

Rural Municipality of
Lake Lenore

No. 399

Policy Title: Personnel Policy

Policy Objective:

To specify human resource management of all Employees of the R.M. of Lake Lenore

Authorization

Resolution: #76/2023

Introduction	3
Statement of Philosophy	3
Mission & Vision Statements	3
1) Employment at the RM of Lake Lenore	4
<i>Employment Equity</i>	4
<i>Recruitment & Selection</i>	4
<i>Job Descriptions</i>	4
<i>Nepotism</i>	4
<i>Orientation</i>	4
<i>Personnel File</i>	5
<i>Probation</i>	5
<i>Salary & Wages</i>	5
<i>Performance Reviews</i>	5
<i>Professional Development</i>	5
<i>Professionalism</i>	6
<i>Discipline</i>	6
<i>Municipal Property</i>	6
2) Hours of Work	6
<i>Office & Public Works</i>	6
<i>Spring-Fall Public Works</i>	7
<i>Winter</i>	7
<i>Overtime</i>	7
3) Departure	7
<i>Termination with Cause</i>	7
<i>Termination without Cause</i>	8
<i>Layoff & Resignation</i>	8
<i>Employer Property</i>	8
4) Time Away from Work	8
<i>Schedules Days of Absence</i>	8

<i>Vacation & Statutory Holidays</i>	9
<i>Sick Leave</i>	9
<i>Compassionate Leave</i>	10
<i>Jury Duty</i>	10
<i>Disability Leave</i>	10
<i>Maternity / Parental / Adoptive Leave</i>	11
<i>Unpaid Leave</i>	11
5) Benefits	11
<i>Health & Dental & Vision, Group Benefits</i>	11
<i>Pension Plan</i>	12
<i>Boot Allowance</i>	12
6) Confidential Information	12
7) Health & Safety	13
<i>Alcohol & Drug Use</i>	13
<i>Cell Phone Use</i>	13
<i>Vehicle Use</i>	13
<i>Harassment & Workplace Violence</i>	13
8) Dispute Resolution	14
9) Air Quality	14
<i>Smoking, Scents, Pets</i>	14
Employee Signature of Policy Adherence	15
Appendix “A” – Job Descriptions	16-21
Appendix “B” – Organizational Chart	22
Appendix “C” – Performance Review Forms	23-28

INTRODUCTION

This Personnel Policy is a summary of policies, procedures and practices related to human resource management at the Rural Municipality of Lake Lenore (further referred to as “Employer” or “RM”).

STATEMENT OF PHILOSOPHY from the Council of the R.M. of Lake Lenore

The Rural Municipality of Lake Lenore wishes to maintain a work environment that fosters personal and professional growth for all employees.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of the performance expectations.
- Encourage and consider opinions of other employees.
- Encourage growth and development of employees by helping them achieve their personal goals within the RM and beyond.
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding.

MISSION STATEMENT from the Council of the R.M. of Lake Lenore

“To sustain the municipality’s high quality of life for current and future generations, we serve the public interest through leadership, innovation, and a focus on community priorities and strengths.”

VISION STATEMENT from the Council of the R.M. of Lake Lenore

“In 2040...

The Rural Municipality of Lake Lenore No. 399, with its lakes, prime agricultural lands and forested areas, is as a thriving area with an abundance of year-round recreational activities and sustainable country residential living.

The agricultural industry remains as the prime industry along with innovative value-added and alternative agriculture initiatives.”

1) EMPLOYMENT AT THE R.M. OF LAKE LENORE

EMPLOYMENT EQUITY

The RM is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.

RECRUITMENT & SELECTION

Employment opportunities may be posted on online job sites and community bulletin boards within the RM for a period of 10 working days. Occasionally, they are posted in newspapers or with an employment agency. Council reserves the right to waive the posting of a position and hire as required, so long as a majority vote of Council agree on the hire.

Applicants shall submit their current résumé by the closing date, where all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references may be contacted.

JOB DESCRIPTIONS

Attached to this policy as Appendix “A” are the job descriptions for the various positions to be held within the RM. Job descriptions detail the employee’s responsibilities, along with any additional tasks possibly required. They are used to evaluate performance both during the probation period and after.

NEPOTISM

The RM of Lake Lenore strives to provide a fair and equitable workplace. As such it may give preference to candidates without relation to any person(s) they may report to (i.e. any current member of Council, Foreman or Administrator).

For the sake of this policy, “relation” is defined as family as follows: spouse (including common law), children (step, foster), parent (step, foster), sibling, grandparent, aunt, uncle, father/mother-in-law, brother/sister-in-law.

Personal relationships with other employees or members of Council should be disclosed prior to accepting any offer from the employer.

ORIENTATION

All new employees to the RM of Lake Lenore shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees an opportunity to learn the performance expectations for the coming year. New employees will be given a copy of this Personnel Policy and will be expected to learn its contents.

PERSONNEL FILE

The RM does collect personal information for inclusion in personnel files. This information is available to the employee, the Administrator and the Reeve. This information is kept in a secure location and is not shared with all members of our Council. Information which is contained in an employee's personnel file includes the following: résumé, offer of employment, performance reviews, disciplinary notices, tax forms, copies of enrolment forms for benefits, training certificates received, and approved leave requests.

PROBATION

All employees are on probation during the first three (3) months of employment. During this time both parties may assess suitability for employment. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice.

At the completion of the probation period, the employee's progress to date will be reviewed. At this time one of three things will occur:

- i. Probation will end
- ii. Probation may be extended for an additional three months
- iii. Employment will end

SALARY & WAGES

Salaries and wages are determined by Council, based on budget considerations and commensurate with the experience and performance of the employee. The RM pays employees on a bi-weekly basis, which includes all necessary statutory and other deductions payable, such as CPP and EI premiums, income tax, benefits deductions and MEPP contributions (if applicable).

PERFORMANCE REVIEWS

Performance reviews will occur annually with the employee's supervisor, as schedules permit. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the RM. Performance Review documents are filed in the employee's personnel file. Reference: Appendix "C".

PROFESSIONAL DEVELOPMENT

At the discretion of the Council, Administrator and Foreman, employees may be able to attend conferences, courses, seminars and meetings, identified through annual workplans, performance reviews or otherwise, which may be beneficial to the employee's professional development.

PROFESSIONALISM

When representing the RM of Lake Lenore, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

DISCIPLINE

Discipline shall be progressive, with its purpose being to identify unsatisfactory performance and/or unacceptable behaviour. Please refer to the Progressive Discipline Policy v.1 for more details.

The stages are as follows:

1. Verbal reprimand
2. Written reprimand
3. Suspension without pay or Dismissal
4. Termination

Some circumstances are grounds for immediate dismissal, such as theft, assault or wilful neglect of duty. In all cases, documentation will be included in the employee's personnel file.

MUNICIPAL PROPERTY

Employees are prohibited from using municipal property for personal use. Any requests for such, must be made in advance and explicitly approved by Council. Violation of this policy will be deemed as theft and will be dealt with in accordance with the Discipline procedures. The employee may be criminally charged.

2) HOURS OF WORK**Office Staff**

Administrator: Monday through Friday 8:00 a.m. to 16:00 p.m. inclusive of a paid 30 min lunch break.

Office Assistant: Monday to Friday, 9:00 am to 16:00pm inclusive of a paid 30 min lunch break. Assistant may come in early as needed, and any changes to the work hours are to be approved by the Administrator.

The office is closed for all Statutory Holidays

Public Works Staff

Spring-Fall (Seasonal) staff are typically required April through October unless otherwise scheduled. Winter staff will be scheduled as weather conditions demand Monday through Sunday. Employees must keep the Foreman advised of availability prior to and during the winter season.

Call-Out Minimum:

If an employee arrives for work as scheduled or as called, and no work is available due to weather, availability of equipment or for any other reason, they will be paid 3 hours for reporting for work.

Spring-Fall:

Monday through Friday: 6:00 am – 4:00 pm (10 hrs or 50 hrs/week) inclusive of a 30 min paid lunch break and two 15min coffee breaks.

Varied schedules and additional hours up to 12hrs/day, as well as weekends are at the discretion of the Foreman and Council and may be required in order to make up time due to rain days or otherwise. Additional hours or weekend work required shall be communicated to the employee as soon as possible by the Foreman.

Winter:

Winter Hours of work shall be set at 40 hours per week, November 01 through March 31.

Any hours worked remain inclusive of a 30 min paid lunch break and/or two 15 min coffee breaks.

Foreman is to direct hours of work each week and as snowfalls occur. The mission of the RM is to clear snow in a dedicated and efficient manner, which includes up to 12 hr days, weekends and greater than 5 straight days of work.

Winter – Foreman:

Monday through Friday: 50 hours inclusive of a 30 min paid lunch break and two 15min coffee breaks. Additional hours and weekends as required and approved by Council.

OVERTIME

Office staff shall not work overtime. Should circumstances warrant overtime hours, Council must approve prior to the hours being worked.

Overtime is not paid to employees of rural municipalities who are engaged in road construction or maintenance or any duties in connection with the servicing or repair of road construction or maintenance equipment done on the job. For more information on this, please see Section 2 of the Saskatchewan Employment Act and Section 14(1) of the Employment Standards Regulations.

Unless in emergency situations, no employees shall work longer than 12 hours per day inclusive of paid meal and coffee breaks.

Any overtime hours working in the shop must be pre-approved by the Foreman and/or Council. Approved overtime will be paid at the rate of time and one-half (1½) regular wage.

3) DEPARTURE

TERMINATION WITH CAUSE

An employee may be terminated at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except for payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, theft, conflict of interest, breach of confidentiality, harassment, violence, insubordination, careless or negligent performance.

Termination for documented poor work performance is done through the Discipline procedures and also does not require notice (or payment in lieu of notice) to be paid to the terminated employee. If Council sees fit, they will require the Administrator to seek 3rd party legal counsel to assist with internal terminations.

TERMINATION WITHOUT CAUSE

Should an employee be terminated without cause, or without documented cause in accordance with the Discipline procedures, working notice or payment in lieu of notice (severance) shall be paid to the terminated employee per below.

❖ More than 13 weeks but less than 1 year	1 week
❖ More than 1 year but less than 3 years	2 weeks
❖ More than 3 years but less than 5 years	4 weeks
❖ More than 5 years but less than 10 years	6 weeks

LAYOFF

Operation requirements are subject to change based on weather and workload and the funding levels received on an annual basis. All efforts will be made to keep staff in a position similar, in scope and salary, to which they have become accustomed to.

Notice of layoff shall be 2 weeks.

RESIGNATION

After completion of the probationary period, employees must give two (2) weeks' notice of resignation. The RM may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

EMPLOYER PROPERTY

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the RM including but not limited to computers, keys, credit cards, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the RM at all times, and are to be surrendered to the Foreman or Administrator, in good condition, promptly and without being requested to do so.

4) TIME AWAY FROM WORK

SCHEDULED DAYS OF ABSENCE

Employees who require any planned days away from work (for vacation, doctor, dentist or otherwise) are required to request such time off at least three (3) days in advance from their supervisor (Foreman or Administrator) for approval.

Any unplanned absence from work should be reported to the employee's supervisor (Foreman or Administrator) as soon as could reasonably be expected. Any request received less than three (3) days in advance may be denied.

Foreman shall advise the Administrator of his/her planned absences, for planning and coverage purposes, and advises Council at Council Meetings or otherwise.

Administrator shall advise the Foreman and also must ensure office staff coverage during his/her planned absences, and advises Council at Council Meetings or otherwise.

Unexplained absences (other than extenuating circumstances) are not tolerated and will be reprimanded.

VACATION & STATUTORY HOLIDAYS

Salaried staff receive vacation time, whereas all part-time and seasonal staff will receive vacation pay on each month-end pay cheque at the rate defined below:

Vacation (weeks)	3	4	5
Vacation Pay (%)	5.77%	7.69%	9.62%
Holiday Pay (%)	5.00%	5.00%	5.00%
Total Hol/Vac Pay	10.77%	12.69%	14.62%

Vacation Pay is determined by your years of employment which determines how many weeks you will be paid of Vacation Pay, as a percentage of your monthly gross wages.

Vacation

Vacation for salaried staff will accumulate on the basis of 1.25 days per month to a maximum of fifteen (15) days per calendar year, for the first 10 years of employment. After 10 years, employees receive four (4) weeks of vacation. After 15 years, employees receive five (5) weeks of vacation.

Statutory Holidays

The Province of Saskatchewan has twelve (12) public holidays and other days for which staff will be paid. They are:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Statutory Holidays will have no impact on salaried employee's vacation time.

If an employee works on the day of a Statutory Holiday, that employee shall be paid for the hours worked in addition to receiving the Statutory Holiday pay.

**Day for the purpose of Sick or Compassionate Leave and Jury Duty is defined by the Hours of Work provisions as it will vary depending on season and type of staff.*

SICK LEAVE

Sick leave can be used for personal or family illness, medical appointments, visits to specialists, or otherwise as needed.

Permanent staff are entitled to fifteen (15) days of sick leave per calendar year. Sick leave cannot be carried over from year-end to the next year and will not be paid out.

The RM reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The RM reserves the right to request a doctor's note for absences of three (3) consecutive days or longer.

COMPASSIONATE LEAVE

Employees will receive one (1) day* paid leave and up to five (5) days unpaid per event on the occasion of a death in the staff member's family.

For the sake of this policy, "family" is defined as follows: spouse (including common law), children (step, foster), parent (step, foster), sibling, grandparent, aunt, uncle, father/mother-in-law, brother/sister-in-law.

Additional compassionate leave may be granted including reasons not covered elsewhere in this manual. These requests should be discussed with the Foreman or Administrator and taken to Council for approval.

JURY DUTY

Any employee who is called for Jury Selection, Jury Duty, or any other judiciously required obligation will receive one (1) day* paid leave.

DISABILITY LEAVE

All employees have Workers Compensation, Short Term Disability and Long-Term Disability coverage. For more information, please contact the Administrator.

MATERNITY, PARENTAL & ADOPTIVE LEAVE

Maternity/Parental/Adoptive Leave shall conform to the provisions of the Employment Standards Act. For more information, please contact the Administrator.

UNPAID LEAVE

Employees may take unpaid leave with the written consent of their immediate supervisor. During periods of unpaid leave, medical, dental, life (if enrolled) and disability coverage shall continue to be paid by the RM and vacation shall continue to accrue. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

5) BENEFITS**DISABILITY**

All Regular Employees are automatically enrolled as participants in the SARM plans following completion of a three-month probationary period, provided they are 18 years or older. For new employees who have been employed by a previous rural municipality during the six months immediately preceding employment with the Rural Municipality of Lake Lenore No. 399, enrollment in the SARM Disability plan is not subject to a probationary period.

The RM pays 100% of the Short-Term Disability premium.

The employee pays 100% of the Long-Term Disability premium.

EXTENDED HEALTH CARE

The municipality participates in the Level 5 extended health coverage provided through SARM. For regular employees, employees are required to pay 20% of the premium; the RM pays 80% of the premium. Unless covered by a spousal plan, participation is mandatory for all regular employees 18 years or older. Coverage begins after completion of a three-month probationary period.

DENTAL

The municipality participates in the Level 5 dental coverage provided through SARM. For regular employees, employees are required to pay 20% of the premium; the RM pays 80% of the premium. Unless covered by a spousal plan, participation is mandatory for all

regular employees 18 years or older. Coverage begins after completion of a three-month probationary period.

PENSION PLAN

Employees of rural municipalities take part in a defined pension plan called the Municipal Employee Pension Plan (MEPP). The plan deducts 9.00% from the employee's monthly gross wages into a pension plan. The funds are matched by a contribution made by the RM.

Enrollment is mandatory for all permanent employees. Permanent is defined as: full-time; part-time; and seasonal employees whose employment is expected to continue from year to year. Permanent employees must work a minimum of 700 hours per year.

Enrollment is optional for all non-permanent employees. Non-Permanent is defined as: employees who are hired for a term (i.e. hired to cover a maternity leave); part-time employees who are hired for a term of less than 2 years; seasonal employees who are not expected to be hired again next season; any employee who works less than 700 hours per year.

All employees will be designated as non-permanent until the end of a three-month probationary period.

Employees over the age of 69 years of age are ineligible to join and contribute to MEPP.

For more information, please see the Administrator for a MEPP Handbook.

BOOT ALLOWANCE²

Full-time permanent employees, who have successfully completed their three-month probationary period, are eligible to be reimbursed up to \$300.00 annually for CSA-approved steel-toed boots or other personal protective equipment, upon submission of original purchase receipt to Administration.

Seasonal employees, who have successfully completed their three-month probationary period, are eligible to be reimbursed up to \$100.00 annually for CSA-approved steel-toed boots or other personal protective equipment, upon submission of original purchase receipt to Administration.

6) CONFIDENTIAL INFORMATION

From time to time, employees of the RM may come into contact with confidential information, including but not limited to information about the RM's members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment with the RM, must not be used by an employee for personal gain or to further an outside enterprise.

Violation shall be considered a breach of confidentiality and will be dealt with in accordance with our Discipline procedures and/or may be grounds for immediate termination.

7) HEALTH AND SAFETY

The RM, along with its employees, must take reasonable precautions to ensure that the workplace is safe. Employees who have health and safety concerns or identify potential hazards should contact the Foreman, Administrator or any member of Council.

ALCOHOL & DRUG USE¹

Alcohol consumption and drug use including the use of prescription drugs which may affect the proper operation of equipment is not permitted during work hours or on municipal property.

The RM strictly prohibits the possession or distribution of alcohol or drugs on municipal property. The RM reserves the right to conduct searches of any personal property in municipal buildings or equipment.

If an employee is called in to work unscheduled hours and may be under the influence of alcohol or drugs, they must refuse such request and suggest the call go to another employee.

Employees who are prescribed medication are expected to consult with their physician or pharmacist to determine if the medication may have a negative effect on job performance. They are required to report to their supervisor any risk, limitation or restriction that may require modification of duties or alternate work assignment if available.

An employee who arrives for work or at any time during work hours is deemed or suspected to be under the influence of drugs or alcohol will be immediately sent home without pay and will be further dealt with in accordance with the Discipline procedures.

CELL PHONE USE

During the operation of equipment, employees are prohibited from texting. Hands free methods should be used for phone calls, or the operator should pull over if the discussion requires full attention. Social media activity is prohibited during work hours except on meal or coffee breaks. Violation of this policy will be dealt with in accordance with the Discipline procedures.

VEHICLE USE

All employees must adhere to all traffic/speed restrictions and seat belt use while operating RM vehicles.

HARRASSMENT

See the RM of Lake Lenore Harassment Policy

WORKPLACE VIOLENCE**8) DISPUTE RESOLUTION**

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, the RM recommends the following process for conflict or dispute resolution.

1. Speak to the person you are having the dispute with. Many times, disputes arise due to misunderstandings and miscommunications.
2. If speaking to the individual does not work, speak to the Foreman or Administrator. The Administrator will arrange a meeting between those involved in the dispute, to determine a resolution.
3. If the Administrator is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

9) AIR QUALITY**SMOKING**

Smoking in the offices or any enclosed workplace (inclusive of equipment) is prohibited. Smoking should be done on meal/coffee breaks, outdoors, and away from any office or equipment.

SCENTS

The RM is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and / or chemical smells. As a result, we discourage the overuse of these products.

PETS

The offices of the RM are a place of business, and as such, pets are not welcome during normal working hours. Staff and visitors with seeing-eye dogs are the exception.

I, (print employee name)_____ have read and understand the contents of the Personnel Policy of the RM of Lake Lenore and agree to adhere to the rules and expectations.

Employee Signature

Date Signed

**Appendix “A”
Job Descriptions**

❖ Foreman	17
❖ Equipment Operator	18
❖ Administrator	19
❖ Assistant Administrator	20
❖ Office Assistant	21

Job Title:	Foreman	Job Category:	Public Works
Department:	Maintenance	Position Type:	Full Time
Location:	St. Brieux, SK	Travel Required:	Yes

The Foreman position is responsible for the public works operations, as well as organizing and assigning employees' schedules and tasks.

Key Duties and Responsibilities:

- *The working Foreman must be available to operate any of the RM equipment such as the graders, backhoe, loader etc.*
- *Supervises, schedules and prioritizes work schedules for the Public Works staff*
- *Report monthly to Council on recent activities and staff functions*
- *Ensures that all roads are maintained and repaired on a priority basis*
- *Oversee all repairs and upkeep of machinery*
- *Keep track of all shop inventory*
- *Schedule custom work and provide appropriate information for billing*
- *Deal directly with ratepayers on projects and custom work*
- *Maintain good communications with employees*
- *Be willing to acquire and upgrade skills as requested*
- *Assist with the development of reports/charts/tables to track equipment performance and associated operating costs*
- *Prepare reports and summaries for presentation to Council as the need arises*
- *Be responsible for the recruiting, supervising, training, evaluating and recommending dismissal of all Public Works staff*
- *Make recommendations with regard to equipment acquisitions, disposals and set priorities*
- *Inspect for safety hazards and ensure safe work habits*
- *Responsible for staff orientation, training and development*
- *Assess work quality and production*
- *Oversee the activities of contractors*
- *Complete all other tasks as directed*

Qualifications:

- *Valid driver's license. Class 1A may be required.*
- *Good organizational, communication and record keeping skills*
- *Solid leadership skills and the ability to work well with staff*
- *Geographical knowledge of the RM an asset*
- *Some previous experience in road construction an asset*
- *Previous experience as a Foreman an asset*

Job Title:	Equipment Operator	Job Category:	Public Works
Department:	Maintenance	Position Type:	Full Time/Seasonal
Location:	St. Brieux, SK	Travel Required:	Yes
<p><i>Duties:</i></p> <ul style="list-style-type: none"> • Operate RM machinery and carry out tasks as assigned by the Foreman • Perform daily circle checks and maintenance on equipment • Keep records of daily work performed in the manner prescribed by the RM administration; and to perform assigned work which may include: <p>Heavy Equipment:</p> <ul style="list-style-type: none"> • Operation of graders, pay loader, cat's, excavator/track hoe, buggy, and trucks requiring 1A license <p>Light Equipment:</p> <ul style="list-style-type: none"> • Operation of tractors, back hoe, hotsy, mowers and trucks <p><i>General Expectations:</i></p> <ul style="list-style-type: none"> • Address fellow employees in a respectful and reasonable manner • Be willing to follow directions • Address all ratepayers with respect • Relay any concerns to Foreman or Administrator • Keep time sheets or log books as requested • Establish a mutually acceptable work schedule • Maintain a neat appearance • Adhere to all policies of the RM <p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • Valid driver's license. Class 1A required on some equipment • Possess certification relating to knowledge and competence in the operation of RM equipment • Capable of accepting instruction and working with minimal supervision • Geographical knowledge of the RM an asset • Previous experience as an equipment operator an asset 			

Job Title:	Administrator	Job Category:	Administration
Department:	Administration	Position Type:	Full Time
Location:	St. Brieux, SK	Travel Required:	Yes

As per section 111 of The Municipalities Act the Administrator shall take charge of and safely keep all books, documents and records of the municipality that are omitted to his or her charge and shall:

- Produce, when called for by council, auditor Minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality; and
- On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to his or her successor in office or to any other person that the council may designate

The Administrator shall also ensure that:

- All policies of the RM are administered as intended by council
- All minutes of council meetings are recorded
- The names of the members of council present at council meetings are recorded
- The minutes of each council meeting are given to council for approval at the next regular meeting
- The corporate seal of the municipality, bylaws and minutes of council meetings and all other records and documents, funds and securities of the municipality are kept safe
- The council is advised of its legislative responsibilities pursuant to this or any other Act
- The Minister is sent any statements, reports or other information with regard to the municipality that may be required by the Minister pursuant to this or any other Act
- The official correspondence of the council is carried out in accordance with council's directions
- An indexed register containing certified copies of all bylaws of the municipality is maintained
- Cash collections that have accumulated to the amount determined by the council, not less than once a month, are deposited in the name of the municipality in a bank designated by the council of which the Administrator may not be an employee
- The funds of the municipality are disbursed only in the manner and to those persons that are directed by law or by the bylaws or resolutions of the council
- A complete and accurate account of assets and liabilities of all transactions affecting the financial position of the municipality is maintained in accordance with generally accepted accounting principles
- The financial statements and information that the council may, by resolution, request are submitted to the council; and
- On or before July 1 of each year, a financial statement is completed as required by section 186
- Preparation and management of the Assessment and Tax Roll, municipal Hail, C&D and school taxes
- Presentation of annual Budget to council

Qualifications

- Completion of the Local Government Program and/or Local Government experience
- Accounting training and/or working knowledge of computerized office systems (word processing, spreadsheets, municipal accounting and administrative procedures)
- Excellent oral and written communications skills
- Ability to work well under pressure
- Team work/Leadership skills
- Knowledge of the Municipalities Act, Regulations and Parliamentary practices and procedures

Job Title:	Assistant Administrator	Job Category:	Administration
Department:	Administration	Position Type:	Full Time/Part time
Location:	St. Brieux, SK	Travel Required:	No

As per section 110 of The Municipalities Act, the Administrator may delegate to the Assistant Administrator duties including, but not limited to, general office and receptionist duties as required.

Primary Responsibilities:

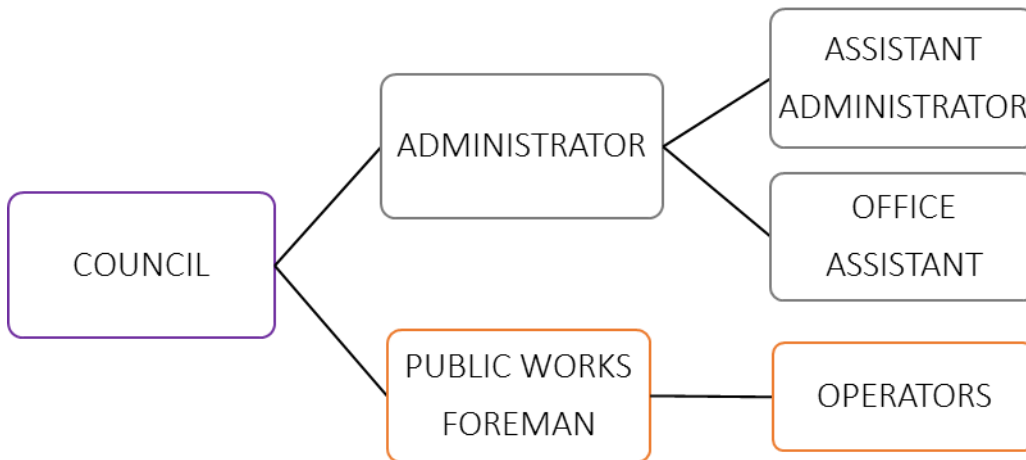
- *Assumes duties of the Administrator in his/her absence*
- *Assumes all duties of the Administrative Assistant if one is not employed in the RM office*
- *Under the direction of the Administrator, will provide support to the Administrator for all aspects of municipal administrative duties including, but not limited to:*
 - *Assessment and taxation*
 - *Tax enforcement*
 - *Financial operations*
 - *Payroll*
 - *Zoning and subdivision applications*
 - *Building and development applications*
 - *Elections*
 - *Implementing policies*
- *Address all ratepayers and general public with respect and a positive attitude.*
- *Maintain a neat and tidy appearance*

Qualifications:

- *Completion of the Local Government Program and/or Local Government experience*
- *Accounting training and/or working knowledge of computer office systems (word processing, spreadsheets, municipal accounting and administrative procedures)*
- *Excellent oral and written communication skills*
- *Ability to work well under pressure and independently*
- *Teamwork skills*
- *Knowledge of Legislation, Regulations and Parliamentary practices and procedures*

Job Title:	Office Assistant	Job Category:	Administration
Department:	Administration	Position Type:	Full Time/Part time
Location:	St. Brieux, SK	Travel Required:	Yes
<p><i>Primary Responsibilities:</i></p> <ul style="list-style-type: none"> • <i>Assumes duties of the Administrator in his/her absence</i> • <i>Assumes all duties of the Administrative Assistant if one is not employed in the RM office</i> • <i>Address all ratepayers and general public with respect and a positive attitude.</i> • <i>Maintain a neat and tidy appearance</i> <p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • <i>Completion of the Local Government Program and/or Local Government experience</i> • <i>Accounting training and/or working knowledge of computer office systems (word processing, spreadsheets, municipal accounting and administrative procedures)</i> • <i>Excellent oral and written communication skills</i> • <i>Ability to work well under pressure and independently</i> • <i>Teamwork skills</i> • <i>Knowledge of Legislation, Regulations and Parliamentary practices and procedures</i> 			

Appendix "B" Organizational Chart



Appendix “C”
Performance Review Forms

❖ Equipment Operator	24
❖ Foreman	25
❖ Administrator	26
❖ Assistant Administrator	27
❖ Office Assistant	28

Administrator Performance Review Form

Administrator Name: _____

JOB QUALITIES:	Excellent	Good	Poor	Comments:
KNOWLEDGE:				
QUALITY OF WORK:				
PRODUCTIVITY:				
TECHNICAL SKILLS:				

EMPLOYEE QUALITIES:	Excellent	Good	Poor	Comments:
ATTENDANCE:				
RELATIONS w/ STAFF:				
RELATIONS w/ PUBLIC:				
COMMITMENT to SAFETY:				
ATTITUDE:				

GENERAL COMMENTS / GOALS / IMPROVEMENT AREA(S):

Employee Signature: _____

Date: _____

Assistant Administrator Performance Review Form

Employee Name: _____

JOB QUALITIES:	Excellent	Good	Poor	Comments:
KNOWLEDGE:				
QUALITY OF WORK:				
PRODUCTIVITY:				
TECHNICAL SKILLS:				

EMPLOYEE QUALITIES:	Excellent	Good	Poor	Comments:
ATTENDANCE:				
RELATIONS w/ STAFF:				
RELATIONS w/ PUBLIC:				
COMMITMENT to SAFETY:				
ATTITUDE:				

GENERAL COMMENTS / GOALS / IMPROVEMENT AREA(S):

Administrator Signature: _____

Date: _____

