

# R.M. of ELLICE – ARCHIE EMPLOYEE POLICY HANDBOOK

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# R.M. of ELLICE – ARCHIE

## EMPLOYEE POLICY HANDBOOK

### PART #1 - Introduction

#### *Introduction*

All attempts have been made to develop policies to meet current and anticipated needs of the Rural Municipality of Ellice - Archie.

The R.M. of Ellice – Archie strives to maintain a high level of public trust and confidence in the integrity, objectivity and impartiality of the Municipality.

#### *Mission Statement*

To provide good service to the ratepayers of the municipality in a timely fashion and in a cost-effective manner.

#### *Intent of Policy*

This policy outline is intended to present a resume of the Council’s position with respect to employee’s services as well as guide and direct those employed by the Rural Municipality of Ellice – Archie. We recognize that there are exceptions to all rules, and hope that those charged with executing these policies will allow common sense and a sense of fairness to prevail.

#### *Objectives*

We consider these objectives of paramount importance:

1. To keep roads & infrastructure in good repair.
2. To maintain at all times good public relations.
3. To ensure the safety of others when operating Municipal Equipment.
4. To ensure that the place of work is kept in a clean & healthful condition.

The employees of the R.M. of Ellice – Archie are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well-being of the community.

### PART #2 - Grievances

#### *Grievances*

Should a dispute arise between the R.M. of Ellice – Archie and any employee regarding the interpretation, meaning, operation or application of this policy book, an earnest effort shall be made to resolve the issue in the following manner.

1. Where a dispute involving a question of general application or interpretation occurs, the supervisor and employee may then refer to the R.M. of Ellice – Archie:
  - (a) **Step 1:** the aggrieved employee shall submit the grievance orally or in writing to the supervisor. The employee should attempt to resolve the difficulties with the supervisor.
  - (b) **Step 2:** failing satisfactory settlement within five (5) working days after the dispute was submitted under Step 1, the employee concerned will submit to the R.M. of Ellice – Archie a written statement of the particulars of the complaint and redress sought. The Council of the R.M. of Ellice – Archie shall render its decision within three (3) working days following the regular Council meeting following immediately after receipt of said written complaint.
2. If a supervisor has a complaint about an employee, he/she shall make the complaint in writing to the R.M. of Ellice – Archie. If the supervisor cannot solve the complaint, he/she shall refer such complaints to the Council of the R.M. of Ellice – Archie for their study & recommendations.

# R.M. of ELLICE – ARCHIE

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### PART #3 – Job Descriptions

#### **CHIEF ADMINISTRATIVE OFFICER (CAO)**

*Pursuant to the Municipal Act – 127(1)*

The Chief Administrative Officer:

- (a) is the administrative head of the municipality;
- (b) is responsible for ensuring that the policies and programs of the municipality are implemented;
- (c) is responsible for advising and informing the Council on the operation and affairs of the municipality;
- (d) carries out the powers, duties and functions assigned to a chief administrative officer by the Council or by this or any other Act; and
- (e) must notify the Council if money of the municipality is spent or invested contrary to a by-law or resolution or this or any other Act.

*Municipal Act – 127(2)*

The Chief Administrative Officer must ensure that:

- (a) the minutes for every Council meeting are made without note or comment;
- (b) the by-laws and minutes of Council meetings and all other records and books of account of the municipality are kept safe and in accordance with Division 9 (Retention and Disposition of Municipal Records) of part 9;
- (c) the revenues of the municipality are collected;
- (d) money belonging to or held by the municipality is deposited into the bank, credit union, caisse populaire, or trust corporation designated by the Council;
- (e) the accounts for authorized expenditures of the municipality are paid;
- (f) accurate records and books of account are kept of the financial affairs of the municipality; and
- (g) any information requested of the municipality by the Minister is provided within a reasonable time.

*Municipal Act – 127(3) CAO duties re: Council committees*

Except as the Council may otherwise decide, the chief administrative officer must carry out, with necessary modification, the duties referred to under in section (2) in respect of Council meetings.

*Other Duties (as assigned by Council)*

- (a) Co-ordinate work projects of the municipality as directed by Council;
- (b) Supervise the municipal office cleaning so as to maintain an acceptable working environment;
- (c) Supervise Summer Students;
- (d) Other related duties as Council may assign.

#### **OFFICE ADMINISTRATIVE ASSISTANT**

1. Handles day to day admin functions in the municipal office including, but not limited to: accounts payable, payroll, invoicing and receipting, etc.
2. Works directly under the CAO.
3. Completes all duties of the CAO in her absence.
4. Works very closely with the Public Works department.

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## **EMPLOYEE POLICY HANDBOOK**

### **MUNICIPAL FOREMAN**

1. Plan, organize and carry out regular road maintenance, contract work and road construction in the municipality.
2. Perform routine maintenance on municipal equipment. Ensure that all seasonal equipment is properly stored and maintained.
3. Develop a check list for equipment pre-trip inspections, and maintain equipment service records.
4. Maintain an inventory of culverts, spare parts, signage, blades and shop tools. Order when necessary to maintain appropriate inventory.
5. Present report at each regular council meeting. Report to include: work plan progress report, adjusted work plan and priorities, report on all subordinate employees. Report will also include updates on equipment maintenance records, operator's daily logs, major inventory items, water reports, sewer reports, building maintenance.
6. Assist Council in establishing budgetary requirements: i.e. tools, fuels, lubes & equipment.
7. Check and approve time slips for all subordinate personnel
8. With CAO, conduct written performance review of all subordinate personnel annually.
9. Ensure that methods and workmanship are kept at a high standard.
10. Provide training to personnel as required.
11. Ensure that all work is carried out in a safe manner. Develop safety standard operating procedures (SOP's); develop SOP's for all repetitive operations. Ensure that hard hat, safety boots, and vest are worn at all times.
12. Develop building inventory and maintenance checklist for all buildings and infrastructure.
13. Develop annual culvert maintenance program; ensure program is carried out.
14. Daily maintenance checks of water & sewer system.
15. Daily pump reading and checks on all equipment pertaining to the water and sewer system.
16. Collect water samples on a two (2) week basis and send for testing.
17. Check lagoon levels and collect samples and drain twice a year.
18. Perform any other duties which may be assigned by the Council or CAO from time to time.
19. To hand in the daily records on a weekly basis and at the end of each month.

### **MUNICIPAL GRADER / PUBLIC WORKS EMPLOYEE**

1. Plan, organize and carry out regular mowing and road maintenance in the municipality.
2. Perform routine maintenance on municipal equipment.
3. Maintain an inventory of blades, spare parts and shop tools and recommend purchase as required.
4. Maintain equipment service records.
5. Provide routine reports to Council on work progress, problem areas and equipment status.
6. Assist Council in establishing budgetary requirements: i.e. tools, fuels, lubes, & equipment.
7. Ensure that methods and workmanship are kept at a high standard.

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## **EMPLOYEE POLICY HANDBOOK**

8. Provide training to personnel as required.
9. Ensure that all work is carried out in a safe manner.
10. To carry out any other duties which may be assigned by Council.

### **DISPOSAL SITE SUPERVISOR**

1. To supervise the Municipal Waste Disposal Grounds during posted hours of operation (i.e. when the gate is open for public admittance)
2. To direct patrons deliveries of waste materials to designated areas within the Municipal Waste Disposal Grounds.
3. To control materials from escaping the property with as much force as is reasonable (hand picking, panel placement, etc).
4. To ensure that materials destined for landfill are placed in the pit as soon as possible, including any materials dropped on the grounds of the site.
5. To maintain the grounds, including grass cutting, tree trimming, fence repair, sign maintenance, etc.
6. To maintain designated area of collection, to store separate materials in a neat and orderly fashion.
7. To maintain the burning of wood-based products as directed by the rules governing the activity to submit regular burning reports to the Municipal Office.
8. To submit in writing, all requests, concerns, irregularities and plans directly to Council for its decision and course of action.
9. To report immediately to Council, any situation through of unsafe or in need of immediate attention.
10. To perform other duties as may be required by Council from time to time.
11. To provide the office with time sheets on a regular basis.

## **PART #4 – Hours of Employment**

### ***Full-time Employment***

#### **CHIEF ADMINISTRATIVE OFFICER**

The CAO shall work such a number of hours as are reasonably required to carry out their duties. The CAO's normal hours of work shall be seven (7) hours per day, five (5) days per week, but will frequently be called upon to attend meetings or other duties outside of the normal hours without additional compensation, unless those hours exceed ten (10) hours per day or the equivalent of forty-five (45) hours per week. The CAO shall not be eligible for "overtime" compensation as their compensation package has been structured to take such efforts into account.

#### **OFFICE ADMINISTRATIVE ASSISTANT**

Full time Office Admin employees shall work 40 hours per week. Employees shall work those hours as scheduled by the Employee Committee, or those set out in employee's contract.

Part-Time Office Admin employees shall work those hours as set out in their employment contract.

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## **EMPLOYEE POLICY HANDBOOK**

All employees shall be permitted a fifteen (15) minute rest period in any four (4) hour shift worked in addition to a one (1) hour paid lunch.

### ***Municipal Office hours are:***

McAuley: 9:00 AM to 4:30 PM Monday through Friday (closed 12 noon – 12:30 PM for lunch).

St. Lazare: 9:00 AM to 4:30 PM Monday through Friday (closed 11:30 AM – 12:30 PM for lunch).

### **MUNICIPAL FOREMAN & MUNICIPAL PATROL / PUBLIC WORKS EMPLOYEE**

Full time Municipal Foreman & Municipal Patrol / Public Works employees shall work 40 hours per week unless otherwise specified in employee's contract.

Part-Time Public Works employees shall work those hours as set out in their employment contract.

All employees shall be permitted a fifteen (15) minute rest period in any four (4) hour shift worked in addition to a one (1) hour paid lunch.

### **DISPOSAL SITE SUPERVISOR**

Supervisor is paid a min of 3 hours per day worked. Additional hours to be authorized by CAO to complete maintenance work not able to be done during regular hours of operation.

### ***McAuley Disposal Site Hours:***

- Wednesday 10 AM – 12 NOON
- Saturday 10 AM – 12 NOON
- Summer Hours (May 1 – Sept 14) include above plus Wednesday 7PM – 9PM

### ***St. Lazare Disposal Site Hours:***

- Tuesday 10 AM – 2 PM
  - Friday 9 AM – 3 PM
  - Saturday 9 AM – 12 NOON
- Summer Hours (May 1 – Sept 14)
- Monday 7 PM – 9 PM
  - Wednesday 7 PM – 9 PM
  - Friday 10 AM – 2 PM
  - Saturday 9 AM – 12 NOON

### ***Overtime / Banked Hours***

Overtime work shall not be performed, banked or paid for unless authorized by the supervisor(s) or the Council of the R.M. of Ellice – Archie.

Employees, operators, may be required to work extra hours in a day, in excess of the normal requirement of their job, to perform services which are essential at the time to a maximum of twelve (12) hours per day. Overtime hours, those in excess of twelve (12) hours per day or forty (40) hours per week worked (or 44 / 48 hrs per week dependent on contract), will be banked at the rate of one and one-half (1.5) hours. Employees may only bank up to a maximum of forty (40) hours in total.

If employee has worked less than forty (40) hours per week (or 44 / 48 hrs per week dependent on contract), any banked hours will be automatically debited to make up the full forty (40) hours per week (or 44 / 48 hrs per week dependent on contract).

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Absentee time (i.e. vacation, sick, personal appointment, compassionate leave) shall not result in overtime/banked hours in any given work week. If the employee has worked less than forty (40) hours per week (or 44 / 48 hrs per week dependent on contract), then applicable absentee hours may be used to make up regular pay, but shall not exceed the overtime threshold noted in the employee contract.

Employees who are required to return to work on other than their normal days of work or who are required to make plant checks on weekends or holidays shall be guaranteed a minimum of three (3) hours of pay and overtime.

*(Amendment approved by Resolution #16-21)*

*(Amendment approved by Resolution #268-19)*

### **PART #5 - Vacations**

#### ***Vacations***

All employees shall be entitled to vacation with regular pay, in accordance with the following vacation schedule, unless otherwise specified in the Employment Agreement:

1. An employee with less than one (1) year service in the preceding vacation year shall receive vacation with pay calculated on the basis of one (1) day vacation for every twenty-six (26) days worked, or major portion thereof.
2. Employees with more than one (1) year of service shall be eligible for a paid vacation as follows, (subject to Part #5, section 3):
  - (a) two (2) weeks after one (1) year of continuous service, accumulated as 4% on annual base hours calculated;
  - (b) three (3) weeks after two (2) years of continuous service, accumulated as 6% on annual base hours calculated;
  - (c) four (4) weeks after ten (10) years of continuous service, accumulated as 8% on annual base hours calculated;
  - (d) five (5) weeks after twenty (20) years of continuous service, accumulated as 10% on annual base hours calculated.
3. Should an employee take unpaid leave, the vacation pay entitlement as listed in section #2 above, will be prorated for the weeks allowed for their years of service (i.e. 4% for 2 weeks, 6% for 3 weeks). The employee will therefore be eligible for the time off; however, vacation pay will be based on wages earned within the year of unpaid leave.
4. Employees have until January 31<sup>st</sup> of the following year to utilize their entire vacation time. Any portion of vacation time that remains unused, but to which they are entitled to as per this policy, will be paid out in a lump sum to the employee no later than February 15<sup>th</sup>. Vacation time payouts will be at the rate of pay the employee was paid in the vacation year.
5. A permanent employee leaving the employment of the municipality prior to the anniversary date of vacation shall be paid his/her vacation entitlement in accordance with Section 11(1) of the Vacations with Pay Act.

*(Amendment approved by Resolution #16-21)*

*(Amendment approved by Resolution #115-16)*

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*(Amendment approved by Resolution #197-19)*

### **PART #6 – Stat Holidays**

#### ***Statutory Holidays***

All employees shall be entitled to a holiday with pay on the following days:

1. New Years Day
2. Louis Riel Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving Day
8. Christmas Day

#### ***Additional Holidays***

1. Boxing Day
2. Civic Holiday – August
3. Remembrance Day
4. Day of Truth and Reconciliation

The observance of Remembrance Day in Manitoba is subject to the provision of the Remembrance Day Act, and shall be observed on the day it occurs.

Day of Truth and Reconciliation shall be observed on the day it occurs.

When a holiday occurs on a Saturday, or Sunday, the holiday shall be observed on a working day or working days continuous with the weekend. Such days shall be determined by the Council of the R.M. of Ellice – Archie.

In order to qualify for payment of the above holidays, the employees must have worked a regular day immediately preceding and immediately following the holiday; exceptions to this being an absence due to vacation, compassionate leave, or illness.

*(Amendment approved by Resolution #267-22)*

### **PART #7 - Benefits**

#### ***Pension (Compulsory Participation)***

- (a) A full-time employee, under the age of seventy-one (71), must join on the first day of the pay period following completion of the probationary period of employment, if any (See MEBP Program Manual)
- (b) When a part time, seasonal or temporary employee has earned more than one-quarter (1/4) of the yearly maximum CPP earnings (including OT) in two (2) consecutive numerical years, he/she must join MEBP at the start of the first pay period in the month after the month in which the eligibility was met. (See MEBP Program Manual)

#### ***Disability Income Plan (Compulsory Participation)***

The amount is designed to provide a portion of the employee's income if they are unable to work for a long period, due to long-term illness, injury or mental conditions. Monthly contributions are 50/50



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### ***Basic Life Insurance (Compulsory Participation)***

The amount of insurance on the life of each member is equal to 1 or 2 times the member's previous year's pensionable employment earnings. Monthly contributions are 2/3 municipality, 1/3 employee.

### ***Family Life Insurance (Optional)***

The amount of insurance available on the life of your eligible family members is \$10,000 on your spouse and \$5,000 on each eligible child. Contributions are deducted at the rate of \$2.50 monthly – cost is 100% Employee's.

### ***Voluntary Death & Dismemberment Insurance (AD & D) (Optional)***

Any accident resulting in death, dismemberment, paralysis, loss of use, sight, speech or hearing – anywhere in the world, 24 hours a day, on or off the job. Contributions are premiums payable by the principal sum selected by employee (\$25,000 to \$250,000) – cost is 100% Employee's.

### ***Western Financial Health & Dental Coverage (Optional Participation, only if Employee already has Benefits from another Plan)***

Municipal Employee Benefits Board  
1200 – 444 St. Mary's Ave  
Winnipeg, MB R3C 3T1  
800.432.1908

*(Amendment approved by Resolution #268-19)*

## **PART #8 – Sick Leave**

### ***Sick Leave***

**Definition:** Sick leave means the period of times an employee is permitted to be absent from work with full pay, by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Worker's Compensation Act.

That full pay and allowances be payable for all full and part time employees for all their earned sick leave time as hereinafter set forth:

1. That paid sick leave be earned at a rate of one and one half (1.5) days per month of employment for all full-time employees and one (1) day per month of employment for all part time employees of the R.M. of Ellice – Archie, less actual sick leave utilized during such period, subject to paragraph 2 and 3.
2. That the maximum accumulation of sick leave credits not exceed seventy-five (75) working days, at which time employee would not be eligible to accumulate any additional sick days beyond this threshold.
3. Sick leave upon termination of employment: Any accumulated sick leave benefits at termination of employment will have no cash value.
4. That employees become eligible for paid sick leave on the first calendar day of the month following completion of three (3) months of continuous employment.
5. That subject to paragraph 5, there shall be no waiting period for benefits to be payable to an employee.

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6. That termination of sick leave benefits occur on the date layoff becomes effective excepting that this applied only where disability commenced after notice of layoff. If no notice of layoff is given prior to commencement of disability, or the disability began more than two months before layoff, whether or not notice of layoff was previously given, the employee is entitled to utilize accumulated paid sick leave until a total of at least fifteen (15) weeks has been paid or his/her total number of accumulated paid sick leave days have been used, whichever first occurs.
7. That a Doctor's Certificate specifying the necessity for absence is required by the R.M. of Ellice – Archie before paid sick leave is allowed.
8. That the Municipality may at any time request a medical certificate or report from an employee's physician which indicates the duration of the expected absence from work and confirms the employee's inability to perform the duties of their position. Where absenteeism is excessive of three (3) consecutive days or recurring, the medical certificate or report shall be detailed, in depth and specific.
9. That after a prolonged illness, a medical certificate indicating the employee's fitness to resume duties is required.
10. That paid sick leave benefits shall not apply to employees hospitalized by reason for pregnancy followed by a normal birth.
11. The R.M. of Ellice - Archie reserves the right at any time to consult with the employee's doctor and also reserves the right to request the employee to address the Employee Committee the necessity for sick leave and the capability of an employee's duties based on physical or mental ability if regular duties cannot be performed by virtue of being sick.
12. Any employee undertaking to do work, for which payment is received for anyone other than the R.M. of Ellice - Archie, does do at their own risk. No sick leave benefits shall be paid for absence due to or arising out of accidents that take place as a result of such work.

### ***Reporting Illness to Supervisors***

To be eligible for sick leave, employees must report to their supervisors on the morning of the day he/she is unable to report to work due to illness.

If an employee is sick for three days or more, he/she must have a Doctor's Certificate.

### ***Abuse of Sick Leave***

Suspected abuse of sick leave provisions will be investigated and proven instances will result in disciplinary action.

### ***Personal Health***

Each employee shall be entitled to four days each year with full pay for personal health, i.e. Doctor, Dental appointments.

Such leave to be authorized by supervisor. Any additional time off, also to be authorized, and no pay will be received.

*(Amendment approved by Resolution #115-16)*

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## EMPLOYEE POLICY HANDBOOK

### **PART #9 – Compassionate Leave**

#### ***Compassionate Leave***

In the event of death or serious illness in the family of an employee, the full salary shall be paid during the absence to a maximum of four (4) days at any one time.

Leave in excess of four (4) days may be granted at the discretion of the Council of the R.M. of Ellice – Archie.

The definition of family shall be as stipulated by Employment Standards' purposes:

- (a) Spouse, common law spouse
- (b) father or mother; father-in-law or mother-in-law
- (c) brother or sister; brother-in-law or sister-in-law, step-brother or step-sister.
- (d) son or daughter; son-in-law or daughter-in-law
- (e) aunts, uncles, nieces & nephews

It is the responsibility of all employees to obtain permission from the supervisor prior to taking such leave.

#### ***General Leave***

An employee may be granted leave of absence without pay for personal reasons if:

- (a) he/she requests it in writing from the Council, and
- (b) the leave is for a good reason and does not interfere unduly with the operations of the Municipality. In emergency situations, leave may be granted through verbal notification from the Municipal Supervisor.

#### ***Compassionate (other than family)***

In the event of death of someone other than the family, salary shall be paid as follows:

- (a) one half (1/2) day for funerals within the Municipality, or in the immediate vicinity;
- (b) one (1) day for funerals which require travel beyond the immediate vicinity.

Any such leave as described in (a) & (b) is to be authorized by the supervisor.

*(Amendment approved by Resolution #16-21)*

### **PART #10 – Salary Schedule**

Salaries or wages shall be set in each and every year and usually at the first regular meeting of Council in each year.

Employees will have an opportunity to submit a salary (wage) proposal for Council's consideration.

The Municipality shall pay its employees on a monthly basis: an advance will be paid on the 15<sup>th</sup> of the month, with the remaining wages paid out on the last day of the month.

Employees shall prepare their time sheets typically on the third Friday of the month, except in cases where there are five (5) paid Fridays in a month at which time the timesheets would be due on the fourth Friday of the month, or upon request from the CAO / payroll administrator. The remaining work days of the month will be included on the following month's payroll.

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The employee shall have their immediate supervisor sign off on their timesheets every month prior to submitting them to the office.

Any municipal employee who is also a member of a volunteer fire department has pre-approval from council to respond to any calls during the workday (within reason). However, should the employee respond to a fire call they must first clock out from the RM. They are able to clock back in once returning from the fire call. The employee would then be eligible to receive a fire indemnity while on the call, but not their regular wage.

*(Amendment approved by Resolution #268-19)*

*(Amendment approved by Resolution #115-16)*

## PART #11 – Termination of Employment

The employee’s employment will be automatically renewed each year unless either party terminates this agreement as set forth below:

Employment of employee may be terminated by:

- (a) Mutual consent of the employee and the R.M. of Ellice – Archie
- (b) Written notice given by either party in accordance to the notice period provided by Manitoba Labour Standards effective date of such termination.

Employee Notice Requirements:

Period of Employment	Notice Period
At least 30 days but less than one year	One week
At least one year	Two weeks

Employee Notice Requirements:

Period of Employment	Notice Period
At least 30 days but less than one year	One week
At least one year but less than three years	Two weeks
At least three years but less than five years	Four weeks
At least five years but less than ten years	Six weeks
At least ten years plus	Eight weeks

Employees are entitled to retain their employment on the basis of good behaviour, efficiency, honesty, and need of employee personnel. The Council has the right to dismiss or discharge any employee who fails to discharge his/her duties in accordance with the provisions set out in his/her policy.

The Council of the R.M. of Ellice – Archie shall have the right to discipline or discharge any employee resulting from the use of intoxicating liquors, dishonesty, incompetence, insubordination, habitual neglect or carelessness resulting in damage to municipal property or equipment, or for any other just cause. Should this situation arise, the Reeve and at least one other councillor shall be in attendance when disciplining the employee.

Employee shall be given disciplinary warnings in writing, unless circumstances justify immediate discipline or discharge.

When an employee is being disciplined, he/she may choose to be accompanied by a fellow employee.

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Should an employee be given a second warning for the same circumstances, the employee may be suspended or discharged.

The Council of the R.M. of Ellice – Archie shall not impose disciplinary penalties unjustly or unreasonably.

**Retirement Age:** the Council of the R.M. of Ellice – Archie reserves the right to extend the employment of any employee beyond the normal retirement age of sixty-five (65) on a year to year basis, upon written request from the employee, and with a Doctor's Certificate of good health.

**Sick leave upon termination of employment:** Any accumulated sick leave benefits at termination of employment will have no cash value.

**Severance Pay:** the Council of the R.M. of Ellice – Archie reserves the right to not participate in severance packages.

*(Amendment approved by Resolution #16-21)*

*(Amendment approved by Resolution #268-19)*

*(Amendment approved by Resolution #115-16)*

## **PART #12 – Employee Code of Conduct**

This Code of Conduct operates in addition to other policies, regulations and administrative directives for employees, as may be determined from time to time by Council or the CAO.

Where any provision of this Code is inconsistent with a collective agreement or employment contract that applies to that employee, the provision of the collective agreement or employment contract applies.

### **Definitions:**

Assets – include, but not limited to, municipal buildings and land, equipment, supplies, vehicles, materials, electronic networks and financial assets.

Confidential Information – means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Dependant – means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee.

This Code applies to all employees of the municipality, including volunteers.

### **Use of Confidential Information**

Employees may have access to confidential information during the course of their duties and responsibilities. Employees are expected to keep information confidential, until the information is available to the general public. Employees must not use confidential information concerning the affairs of the municipality to advance their personal interests, their dependants' interests, or the interests of any other person.

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## **EMPLOYEE POLICY HANDBOOK**

### **Use of Influence**

The municipality strives to ensure fairness and objectivity in its decision-making process. Employees must not use their positions to give anyone preferential treatment that would advance their own interests, or that of any member of the employee's family, friends, or business associates.

Employees who have a financial interest in a municipal contract, sale or other transaction, or knowingly have family members, friends (individual with whom the employee has a close personal relationship) or business associates with such interests, must not participate in any discussion, evaluation or recommendation with respect to the matter.

### **Acceptance of Gifts**

Citizens' perception of the integrity of the municipality and its employees is important. Employees must avoid real or perceived appearances of impropriety with organizations or businesses that do business with the municipality.

*(Amendment approved by Resolution #268-19)*

### **Use of Municipal Property and Assets**

Municipal property and assets belong to the community as a whole and must only be used by an employee to perform work related duties and responsibilities, or for community activities that are authorized by Council.

Personal use of municipal property and assets by an employee are permitted only if authorized by Council. Generally, personal use of municipal property and assets will only be permitted if they are also available to be used by the public.

Municipal property and assets in the care of an employee must be protected and kept secure at all times.

### **Political and Community Activities**

All employees have the right to take part in political and community activities. Employees need to ensure that participation in such activities does not place them in a real or perceived conflict of interest.

Employees may only participate in political activities (i.e. actively campaign or solicit funds for a political party or candidate) outside work hours and without using municipal property, assets or resources.

Employees engaged in community activities must continually assess their involvement and expected decision-making responsibilities in light of their employment with the municipality.

### **Family and Personal Relationships**

The municipality strives to be fair, objective and transparent at all times. Municipal employees must ensure that their family and other personal relationships and their official duties are independent of each other.

As with all other areas of municipal business, it is expected that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. At times, this may require reporting relationships to be revised to ensure employees are not supervised directly or indirectly by a close family member.

# **R.M. of ELLICE – ARCHIE**

## **EMPLOYEE POLICY HANDBOOK**

Employees must not give preferential treatment to family or any other person with whom the employee has a personal relationship.

### **Outside Work or Business Activities**

Employees are committed to ensuring the municipalities success in delivering services to citizens effectively and efficiently, and must act in the best interests of the municipality.

Employees must ensure that they avoid any outside employment or business activities:

- (a) that interfere with the performance of an employee's duties;
- (b) in which the employee has an advantage or appears to have an advantage as a result of their employment with the municipality;
- (c) that will or might appear to influence or affect the employee in carrying out their municipal duties;
- (d) that requires or involves use of municipal property or assets;
- (e) that is contrary to the interests of the municipality.

## **PART #13 – PROFESSIONAL DEVELOPMENT & TUITION**

For courses where designations are achieved, the municipality will pay for tuition, examination fees and out-of-pocket expenses for employees if the courses are required to build skills for their current job. This policy outlines a declining scale of payback to the RM of Ellice – Archie of these tuition fees should the employee leave within 3 years upon the completion of the courses. The Council may choose to implement this payback policy upon its own discretion.

- If the employee leaves within 1 year of the date of completion of courses paid for by the RM of Ellice – Archie, they will be required to pay back 75% of the course tuition relating to attending the course.
- If the employee leaves within 2 years of the date of completion of courses paid for by the RM of Ellice – Archie, they will be required to pay back 50% of the course tuition relating to attending the course.
- If the employee leaves within 3 years of the date of completion of courses paid for by the RM of Ellice – Archie, they will be required to pay back 25% of the course tuition relating to attending the course.

*(Amendment approved by Resolution #271-15)*

## **PART #14 – WORKPLACE HEALTH & SAFETY**

Every employee will complete a COR Workplace Health & Safety orientation, performed by the Municipal Safety Officer.

Each employee agrees to adhere to the safety requirements of the RM and understands failure to do so could result in termination of their employment.

# **R.M. of ELLICE – ARCHIE EMPLOYEE POLICY HANDBOOK**

## **P.P.E. (Personal Protective Equipment)**

Each employee will be provided with appropriate and necessary PPE to perform their duties, including but not limited to: Gloves, Safety Glasses, Hearing protection, Reflective vests, Hard hats.

Each employee is allotted a \$250.00 expense allowance every 2 years for new steel-toe work boots. (Cost refunded upon presentation of receipt to the CAO).

Each employee will be provided with 2 pairs of unlined overalls and 1 pair of lined overalls, to be replaced by the RM every 3 years free of charge.

## **Employee Hearing Screening Program**

Each employee shall be scheduled for an annual hearing screening appointment.

*(Amendment approved by Resolution #264-17)*