



Incorporated

## R.M. of Frenchman Butte No. 501

POLICY TITLE  <b>Employee Handbook</b>		Resolution # 2018-07-25-025 Amended: 2020-02-12-034 2020-09-09-023 2021-09-08-031	POLICY NO.  <b>900-04</b>
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.

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This policy shall come into force and take effect on July 25, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

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# R.M. of Frenchman Butte No. 501

## Employee Handbook

Last Updated February 12, 2020

Council Resolution # 2020-02-12-034

**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)**

Handwritten signature of the Chief Administrative Officer (CAO) in black ink.

## 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.

## 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.

### **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 31<sup>st</sup> 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.

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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

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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

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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

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,

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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 4:30 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 and National Day for Truth & Reconciliation (September 30) as designated paid days off.

When a legislated public holiday falls on a Saturday, the preceding Friday will be observed as the public holiday. If the public holiday falls on the Sunday, the following Monday will be observed as the public holiday.

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.

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

Two handwritten signatures in black ink, one appearing to be 'JH' and the other 'AK'.