

THE RURAL MUNICIPALITY OF DUFFERIN

By-Law No. 1750

Being a personnel by-law for the R.M. of Dufferin
Replacing by-law #1731

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; and

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. Selection and Employment

The selection of all new persons shall be based on standards established by the Council's Personnel Committee and Machinery Committee, and without regard for such consideration as sex, race, colour, age, marital status, ethnic or national origin or religious denomination. The employment procedures used shall be those established by the Council.

Final approval for all new applications shall rest with Council. The introduction of new positions or abandonment of existing positions must be approved by the Council.

2. Employment Procedures

When a vacancy occurs in an authorized position, consideration shall first be given to the promotion of a presently employed member of the staff.

3. General Employment Consideration

Satisfactory evidence of good health may be a condition of employment. If a medical examination is required it shall be at the expense of the employee.

4. Conditions of Employment

New employees shall serve a probationary period, appropriate to the position, and subject to acceptable performance, shall be confirmed in the appointment at the end of this period. All full time employment with the municipality shall be used in calculation tenure for determining the eligibility for participation in health, insurance and pension programs as well as for vacation and other provisions detailed in this schedule.

5. Responsibility of Municipal Foreman:

(a) The Municipal Foreman shall be responsible to the Council. He shall take communications from the members of Council, Council or Committees of Council; shall organize the staff to achieve the maximum use of the equipment and man-power; and shall enforce punctuality and accountability of staff members.

(b) The Foreman shall have the authority to implement a three day suspension of any public works employee for violation of authority.

(c) The Foreman shall carry out the construction or reconstruction of roads and drainage works as set out in the annual program approved by the Council; shall ensure the regular maintenance or snowplowing of municipal roads; shall ensure the regular maintenance of all municipal equipment and shall ensure the regular maintenance of all municipal water utilities. It is generally recognized that additional time beyond normal hours of work will be required to carry out these duties.

- (d) Training of new equipment operators and 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) Authorize machine work in wards up to \$500.00
- (h) To operate any machines if required or as otherwise directed by the Personnel Committee.
- (i) To assist Council in the completion of annual evaluations on all public works employees.
- (j) All other duties as assigned by Council.
- (k) Responsible for taking water samples required for the proper testing of the rural waterline as required by Manitoba Environment.

6. 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.

7. Duties of Equipment Operators and Labourers:

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

8. Duties of Weed Supervisor:

- (a) Responsible for weed control in the Rural Municipality of Dufferin, and to take various courses offered for weed inspectors and conservation technicians.
- (b) Responsible for supervising and directing employees involved in weed control.
- (c) 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.
- (d) The Supervisor will be expected to be physically involved in the weed control program.
- (e) Responsible for the Rural Municipality of Dufferin mowing program.
- (f) Required to work in cooperation with the personnel committee regarding employment with the public works department. The Weed Supervisor will have the authority to suspend employees if required and report immediately to the personnel committee.
- (g) To complete employee evaluations annually of all employees in his departments and to be responsible for ensuring safety of himself and employees.
- (h) 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.
- (i) Weed Supervisor is responsible for triple rinsing, crushing and disposal of chemical cans and containers.
- (j) Supervisor responsible for other jobs which the Council may require.

9. Duties of the Chief Administrative Officer

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

10. Duties of the Assistant Administrator

- (a) To assist the Chief Administrative Officer in the performance of duties as specified in Section 9 above.

11. Office Clerk

- (a) To assist the Chief Administrative Officer and Assistant Administrator in the performance of duties as specified in Section 9 above.

DEFINITIONS:

Permanent Full-time Employees - Employees who are employed for their general working time and normally work a minimum of 40 hours per week.

Permanent Seasonal Employees - Employees who are employed for their general working time but are subject to an 8-week layoff each calendar year, as well as a 2 or 3 week vacation. There is not a guarantee of minimum hours and all the other benefits applicable to full-time employees apply.

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.

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

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

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 two 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 foreman during regular office hours. Termination and holiday cheques will be issued as required.

OVERTIME POLICY:

Overtime shall not be worked unless authorized by the department foreman. Overtime shall be paid in accordance with the Manitoba Labour Laws. There shall be no overtime paid to employees on an annual salary.

VACATIONS:

Permanent Full-time employees and Permanent Seasonal employees 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

Permanent Seasonal employees involved in Public Works shall be required to take at least half of their vacation between mid-November and mid-April. Vacation Pay shall be calculated at 8 hours per day. While the employee's individual preference will be considered in determining the dates for layoffs and holidays, the final selection of such dates will be made by the Personnel Committee and posted in the Municipal Office and Shop, so as to cause the least possible disruption of service.

Holidays cannot be carried over from one calendar year to the next.

Seasonal and Part-time employees shall be paid vacation pay with each monthly cheque, and Vacation Pay shall be calculated at the following rates:

- (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.

HOLIDAYS:

(Full-time, Seasonal staff and Permanent Part-time)

The following general holidays will be observed:

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

Should a member be required to work on a general holiday he will receive two and one-half times (2 1/2) regular pay.

Casual Employees: Holidays will be paid for in accordance with the Manitoba Labour Laws.

To be eligible for General Holiday Pay, employees must:

- (a) earn wages for part of all of the 15 out of 30 calendar days prior to the holiday;
- (b) be available for work on their regular working days before and after the holiday, and
- (c) report to work on the holiday if the employer requires it.

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/Seasonal/Permanent Part Time 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/Seasonal/Permanent Part Time 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 #1731 is hereby repealed.

DONE AND PASSED by the Council of the Rural Municipality of Dufferin in Council duly assembled this the



William K. Roth, Reeve



Linda C. Baleja, C.A.O.

Read a first time this the 9th day of April, 2002
Read a second time this the 10th of May, 2002
Read a third time this the 11th day of June, 2002.