond must be presented to office on or before January 1 of each year



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**6.0 EXCEPTIONS – (if applicable)**

**6.1** No person other than contractor shall be in the office unless prior permission is obtained from CAO.

**7.0 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 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This policy shall come into force and take effect on February 1, 2018 shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.