

# *Rural Municipality of Heart's Hill No. 352*

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## **2.8 ACTING ADMINISTRATOR and FOREMAN**

### ***Purpose:***

The purpose of this policy is to clarify the chain of command should the Administrator or Foreman not be at work for the Municipality.

### ***Scope:***

This policy applies to both Office staff and Outside employees.

### ***Policy:***

In the event that the Office Administrator or the Foreman of the Outside Workers is absent from work, the Office Administrator or Foreman, in consultation with Council, shall appoint an employee to be in charge until the Administrator or Foreman is able to return to work. The appointed person shall carry out all duties following the same procedures that have been established by the Administrator or Foreman to the best of their ability.

If the appointment of the Acting Administrator or Acting Foreman should extend past two full work days, the appointed person shall be compensated for their added responsibility. (***see Municipal Rates***)

### ***Rationale:***

In the absence of the Administrator or Foreman, Administrative/Supervisory duties must still be performed to ensure the Municipality and its employees operate as expected. Employees asked to take on these acting roles are taking on added responsibilities over and above their typical day to day duties and should be compensated accordingly.

### ***AUTHORITY:***