

Rural Municipality of Heart's Hill No. 352

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2.2 OUTSIDE WORKER EMPLOYMENT POLICY

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 employees with regard to employment terms, benefits and work schedules.

2. Scope

This policy applies to all full time, part-time and seasonal 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 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 employees are treated fairly and consistently in regard to leaves and absences from work;

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, part-time and seasonal employees:

SARM Short-term Disability

- the Municipality voluntarily pays the premium
- new employees will be enrolled 3 months after their start date
- if the employee qualifies, they are 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
- the 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 2

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

SARM Optional Life Insurance

- 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 one monthly pay period. The employee maintains the right to withdraw their signed waiver at any time. (see attached)

Monthly wages 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. *The Employment Act, 2017, Sections 2(43 – 59)* recognizes and outlines the terms of various leaves and absences employees are entitled to without discipline. The employee is responsible to inform the employer of his/her absenteeism at the earliest possible time. Failing to inform may lead to disciplinary action. All leaves and absenteeism are UNPAID.

7. Meal Break

Employers are required to provide the employee with an unpaid meal break. The Municipality recognizes there are times when employees need days to attend to family, medical or personal matters which results in a loss of wages. To offset the loss of wages due to leaves and absenteeism, employees will be given a paid 1/2 hour for their lunch break on days they have logged at least 6 hours. Over the course of the year, this would equal to approximately 130 hours for a full time employee.

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.

In the pay period in which the statutory holiday falls, the employee shall receive statutory holiday pay based on 1/20th of the total gross wage for the four weeks and the vacation pay earned in that pay period immediately preceding the statutory holiday (excluding overtime).

If an employee is requested to work on a statutory holiday, the employee shall receive statutory holiday pay plus time and one-half for each hour or part of an hour the employee works.

9. Outside Workers

9.1 Work Schedules

Shop: 8 hrs 8:00am to 12:00pm
12:00pm to 12:30pm (1/2 hr paid lunch break)
12:30pm to 4:00pm

Road Maintenance: maximum of 12 hrs. 7:00am to 12:00pm
12:00pm to 12:30pm (1/2 hr paid lunch break)
12:30pm to 7:00pm

The foreman with the support of Council is authorized to adjust schedules due to weather or an emergency.

9.2 Overtime

The Municipality does not want to incur payable overtime hours.

The Labour Standard Regulations, 1995 Section 7(2)(b) states that what the employee is doing at the end of the day determines if overtime is owed to that employee. Therefore, machine maintenance should be done in the morning, followed by road maintenance.

For example:

If the employee works at road maintenance for 7 hours followed by 2 hours of shop time, the employee is eligible for 1 hour of overtime.

If the employee works in shop for 2 hours followed by 7 hours of road maintenance, they would not be eligible for overtime.

Employees must have authorization from Council before logging overtime hours.

9.3 Required period of rest

An employee must be given at least one day off per week. In the event of an emergency, such as opening roads, requiring an employee to work both Saturday and Sunday, the employee shall take their day of rest on the first day of the expiration of the emergency.

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

9.4 Vacation

Employees are entitled to 3 weeks of holidays per year after each year of employment and 4 weeks after 10 years of continued work with the Municipality. Holiday pay is paid on a monthly basis therefore days absent due to holidays are unpaid. Holidays must be approved by Council. Employees must submit holiday requests to Council at the regular March meeting. Requests may require negotiation if holidays jeopardize the ability of the Municipality to carry out their road maintenance program.

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

10. Special Circumstances

Council may approve through resolution additional benefits or deviate from this guide in the event special and/or unusual circumstances arise within the Municipality or with an employee. However, the R.M. of Heart's Hill No. 352 will remain compliant with the Employment Act, 2017.

11. Annual Review

The Employment Policy, as stated, is 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 Outside Worker Employment Policy for Council's consideration.

12. Employee Acknowledgement

Once the employee has reviewed the Outside Worker 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 No. 352 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 misunderstanding between the two parties. The Municipality recognizes the work environment is ever changing, therefore it is important for both parties to annually review and update the policy.

AUTHORITY:

Resolution: 178/89

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