

Rural Municipality of Heart's Hill No. 352

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2.1 SALARIED EMPLOYED OFFICE PERSONNEL EMPLOYMENT POLICY

(revised: December 2020)

POLICY:

1. Purpose

The purpose of this policy is to set clear and consistent employment terms outlining the responsibilities/obligations of the Municipality to all salaried employees with regard to employment terms, benefits and work schedules.

2. Scope

This policy applies to all full-time salaried employees.

3. Objectives

To ensure the employer is aware of and fulfills all obligations set out in the Employment Act and this policy;

To ensure all full-time salaried employees are equally informed of their rights and responsibilities in terms of leaves, benefits, and work expectations as outlined in Employment Act and additional clauses supplied by the Municipality;

To ensure all full-time salaried employees are treated fairly and consistently in regard to leaves and absences from work; and

To define the Municipality's work expectations and schedules.

4. Benefits

The R.M. of Heart's Hill No. 352 will provide the following benefits to permanent full-time salaried employees:

SARM Short-term Disability:

- the Municipality voluntarily pays the premium
- new employees will be enrolled 3 months after the start date
- if an employee qualifies, he/she is eligible to receive 80% of their insured salary following a 1 week wait period for a maximum of 358 days
- also provides death, maternity and vision care benefits
(more details available at the office)

SARM Long Term Disability:

- the Municipality voluntarily pays the premium
- an employee may be eligible following termination of Short Term Disability
- employee benefits are 65% of insured salary to a maximum of \$10,000 per month
- employees are not eligible to be covered after the age of 64
(more details available at the office)

SARM Extended Health and Dental Benefits:

Level 5 - Administrators

Level 2 – all other employees

- the Municipality voluntarily pays the premium
- new employees will be enrolled 3 months after their start date
(see SARM website for Level 2 & 5 benefits)

SARM Group Life: Administrator

- mandatory for Administrators
- the Municipality voluntarily pays the premium

SARM Optional Life Insurance

- an employee or employee/spouse may enroll
- premiums are based on age and are the responsibility of the employee
(more details available at the office)

Municipal Employees Pension Plan

- as per plan regulations, the Municipality matches employee contribution

5. Pay Period

Employees are entitled to be paid every 14 days unless a waiver is signed forfeiting this right, allowing for a one month pay period. The employee maintains the right to withdraw their signed waiver at any time. (see attached - *Waiver of Right: Bi-monthly Pay Period*)

Monthly salaries will be paid on or before the last working day of the month.

The Employment Act, 2017 Section 2(23)

6. Leaves and Absenteeism from Work

The R.M. of Heart's Hill No. 352 follows the *Employment Act, 2017*. Employees are paid when they are at work, if they are not at work they are not paid. Therefore, all leaves and absenteeism are UNPAID unless deemed a holiday day by the employee. Leaves and absenteeism may be recorded as full or half day depending on the amount of time away from the office. The employee is responsible to inform the employer of their absenteeism at the earliest possible time. Failing to inform may lead to disciplinary action.

(see *Guide to Employment Standards in Saskatchewan*)

7. Meal Break

Employers are required to provide all employees with an unpaid meal break.

The Employment Act, 2017 Section 2(14)(1)

8 Public Holiday Pay

No employee is required to work on a statutory holiday unless it is deemed an emergency. Statutory holidays include New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day.

9. Office Workers

9.1 Work Schedules

Office: The office shall be accessible to the public for 6 hours per day

9:00am to 12:00pm

12:00pm to 1:00pm (1 hr unpaid lunch break)

1:00pm to 4:00pm

with the understanding there will days that the Administrator may be required to put in longer hours to fulfill all the required duties of the position. The scheduling of these hours will be at the Administrator's discretion.

9.2 Overtime

The Municipality considers the Administrator to be a management position, therefore overtime does not apply.

9.3 Vacation

Employees are entitled to holidays after each year of employment as per *The Employment Act, 2017*.

The Municipality recognizes the holiday increment standards set out by SARM/RMAA. Holidays shall be approved by Council.

The Employment Act, 2017 Section 2(24-25)

10. Special Circumstances

Council may approve through resolution additional benefits or deviate from these guides in the event special and/or unusual circumstances arise within the Municipality or with an employee. However, the R.M. of Heart's Hill will always remain compliant with the *Employment Act, 2017*.

11. Annual Review

The Employment Policies, as stated, are to be reviewed and updated annually at the regular November Council meeting or December meeting in an election year.

Employees, either individually or collectively, are free to submit requests/suggestions for changes of the Employment Policy for Council's consideration.

12. Employee Acknowledgement

Once the employee has reviewed the Salaried Employed Office Personnel Employment Policy and is in agreement with the terms, he/she is to sign and date the Acknowledgement Form. The signed Acknowledgement Form is to be filed with Employee records. (*see attached*)

RATIONALE:

The R.M. of Heart's Hill believes it is important to have a good working relationship with its employees. Communication through common documentation of responsibilities/obligations will help to eliminate any misunderstandings between the two parties. The Municipality recognizes that the work environment is ever changing, therefore it is important for both parties to annually review and update the policy.

AUTHORITY:

Resolution: 256/19

Employment Act 2017: 2(23), 2(14)(1), 2(24-25), 2(43-59), 2(30)