

THE RURAL MUNICIPALITY OF DUFFERIN  
BY-LAW #1713

Being a personnel by-law for the R.M. of Dufferin  
Replacing by-law #1653

WHEREAS the Council of the Rural Municipality of Dufferin feels it is in the best interests of the Municipality and its employees to adopt a personnel policy;

All employees are important to the functioning of our Municipality. The service which you render is of a very special nature. The citizens of this municipality are very important individuals and every effort should be made to give them the service they require. You have a very important role to fill and no task is so small that it does not require your individual attention.

Courtesy, service, thoughtfulness and dignity must always be foremost in the minds of all personnel. These qualities are carried by you everywhere in the community and the people judge the Municipality by your conduct.

The Council is interested in your well-being and hopes that your employment with the R.M. of Dufferin will prove to be a pleasant and rewarding experience. Council expects each department to work in harmony with one another and assist one another in the completion of their duties.

NOW THEREFORE BE IT ENACTED as follows: -

1. Duties of Municipal Foreman:

- (a) Responsible for maintenance and repair of road machinery.
- (b) Assign duties to equipment operators.
- (c) Training of new equipment operators.
- (d) Responsible for the recording of working hours for the operators.
- (e) Repairing and construction of bridges and culverts.
- (f) Taking of levels and staking as required.
- (g) Inspection of roads upon the request of Council.
- (h) Authorize machine work in wards up to \$500.00
- (i) To operate any machines if required or as otherwise directed by the Personnel Committee.
- (j) To complete annual evaluation on all public works employees.
- (k) Required to work in cooperation with the personnel committee regarding employment with the public works department. The foreman will have the authority to suspend employees if required and report immediately to personnel.
- (l) All other duties as assigned by Council.

2. Duties of Assistant Municipal Foreman:

- (a) All duties as assigned by the municipal foreman.
- (b) To assume all the duties of the municipal foreman in his absence.

3. Duties of Equipment Operators and Labourers:

- (a) To perform all duties as instructed by the foreman of their respective departments.

4. Duties of Weed Supervisor/Conservation Technician/Building Inspector:

- (a) Supervise Dufferin Weed Control District and Dufferin Conservation Project.
- (b) To be responsible for continued cooperation between the Dufferin Conservation Committee, the farmers, P.F.R.A. and the Department of Agriculture.

- (c) To encourage Dufferin residents to become involved in Dufferin Conservation Projects in an ongoing way.
- (d) To be responsible for organizing conservation demonstrations and projects.
- (e) Responsible for weed control in the Dufferin Weed Control District and to take various courses offered for weed inspectors and conservation technicians.
- (f) Responsible for supervising and directing employees involved in weed control and conservation.
- (g) Responsible for maintenance of machinery and equipment under his control and setting up maintenance schedules. The equipment foreman will assist as required in major maintenance of this equipment.
- (h) The Supervisor will be expected to be physically involved in the weed control and conservation programs.
- (i) Responsible for the R.M. of Dufferin mowing program.
- (j) Required to work in cooperation with the personnel committee regarding employment with the public works department. The Weed Supervisor/ Conservation Technician will have the authority to suspend employees if required and report immediately to personnel.
- (k) To complete employee evaluations annually of all employees in his departments and to be responsible for ensuring safety of himself and employees.
- (l) Weed Inspector will be required to enforce weed control on private land as outlined in the Noxious Weeds Act, and all other duties of the Weed Supervisor as specified in the Noxious Weeds Act.
- (m) Weed Supervisor responsible for triple rinsing, crushing and disposal of chemical cans and containers.
- (n) Supervisor responsible for other jobs which the Council may require.
- (o) Responsible for inspections and enforcement of the Livestock Regulations by-law as required.
- (p) Responsible for all building inspections and related paper work as required by the municipality to perform the duty of building inspector.
- (q) Responsible for water testing required by Manitoba Environment for the rural water line supply.

5. DUTIES OF THE ADMINISTRATOR (SECRETARY-TREASURER)

- (a) To perform all the duties as specified in the Municipal Act. (Sections 127 (1) & 127 (2)).

6. DUTIES OF THE ASSISTANT ADMINISTRATOR (SECRETARY-TREASURER)

- (a) To assist the Administrator in the performance of duties as specified in Section 5 above.

7. OFFICE CLERK

- (a) To assist the Assistant C.A.O. and C.A.O. in the performance of duties as specified in Section 5 above.

**DEFINITIONS:**

Full time employees - Employees who are employed on a year-round basis and generally work a minimum of 40 hours per week per year.

Seasonal employees - Employees who are employed on a seasonal basis and are recalled each year in the appropriate work seasons. There is not a guarantee of minimum hours per week but all the other benefits applicable to full-time employees apply.

Casual employees - Employees who are employed on a casual basis for brief periods of time when required.

Part-time employees - Employees who are employed year round on a part-time basis.

**PROBATION:**

All new employees are placed on a six month probationary period when hired. These employees could be dismissed at any time during this probationary period. Dismissal will be instituted by the Council.

**PAY PERIODS:**

There shall be 12 pay periods during the year, each period consisting of one calendar month. The time sheets for each month shall be filed with the Administrator 2 working days prior to the last working day of each month. The monthly cheque shall be available to the employees on the last working day of each month. All employees shall receive an allowance of their monthly earnings on the 15th day of each month and the balance on the last day of each month. The month-end cheques will be accompanied by a statement of each employee's earnings and deductions. Cheques will be collected from the Administration Office by the department foremen during regular office hours. Terminal and holiday cheques will be issued as required.

**VACATIONS:**

Full time staff shall be granted annual vacation leave according to years of service:

- (a) After 1 year of service - 2 weeks
- (b) After 3 years of service - 3 weeks
- (c) After 10 years of service - 4 weeks
- (d) After 20 years of service - 5 weeks

Full Time staff shall be granted 2 days extra vacation time for each regular week of holidays which is taken between November 1st and March 31st to a maximum of 5 extra days each year.

Seasonal, Casual and part time staff shall be granted vacation pay according to years of service:

- (a) For earnings made prior to 3 years of service - 4% of earnings.
- (b) For earnings made after 3 years of service - 6% of earnings.

While the employee's individual preference will be considered in the choice of tentative vacation dates, the final selection of such dates will be made by the Machinery Committee, so as to cause the least possible disruption of service.

## **HOLIDAYS**

### **(Full time and seasonal staff)**

The following legal holidays will be observed:

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

Should a member be required to work on a legal holiday he will receive two and one-half times regular pay.

**Casual & Part-time Employees :** Holidays will be paid for in accordance with the Manitoba Labour laws.

### **OVERTIME POLICY:**

Overtime shall not be worked unless authorized by the department foreman. Overtime shall be paid in accordance with the Manitoba Labour Laws.

### **SICK LEAVE:**

- (a) All full-time and seasonal employees who have completed the 6 month probation period of employment shall be entitled to and receive sick leave with pay on a basis of 1.5 working days per month and allowed to accumulate to a maximum of 90 work days.
- (b) Sick leave may be granted where the employee is unable to perform his/her duties, and the absence does not exceed 3 days. If the absence is more than 3 days a medical certificate completed by a qualified medical practitioner stating the cause of illness must be presented to the administration office.
- (c) After an illness, a doctor's certificate indicating the employee's fitness to resume work may be required. Employees absent from work due to illness must notify the Administration Office.
- (d) Where the Workers Compensation covers a portion of the pay otherwise lost due to sickness or injury, the balance of regular pay entitlement not covered by the Worker's Compensation Board shall be paid from accumulated sick leave entitlement and the time involved set against such sick leave entitlement.
- (e) Sick benefits shall not apply to staff members absent from duty or hospitalized by reasons of pregnancy followed by normal birth. Maternity leave or a leave of absence should be requested in such circumstances.

### **BEREAVEMENT LEAVE (Full time and seasonal employees)**

- (a) In the event of death in the immediate family, bereavement leave with pay (for full time and seasonal employees only) for 5 working days shall be granted to the employee. Immediate family is defined as spouse, children and parents. Up to 3 working days shall be granted for the loss of grandparents, parents-in-law, brothers or sisters. An extension without pay may be granted if arranged with the Personnel Committee.

**COMPASSIONATE LEAVE (Full time and seasonal employees)**

- (a) Compassionate leave may be granted if arranged with the Personnel Committee.

**LEAVE OF ABSENCE**

- (a) Leave of absence may be granted for good and valid reasons but must be authorized by the Personnel Committee. Requests for leave of absence should be made in writing one month in advance.
- (b) Arrangements must be made with respect to premiums for pension plans, etc. before leaving.


**RESIGNATIONS, DISMISSALS**

- (a) The employment of probationary employees may be terminated by the Council upon notice one week in advance of the effective date. At the discretion of Council, 2 weeks in lieu of notice may be given to a discharged employee.
- (b) Resignations by permanent employees shall become effective one month after notice to the Council. Accrued vacation allowance shall be paid to resigning employees.
- (c) Permanent staff who are discharged shall be given one month's notice except where the circumstances require immediate dismissal.

NOW THEREFORE BE IT RESOLVED that this by-law be and is hereby enacted and that by-law #~~1713~~<sup>1653</sup> is hereby repealed.

DONE AND PASSED by the Council of the Rural Municipality of Dufferin in Council duly assembled this the 14<sup>th</sup> day of July A.D., 1998.

  
William K. Roth, Reeve

  
Linda C. Baleja,  
Chief Administrative Officer

Given first reading this the 9th day of June A.D., 1998.  
Given second reading this the 14<sup>th</sup> day of July A.D., 1998.  
Given third reading this the 14<sup>th</sup> day of July A.D., 1998.