

Rural Municipality of Heart's Hill No. 352

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4.1 OFFICE – Staffing and Hours

DEFINITION:

POLICY:

The Municipal Office shall maintain regular scheduled office hours with the staffing of a full-time certified Administrator and a part-time Assistant Administrator.

DUTIES:

The Council is responsible for setting regular office hours. Office staff are responsible for maintaining office accessibility. Any office closure shall be approved by Council.

The Administrator shall perform his/her duties as outlined in the applicable Acts and as directed by Council.

The Assistant Administrator shall aid in keeping the office operating in an efficient manner under the direct supervision of the Administrator.

The Administrator and/or Assistant are encouraged to attend all S.A.R.M. and R.M.A.A. conventions, seminars and other applicable workshops or meetings. Council recognized this may result in some office closures.

RATIONALE:

In order for the Municipality to conduct day to day business with ratepayers and clients, it is important that the office is open and accessible on a regular basis. A certified Administrator is required by the MA and a necessity in keeping municipal affairs in order.

The Assistant Administrator will aid the Administrator in fulfilling their duties and reduce office closures.

The attendance of various workshops and seminars is important to keep Office staff current with municipal issues and changes.

AUTHORITY:

The Municipalities Act: Sections 109 – 111

Policy: Resolution 256/19 Salaried Employed Office Personnel Employment Policy