

Rural Municipality of Heart's Hill No. 352

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2.7 HIRING, SUSPENSION and DISMISSAL of MUNICIPAL EMPLOYEES

Purpose:

The purpose of this policy is to clarify the responsibilities/obligations of the Reeve, Council and the Administrator in regard to the hiring, suspension and dismissal of Municipal employees due to the 2020 changes to Municipalities Act, Section 111.

Scope:

This policy applies to all full time, part-time and seasonal wage and salaried Municipal employees.

Policy:

In the event of the hiring, suspension and dismissal of a Municipal employee, the Council and the Administration will act within the parameters of the Saskatchewan Employment Act, the RM of Heart's Hill No. 352 Health and Safety Manual, 2018, and the relevant Municipal Employment Policy.

Following direction of a resolution passed by Council, the Administrator shall prepare all the necessary written documentation to support Council's wishes. If instructed by resolution of Council, the Administrator shall contact and relay Council's wishes to the employee. If the Administrator is not specifically instructed to do so by resolution, the Reeve and/or designated Councillor(s), acting on behalf of the Council's resolution shall provide direct communication with the employee.

The Administrator shall be responsible for the collection and preservation of all documentation, data and records of all employees.

Rationale:

The Municipality is legally bound to work within the parameters of the Saskatchewan Employment Act, RM of Heart's Hill No. 352 Health and Safety Manual and relevant Employment Policies they have adopted.

To mitigate any conflict of interest or personality issues and to establish accountability and transparency, all decisions and actions of the Municipality must be sanctioned by resolution of Council and the Administrator acts under the direction of Council.

AUTHORITY:

2.1 Salaried Employed Office Personnel Employment Policy

2.2 Outside Worker Employment Policy

2.6 Office Personnel – Wage Employment Policy

RM of Heart's Hill No. 352 Health and Safety Manual, 2018

Municipalities Act, 111

Saskatchewan Employment Standards