



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:

Personnel

POLICY NUMBER: PER 0010**DATE APPROVED:** November 17, 2004**DATE REVISED:** December 2, 2009

October 19, 2011

Purpose of Policy: To inform employees and the public of the Town's personnel expectations and benefits.

1. Interpretation:

- Council – means the Council of the Town of Carlyle
- Employee – means any person employed by the Town of Carlyle
- Town – means the Town of Carlyle
- Work Week – means Saturday midnight to the following Saturday midnight
- Permanent Employee – means a person employed on a full time ongoing basis
- Part Time Employee – means a person employed on an ongoing basis, but at less than 35 hours per week
- Seasonal Employee – means a person employed on a full time basis from April 1st to October 31st
- Casual Employee – means a person employed on an hourly basis, as required
- Whenever the masculine gender is used, it shall also mean the feminine gender

2. Hours of Work:

- a) Office employees will work a minimum of 7 hours per day, to a maximum of 8 hours per day, at the discretion of Council, Monday to Friday.
- b) Public Works employees will work eight hours per day, at the discretion of Council.
- c) All employees are entitled to two 15 minute breaks per day.

3. Overtime:

- a) All employees are expected to work beyond normal work hours if required by unusual or emergency situations.

- b) An employee will be paid at the overtime rate of 1.5 times his/her regular hourly rate for any hours worked in excess of 40 hours per work week. For weeks in which a public holiday occurs, the employee is entitled to overtime rates after 32 hours of work.
- c) Overtime earned will be paid at the end of each month for the period from the 16th of the month prior to the 15th of the current month.

4. Public Holidays:

- a) All employees shall be entitled to have the following days off with pay at their regular rate:

New Year's Day	Victoria Day	Labour Day
Family Day	Canada Day	Thanksgiving Day
Good Friday	Saskatchewan Day	Remembrance Day
		Christmas Day

- b) In addition, all employees shall be entitled to have any other day proclaimed by the Federal, Provincial, or Municipal government, off with pay at their regular rate.
- c) Any employee who works on a public holiday will get paid 1.5 times their regular rate for all hours worked.
- d) When a public holiday falls on a Saturday or Sunday, the following Monday will be observed as a public holiday.

5. Annual Holidays:

- a) Every employee is entitled to a minimum of three weeks of annual holidays after each year of employment.
- b) After completing ten years of employment, an employee is entitled to a minimum of four weeks of annual holidays.
- c) If there is a public holiday during an employee's annual holiday, the annual holiday is extended by one day.
- d) Employees and employer should decide together when annual holidays will be taken. If no agreement is reached, the employer will give the employee at least four weeks' written notice of his/her annual holiday.
- e) An employee is entitled to take all his/her annual holidays in one continuous period, unless he/she requests a shorter period of not less than one week.
- f) Preference in choice of annual holiday period shall be determined by seniority of service with the Town.
- g) A schedule of holidays will be posted as soon as possible after March 15th each year.

6. Probation Period:

- a) All new personnel will be hired on a probationary period.
- b) The probationary period will be three months, unless otherwise specified by Council.
- c) Prior to the end of the probationary period, a formal appraisal will be conducted with the employee, by the employee's supervisor, to determine whether the employee will be hired on a permanent basis.

7. Payment of Salaries:

- a) Rates of pay for all employees will be as determined by the salary grid approved by Council.

- b) The Town will pay salaries and wages monthly, with a mid-month advance, if requested by the employee.
- c) Payday is the last working day of the month.
- d) Employees will be paid by direct deposit on the working day closest to the 15th of the month for advances, and on the working day closest to the last day of the month for the balance of their monthly salary.

8. Benefits:

a) Group Benefits:

- a. All permanent employees shall be enrolled in the Saskatchewan Urban Municipalities Association (SUMA) Group Benefits Plan, for the following coverage:
 - Basic Life Insurance
 - Accidental Death & Dismemberment
 - Short Term Salary Continuance
 - Long Term Disability
 - Dental
- b. The employee will pay the full premium for Short Term Salary Continuance and Long Term Disability, in order that any benefits paid out to the employees will be non taxable benefits.
- c. The Town will pay the balance of the premiums, equivalent to 50% of the total required contribution per employee.

b) Pension Benefits:

- a. All permanent employees shall be enrolled in the Municipal Employees Pension Plan (MEPP).
- b. The Town will match the required contribution for each employee.

c) Employment Insurance Premium Reduction:

The Town will share any premium reduction received with each employee on an annual basis, as provided by statute.

d) Supplemental Workers' Compensation Coverage:

If an employee is prevented from performing his regular work with the Town due to an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Compensation Act, the Town will supplement the award made by the Workers' Compensation Board for the loss of wages to the employee by such an amount that the award from the Workers' Compensation Board together with the supplement will equal 100% of the employee's regular wage for a period not exceeding three (3) months.

e) Town Vehicles and Equipment:

All permanent employees of the Town will have access to any equipment that is covered under Town Policy EQU 0010 – Equipment Rates – at the posted rate less the manpower hourly rate.

9. Leaves of Absence:

a) Pressing Necessity:

A leave of absence with pay for reasons of pressing necessity will be given when absence from work is necessary due to an emergency in an employee's immediate family (husband, wife, children, grandparent, grandchild, parent, sibling and in-laws), as follows:

- i. For sickness in the immediate family, up to one (1) day to make arrangements for the required care.
- ii. For bereavement in the immediate family, up to one (1) day for travelling (if required), and one (1) day to attend the funeral. Additional time may be granted due to extenuating circumstances, at the discretion of Council.
- iii. To serve as a pallbearer, one half (1/2) day will be given; if travel is required, one (1) day will be granted.
- iv. Leave of pressing necessity other than for the reasons stated above may be granted to the limits of the employee's casual sick leave credits and charged against those accumulated credits.
- v. In other situations of pressing necessity, leave (with or without pay) may be granted at the discretion of Council.

b) Sick Leave:

- a. Sick leave means the period of time 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 Workers' Compensation Act.
- b. Sick leave shall become effective upon being hired to a permanent position.
- c. Sick leave will accumulate based on 1 ¼ days per month, or fifteen (15) days per calendar year, to a maximum of 120 hours.
- d. Accumulated sick leave credits will not be carried forward from year to year, unless specifically approved by Council.
- e. An employee claiming sick pay may be required to produce a duly signed medical certificate to the effect that he was unable to perform his duties due to illness or injury.
- f. The Town will not pay for sick leave that is available to the employee through the SUMA Group Benefits program.
- g. Sick leave without pay may be granted at the sole discretion of Council to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave has been granted.
- h. If employment is terminated or the employee resigns, all accumulated sick leave credits will be cancelled.
- i. If an employee fails to call in to report his/her absence from work for whatever reason, the employee will be docked a day's salary for each day missed.

c) Maternity, Adoption or Parental Leave:

The rights and responsibilities for a leave of absence for maternity, adoption, or parental leave shall be in accordance with the Labour Standards Act.

10. Termination and Lay Offs:

The rights and responsibilities for a discharging, terminating and laying off employees shall be in accordance with the Labour Standards Act.

11. Retirement:

- a) Every employee may be retired from the Town's service at the end of the month following which he reaches the age of sixty-five (65) years.
- b) Any employee may continue in the employ of the Town after the age of sixty-five years if he is considered by Management as capable to do so, and has obtained approval of Council.

12. No Smoking:

All town-owned facilities, equipment and vehicles are designated as non-smoking areas.

13. Discrimination:

There will be no discrimination, interference, or restriction exercised or practiced with respect to any employee by reason of race, colour, gender, political or religious affiliation.

14. Abuse:

Verbal or physical abuse of any employee will not be tolerated.

15. Occupational Health & Safety:

- a) All reasonable efforts will be made by the Town and the employees to adhere to the requirements of the Occupational Health & Safety Act.
- b) The Town will provide training to employees as required to ensure compliance with the provisions of the Occupational Health & Safety Act.

16. Safety Equipment:

- a) The Town will provide each public works employee with one pair of safety boots every two years.
- b) The Town will supply all safety glasses, vests, hard hats, chain saw pants, and other required safety equipment as needed to perform public works tasks safely.