

Rural Municipality of Heart's Hill No. 352

Box 458 Luseland, Saskatchewan S0L 2A0
Phone 372-4224 E-mail rm352@sasktel.net Fax 372-4770

2.6 OFFICE PERSONNEL- WAGE 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 wage office 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 outline 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 Municipality will provide the following benefits to permanent and part-time wage employees:

SARM Short-term Disability

- the Municipality voluntarily pays the premium
- new employees will be enrolled 3 months after their start date
- if an 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 a 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 the termination of Short Term Disability
- employee benefits are 65% of their insured salary to 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 Municipality 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 absenteeism at 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 an employee 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.

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. Office Employees - Wage

9.1 Work Schedules

At the discretion of the Administrator

9.2 Overtime

The Municipality does not wish to incur payable overtime hours.

9.3 Vacation

Employees are entitled to 3 weeks of holidays per year after each year of employment and 4 weeks after 10 years of continued service for 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 fulfill and meet Municipal commitments and obligations.

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 Municipality will 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 to the Office Personal Wage Employment Policy for Council's consideration.

12. Employee Acknowledgement

Once the employee has reviewed the Office Personnel Wage 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 Municipality 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)