



Rural Municipality of Daly POLICY AND PROCEDURE MANUAL		POLICY NO: 03
REFERENCE Employees	ADOPTED BY: Resolution #12-158	
		Date: December 11, 2012
TITLE: : Terms and Conditions of Employment		Reeve:  CAO: 

Being a policy to deal with:

Terms and Conditions of Employment

Sick Leave
 Compassionate Leave
 Annual Vacation
 Statutory Holidays
 Overtime
 Death Benefits
 Severances or Retirement
 Municipal Pension Plan
 Additional Conditions
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Job Descriptions

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The Council of the Rural Municipality of Daly has accepted the following conditions of employment as being a fair basis of establishing Personnel Policies for the Rural Municipality of Daly:

(1) SICK LEAVE:

- a) That all pay and allowances will be payable for all full or part-time employees for all their earned sick leave time as outlined hereafter. That paid sick leave be earned at the rate of eighteen (18) days per year or one and half (1.5) days per month of employment for full-time employees.
- b) That one hundred and twenty (120) working days shall be the maximum number of sick leave days accumulated;
- c) That new employees become eligible for disability income benefits on the first day of the month following completion of three (3) months continuous employment;
- d) That subject to Clause c), there be no waiting period in all cases for benefits to be payable;
- e) That termination of sick leave benefits become effective on the day layoff becomes effective except:
 - i) where disability commenced after notice of layoff;
 - ii) if an employee has been on sick leave at the time of notice of layoff, the employee will be entitled to the full total paid sick leave days.
- f) That the Municipality will require an employee who claims that he/she is, or has been absent because of sickness or accident for more than 2 consecutive days, to furnish a certificate from a duly qualified medical practitioner, certifying the inability of the Employee to attend to his/her regular duties;
- g) That a doctor's certificate specifying the necessity of absence shall be required by the Municipality if the employee is on sick leave for more than three (3) working days.
- h) That any employee shall notify the Chief Administrative Officer of the Municipality, of his/her sickness or inability to perform his regular duties, as soon as practicable, on the first day of absence or inability, indicating the reason for and the probable duration of such absence or inability;
- i) That if the employee fails to furnish a medical certificate when requested, his absence from work shall be considered as unauthorized and consequently without pay;

- j) If an employee fails to notify the Municipality of his absence due to sickness or inability to perform his regular duties, he shall not receive payment for sick leave, unless he can show, to the satisfaction of the Municipality, that he was unable to give notice or had made a bonafide but unsuccessful attempt to do so, on the first day of absence and or successive day of absence;
- k) The Municipality reserves the right at any time, to consult with the doctor or other practitioner of the employee and the medical authority of the Municipality, to verify the necessity for sick leave and the capability of the Employee to return to work;
- l) Three days per year of sick leave may be taken by an employee for medical, dental or other similar appointments during the employee's working hours.
- m) When an employee is required to be absent for non-emergency dental and medical appointments for a member of his or her immediate family, such absence may be considered as sick leave and may be taken under the provisions of 1(l). The employee must notify his or her supervisor in advance of any such absence. Whenever possible, such appointments should be made at the beginning or end of the work day.

2) COMPASSIONATE LEAVE:

- a) In the event of the death of a spouse, child, brother, sister, brother-in-law, sister-in-law, father, mother, father-in-law, mother-in-law, grandparent or grandchild of an employee, the employee shall be granted leave of up to three consecutive working days without the loss of pay to attend to matters arising out of the death. Further days may be granted at the discretion of the Municipality with such time off being deducted from sick leave credits;
- b) Where the burial occurs outside the Province such leave shall also include a reasonable travelling time, not to exceed a total of five consecutive working days;
- c) One half day or more may be granted on approval of the Municipality with out loss of pay to attend a funeral as a pallbearer or mourner;
- d) In the event of severe illness in the family, the Municipality may grant leave to an employee for compassionate reasons, provided that the employee can prove just cause to the satisfaction the Municipality. Leave granted for these purposes will be deducted from sick leave credits, holiday credits, or banked overtime hours;

3) ANNUAL VACATION:

- a) A vacation year is the period beginning on January 1st, and ending on December 31st, of each year.
- b) Two (2) weeks paid vacation for service from one (1) year to and including four (4) years,
- c) Three (3) weeks paid vacation for service from five (5) years to and including nine (9) years,
- d) Four (4) weeks paid vacation for service from ten (10) years to and including nineteen (19) years.
- e) Five (5) weeks paid vacation for service from twenty (20) years and each year thereafter.
- f) Where a paid holiday falls within the employee's annual vacation such Employee shall be granted a subsequent day off as arranged with the Municipality.
- g) Employees will be required to take their current annual vacation prior to March 31st of the following year and will not be allowed to accumulate them without council authorization.
- h) Vacation time cannot be divided into shorter periods than one week unless approved by the proper authority, or if vacation days remaining total less than one week.
- i) The Chief Administrative Officer must receive a written holiday schedule by March 31 of each year, which will show the complete schedule of all holidays as per (g). Any holidays not scheduled by employee will be scheduled by the Chief Administrative Officer. Changes to the holiday schedule may be requested to the Chief Administrative Officer for approval.
- j) Where the council has been unable to allow part or all of an employee's vacation within the vacation year and as a result find it necessary to restrict the whole or part of the vacation leave of an employee, the Council may authorize payment in lieu of vacation.
- k) Employees proposing to alter the schedule of their annual vacation must give two weeks notice, in advance of the schedule change date, to the Chief Administrative Officer or make other arrangements satisfactory to the Chief Administrative Officer. The Machinery Foreman and Equipment Operator may not take vacation at the same time.
- l) Employees will not be allowed to work for the corporation during their vacation unless authorized by the Chief Administrative Officer.

- m) Employees may not be permitted to take annual leave during busy work periods. Employees with three (3) or more weeks of vacation time shall make arrangements to divide the time to maintain proper work standards.
- n) Upon termination of employment, annual leave owing to the Municipality will be deducted from the pay owed to the Employee and annual leave owed to the Employee will be added to the pay owed to the Employee.

4) STATUTORY HOLIDAYS (General Holidays)

- a) The following days shall be observed as paid General Holidays;

New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August (first Monday), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day;
- b) And any other day when proclaimed by the Federal, Provincial, or Municipal governments, subject to the conditions outlined in 4(c) and 4(d);
- c) The observance of General Holidays may be made on days other than the calendar date when so proclaimed by the Federal, Provincial or Municipal Governments;
- d) When a General Holiday falls on an employee's day off, the Employee shall be granted an additional day off which shall be either the Friday preceding or the Monday following the holiday as determined by the Municipality;
- e) Where an employee is required to work on a statutory holiday, that employee shall receive time off, in-lieu of the hours worked, at double time.

5) OVERTIME:

- a) No overtime compensation will occur unless prior authorization has been granted by the Chief Administrative Officer or the Transportation Committee Chairperson.
- b) The Chief Administrative Officer or the Transportation Committee Chairperson will be responsible for authorizing overtime for the Machinery Foreman and the Equipment Operators, and may pre-authorize overtime for situations which require emergent operations such as winter storms, and or flooding.

In the absence of the Chief Administrative Officer or the Transportation Committee Chairperson, a member of the Transportation Committee shall be the authorizing officer.

- c) The Reeve shall be responsible for authorizing overtime for the Chief Administrative Officer.

In the absence of the Reeve, the Deputy Reeve shall be the authorizing officer.

- d) The Chief Administrative Officer shall be responsible for authorizing overtime for the Assistant Administrative Officer and office staff.
- e) In no case shall overtime be authorized which would require an employee to work more than 12 hours in a 24 hour period. Should the workload require more than 12 hours to complete, a relief employee shall be activated.
- f) When overtime is required, adherence to Work Alone Policy #10 will be of utmost importance, and all employees will be governed by that policy.
- g) All employees working overtime hours will be allowed time off in lieu, of the hours worked, at time and one-half. Sunday and Statutory holidays worked, will be allowed time off in-lieu of the hours worked, at double time. Banked hours may be accumulated to a maximum of 40 hours. Any hours worked in excess of the maximum of 40 banked hours must be taken as time off as quickly as possible but must be taken within 8 weeks of time banked.
- h) Banked time will be paid only in the event of an interruption in employment.
- i) In the case of bank time not being used in accordance with 5(g), the employee and the Chief Administrative Officer shall discuss when time-off is to be taken by the employee in an effort to reach an agreement.
- j) When a mutual agreement is not reached, the municipal council shall determine when the time off is to be taken.
- k) When the municipality determines when time-off is to be taken under 5(j), the employee will receive forty-eight (48) hours notice of the time off.
- l) The employee will be responsible for submitting all overtime hours to the Chief Administrative Officer at the end of every pay period.

6) DEATH BENEFITS:

- a) In the event of the death of a permanent employee, an amount equivalent to four week's salary shall be paid to the dependent or the estate of the Employee.

7) SEVERANCES OR RETIREMENT:

- a) Upon severance or retirement, all employees with five (5) years or more continuous service with the Municipality shall be entitled to a separation Allowance of one (1) day's salary for each one (1) year of service to a maximum recognition of twenty (20) years. This section does not apply to employees discharged for cause.
- b) Employees will be entitled to a payout of cumulative sick leave at a maximum rate of Twenty Percent (20%) of the available cumulative number of sick days, to be paid upon termination or retirement at the rate of remuneration applicable at that time.

8) MUNICIPAL PENSION PLAN:

- a) After three (3) months of employment with Municipality, all full-time employees are to be enrolled in the Municipal Employees Benefit Program. Part-time employees will be enrolled as per the MEBP guidelines.
- b) The Municipality agrees to pay one half (1/2) of each employee's premiums to the Municipal Employees Benefit Program for group pension and disability plans. The Municipality will pay one half (1/2) of the employees group insurance premium.

9) ADDITIONAL CONDITIONS:

- a) Requests for sick leave, compassionate leave or holidays are to be made to the Chief Administrative Officer, or other designated officer.

10) EXPENSES:

- a) Employees will be entitled to reimbursement of expenses incurred when performing Municipal business in accordance with RM of Daly Policy #6 Lodging / Meals / Travel Expenses

11) ADDITIONAL BENEFITS:

- a) The Municipality will endeavor to pay tuition costs for courses and seminars which enhance the knowledge necessary to carry out municipal work. The tuition for the Certified Manitoba Municipal Administrator Certificate Program (CMMA) will not be paid.
- b) The Municipality will pay one hundred (100) percent of the cost of Blue Cross Plan 3 employee benefits package for all full time

employees after three (3) months of employment with the municipality.

12) DISMISSALS AND LAYOFF PROCEDURES:

- a) The Municipality may at any time and without notice, dismiss an employee for the following reasons;
 - (1) Willful misconduct or remaining off work without cause
 - (2) Being under the influence, or in the possession of, liquor or illegal drugs while on duty,
 - (3) Theft of municipal property
 - (4) Willful damage
 - (5) Insubordination
 - (6) Any action deemed to be negligent in the performance of duties

13) WORK PERFORMANCES AND ATTITUDE:

- a) The Municipal Council shall appoint a personnel committee on an annual basis and this committee shall consist of the Deputy Reeve and one other councilor. This committee shall deal with Human Resource issues of all employees and be responsible for the completion of performance reviews.
- b) All employees are required to participate in Performance Analysis reviews held annually or more frequently should the need arise.
 - (1) reviews will be held on the employees personnel file
 - (2) reviews that indicate “needs improvement” or that deals with disciplinary matters shall be reviewed by Council after a period of six (6) Months
 - (3) repeated failures to improve will result in termination of employment
 - (4) reviews will be signed by the employee and the reviewer
 - (5) where an annual assessment reflects unsatisfactory performance the review committee shall spell out the deficiencies and the means by which the deficiencies can be corrected
- c) All employees are expected to show care and economy in the use of municipal supplies and equipment.
- d) All employees are public servants and as such should be very conscious of the importance of their relationship with the public and other employees;
- e) Ways and means of improving public service and efficiency are constantly being sought and the Municipality welcomes suggestions from employees;

14) THE ROLE OF THE CHIEF ADMINISTRATIVE OFFICER

Section 127(1) of the Municipal Act provides that the Chief Administrative Officer

- a) is the administrative head of the Municipality
- b) is responsible for insuring that the policies and programs of the Municipality are carried out
- c) is responsible for advising and informing the Council on the operations and affairs of the municipality
- d) except as the Council may decide otherwise, is responsible for the management and supervision of the employees of the Municipality;

(15) HEADINGS:


- a) Headings are for ease of reference only and not included in the conditions of employment.

(16) TERMS OF AGREEMENT:

- a) This agreement shall be effective upon approval by resolution of council.

Policy # 03 approved by Resolution 12-158 the 11th day of December, 2012

Reeve 

CAO 

Schedule "A"

POSITION TITLE: Chief Administrative Officer

REPORTS TO: Reeve and Council

SUBORDINATE POSITIONS: Assistant Chief Administrative Officer, Public Works Foreman, Equipment Operator and Seasonal Employees

POSITION SUMMARY: Directs the overall planning, coordinating, and control of all municipal operations in accordance with the objectives, policies and plans approved by Council.

MINIMUM QUALIFICATIONS: Graduate of the University of Manitoba Certificate Program for Manitoba Municipal Administrators.

DUTIES:

1. Recommends goals, objectives, policies, and programs to Council.
2. Maintains effective relationships with the relevant Federal and Provincial governments, Local Government Officials, Municipal Solicitor, consulting engineers, municipal auditor, members of autonomous boards and will cooperate with them for and in the best interests of the municipality.
3. Directs the implementation and monitors the progress of policies and programs approved by Council and may evaluate and recommend changes as required.
4. Prepares as directed by Council the annual tax levy by-law and budget. Is responsible for and will monitor all municipal investments. Keeps Council informed of over expenditures within the approved budget.
5. Within established personnel policies and budget guidelines, participates in the appointment, promotion, demotion, transfer or dismissal of staff. Any disciplinary actions involving a written reprimand must be brought to the attention of Council.
6. Co-ordinates the prompt and proper handling of all requests, inquiries or complaints by the public. Acts as a liaison between Council and the public.
7. Prepares, with assistance where required, all documents, agreements, or contracts as directed and approved by Council.
8. Prepares, with assistance where required, all resolutions and municipal by-laws for Council's consideration.

CHIEF ADMINISTRATIVE OFFICER cont'd...

9. Attends all Regular, Committee of the Whole, and Special Meetings of Council excepting where prevented by illness or excused by Council for vacation or other job related activities. Attends Committee Meetings of Council where requested by the Chairman of the Committee.
10. Ensures that the minutes of every Council Meeting are made in accordance with Section 127(2)(a) *The Municipal Act*. and the Rural Municipality of Daly Procedures By-Law.
11. Ensures that 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 1 (Retention and Disposition of Municipal Records) of Part 9 *The Municipal Act*.
12. Drafts correspondence resulting from decisions of Council and may delegate where appropriate.
13. Prepares an administrator's report to Council on issues as required.
14. Co-ordinates the provision of special services such as legal, audit, and various consulting requirements to the municipality.
15. Is responsible for, with the assistance from the municipal solicitor, all legal matters pertaining to the R. M. of Daly.
16. Acts on behalf of Council for the sale or purchase of all commodities, which shall include but not limited to land and equipment.
17. Is responsible for all applications for subdivision of municipal properties such as arranging for preparation of survey plans, easements, development agreements and all other actions required to complete the registration.
18. Shall be the Returning Officer for local municipal elections.
19. In co-operation with Council will ensure that all the Statutory Provisions and subsequent amendments of *The Municipal Act* and all other related Acts are complied with and that any deficiencies are corrected.
20. Prepares monthly and year end financial statements.
21. Completes the accounting operations and functions of the administration office.
22. Prepares bank and inter-fund reconciliation, all required reports and accounts receivable required at month end by Council or the auditor.

CHIEF ADMINISTRATIVE OFFICER cont'd...

23. Plans, develops, and implements various computer applications and is responsible for the overall computer operations.
24. Provides supervision and direction to Public Works Department under the advisement of the Transportation Committee.
25. Participates in professional training, seminars, and other educational requirements as directed by Council.
26. Assists in the identification of economic development opportunities, marketing and promotion of the municipality, and act as an informational source for the community.
27. Other duties as assigned by Council

NOTE: The duties listed are not set forth for the purpose of limiting the assignments of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

Schedule "B"

POSITION TITLE: Assistant Chief Administrative Officer

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Public Works Foreman, Equipment Operator and Seasonal Employees

POSITION SUMMARY: Works as directed by the Chief Administrative Officer on the overall planning, coordinating, and control of all municipal operations in accordance with the objectives, policies and plans approved by Council.

MINIMUM QUALIFICATIONS: Enrolled in or a Graduate of the Certificate Program for Manitoba Municipal Administrators.

DUTIES:

Perform all duties as directed by the Chief Administrative Officer, and to act on behalf of the Chief Administrative Officer in his/her absence.

1. Assist in recommending goals, objectives, policies, and programs to Council.
2. Maintains effective relationships with the relevant Federal and Provincial governments, Local Government Officials, Municipal Solicitor, consulting engineers, municipal auditor, members of autonomous boards and will cooperate with them for and in the best interests of the municipality.
3. Assist the CAO in the implementation and monitoring the progress of policies and programs approved by Council and may evaluate and recommend changes as required.
4. Assist in the preparation of the annual tax levy by-law and budget, monitoring municipal investments and monitoring of expenditures within the approved budget.
5. Co-ordinates the prompt and proper handling of all requests, inquiries or complaints by the public. Acts as a liaison between Council and the public.
6. Assists in the preparation of all documents, agreements, or contracts as directed by the CAO.
7. Assist in the preparation of resolutions and municipal by-laws.

ASSISTANT CHIEF ADMINISTRATIVE OFFICER cont'd...

8. Attend at the request of the CAO, Regular, Committee of the Whole, and Special Meetings of Council excepting where prevented by illness or excused by the CAO for vacation or other job related activities. Attend at the request of the CAO, Committee Meetings of Council where requested by the Chairman of the Committee.
9. Assist in ensuring that 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 1 (Retention and Disposition of Municipal Records) of Part 9 *The Municipal Act*.
10. Assist in the drafting of correspondence resulting from decisions of Council at the request of the CAO.
11. Co-ordinates, at the request of the CAO, the provision of special services such as legal, audit, and various consulting requirements to the municipality.
12. Assist with the sale or purchase of all commodities, which shall include but not limited to land and equipment.
13. Assist with all applications for subdivision of municipal properties such as arranging for preparation of survey plans, easements, development agreements and all other actions required to complete the registration.
14. Prepare at the request of the CAO, monthly and year end financial statements.
15. Assist with the accounting operations and functions of the administration office.
16. Assist with bank and inter-fund reconciliation, all required reports and accounts receivable required at month end by Council or the auditor.
17. Participates in professional training, seminars, and other educational requirements as directed by the CAO or Council.
18. Assists in the identification of economic development opportunities, marketing and promotion of the municipality, and act as an informational source for the community.
19. Other duties as assigned by the Chief Administrative Officer.

NOTE: The duties listed are not set forth for the purpose of limiting the assignments of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

SCHEDULE "C"

POSITION TITLE: Public Works Supervisor

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Machinery Operators

POSITION SUMMARY: Supervises Equipment Operator and Seasonal Employees so far as field duties are concerned. Operates municipal equipment, performs regular maintenance on all municipal equipment and any attachments, maintains municipal roads and ditches and prepares necessary reports.

MINIMUM QUALIFICATIONS: Class 5 drivers license.

Duties:

- Regular working hours are from 7:30 a.m. to 12:00 noon and 12:30 p.m. to 4:00 p.m., Monday thru Friday. Different work hours may be worked if pre-arranged and approved by the Chief Administrative Officer.
- Employees are allowed 1/2 hour for lunch and two 15minute coffee breaks per day. Employees are required to stop municipal equipment for at least one-half hour for a break at lunchtime.
- Directions to be given by the CAO, or designated dispatcher, if necessary.

Key Functions:

Operator

- Be skilled in the operation of a motor grader, snow plow, tractor and mower, pickup truck and various hand tools.
- A Relief operator will be available when there is a need for direct project supervision.
- Must understand road structure, construction, and maintenance.

Supervision and Coordination

- Supervision and coordination of all Public Works Department activities as well as the operation of a motor grader, snow plow;
- Ensure all work related to the operation and maintenance of the Public Works Department is carried out in accordance with all Municipal and Provincial Safety Policies, By-Laws or Regulations.

- Develop Department policies and programs in conjunction with the CAO and appropriate committees.
- Effective and efficient operation of the Public Works Department to ensure that the Department and all services under the jurisdiction of this Department function properly at all times;
- Provide leadership and direction in the development of short and long range plans dealing with maintenance and rebuilding of infrastructure;
- Assist the CAO in preparation of annual capital and operating budgets and long range plans for the Public Works Department and assist in the presentation to Council for approval.
- Supervise the work of outside contractors and tradespeople on special construction and repair projects.
- Manage inventory of equipment, facilities, supplies, vehicles required for roads and public works, construction and maintenance programs, ensure all equipment is maintained and repaired promptly to eliminate breakdown and safety hazards.
- Prepare proposals/specifications for new and replacement vehicles, equipment and supplies, including Goods and Services in accordance with the Municipalities Procurement and Acquisition Policies.
- Ensure appropriate preventative maintenance programs and repairs are conducted on all Public Works Department infrastructure;
- Patrol roads to determine condition and need for repair or replacement of signs and culverts. Record findings and ensure follow-up action.
- Coordinate Department activities with, and receive necessary clearances from all communication, hydro, and gas companies before proceeding with municipal projects.

Other Duties

- Operate various equipment when field supervision is not a priority.
- Purchases parts, supplies and materials for department. Provides advice on material and equipment tenders.
- Required to be on standby to respond to emergency situations.
- Required to conduct road inspections after hours and weekends mainly during winter and spring season.
- Perform other related duties as assigned by the CAO.

Skills

- Strong supervisory and administrative skills to plan, organize and implement public works, road maintenance and construction activities, including developing work schedules for such work.
- Possess public relations and interpersonal skills to clarify facts, give information, respond to complaints and supervise subordinates.
- Possess written communication skills to complete work and inspection reports,
- safety-meeting minutes and reports for the CAO.
- A knowledge of surveying, estimating and engineer plan reading skills would be an asset.

- Possess computer-operating skills for word processing, and spreadsheet functions.
- Be able to work as an operator, field supervisor, and perform record keeping duties.

Governance

- Responsible for security of municipal properties;
- Become familiar with all contracts between the Municipality and contractors related to public works services;
- Maintain liaison with Municipal CAO, Council, Contractors & General Public;

Reporting

- Prepare monthly and annual reports for submission to CAO and Council.
- Prepare and maintain drawings, plans and records of the Municipality's Infrastructure.
- Prepare estimates of gravel needs for the municipality.
- Ensure all public works equipment is maintained in good working condition and that appropriate records are kept;
- Attend and report at Council meetings as required.

Human Resource Management

- Participate in human resource functions related to the Public Works Department including performance evaluations, training, etc; and participate in the recruitment, hiring, suspension or dismissal of employees in the Public Works Department.

Budgeting

- Assist the CAO in Preparation of capital and operating budgets for the operation of the Public Works Department and be responsible for budget supervision and cost control.
- Support the Municipality's GIS system development and maintenance particularly with respect to the inclusion of data related to public works infrastructure.

Health and Safety

- Ensure the working environment is maintained in a healthy and safe condition;
- Assist in providing ongoing safety education, including but not restricted to WHMIS and First Aid;
- Ensure compliance with the Occupational Health and Safety Act and Municipal Health and Safety Workplace Programs. Organizes and conducts health and safety training. Record minutes of meetings.
- Understand and enforce the Municipalities Health and Safety Policies and Procedures;
- Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware;

- **Take every reasonable precaution in the circumstances for the protection of the worker;**
- **Ensure workers receive proper training and instructions prior to commencement of work;**
- **Identify and correct and/or inform superiors of occupational health and safety concerns**

SCHEDULE "D"

POSITION TITLE: Equipment Operator

REPORTS TO: Public Works Forman/Chief Administrative Officer

POSITION SUMMARY: Operates municipal equipment, performs regular maintenance on all municipal equipment and any attachments, maintains municipal roads and ditches.

MINIMUM QUALIFICATIONS: Class 5 drivers license.

DUTIES:

1. Regular working hours are from 7:30 a.m. to 12:00 noon and 12:30 p.m. to 4:00 p.m., Monday thru Friday. Different work hours may be worked if pre-arranged and approved by the Chief Administrative Officer.
2. Employees are required to take a 1/2 hour for lunch and two 15 minute paid coffee breaks per 8 hour day. An additional 1/2 hour break must be taken after 8 hours worked. Employees are required to stop municipal equipment to take required breaks.
3. Directions to be given by the Public Works Forman, CAO, Transportation Committee chairman or designated dispatcher, if necessary.
4. May be required to assume the duties of the Public Works Forman on his/her absence.
5. General duties include: operating municipal equipment as and when required to maintain roads and ditches, check on road signs and replace any that are in disrepair or are missing, mark roads with proper signage if required, recondition machinery in off season, and all other duties as prescribed. Advise the Public Works Forman or Chief Administrative Officer regarding any equipment, culverts or signs that are required to be purchased / fixed so that job(s) can be completed efficiently.
6. Employees may be required for road maintenance, road construction, approaches, replacing culverts, and ditch work when instructed.
7. Employees are expected to have input on road maintenance, gravel requirements, and snow removal.
8. Employees are expected to work together with Council and other municipal employees for the betterment of the municipality.
9. Is responsible to the Public Works Foreman for overall maintenance of all municipal equipment.
10. Employee to be able to purchase minor parts, up to the limit set by council, and repair machinery when necessary and submit bill. Do as much repair as capable of and be responsible for getting repairs when needed. Notify the Chief Administrative Officer.

EQUIPMENT OPERATOR cont'd

11. Keep work area neat and tidy, complete any maintenance pertaining to shed and yard area.
12. When roadwork is not a necessity, time must be used for repairing, shop maintenance, etc. If all work is caught up, employees shall use time as time off in lieu. If extra hours have been put in due to storms, these hours are to be taken off as time off in lieu when possible.
13. Performance appraisals are to be completed once a year. (See schedule "G")
14. Equipment Operator's are encouraged to attend any training sessions offered and deemed expedient by Council with expenses incurred being reimbursed by the municipality.
15. Operator's daily reports must be completed daily and be in the municipal office before a paycheck will be issued. Reports should indicate how many hours have been spent in each ward, how many hours spent on doing PR roads, boundary roads, repairing, etc. Overtime hours should be indicated on the time sheets as well as time taken off (i.e.: medical appointments, sick time, time off in lieu, breaks).
16. Operators will be allowed holidays according to Section 3 of the policy manual & conditions of employment.
17. All overtime must be pre-approved by CAO. Employees working over 40 hours in a week will be allowed time off in lieu as per Section 5 of the policy manual & conditions of employment.

NOTE: The duties listed are not set forth for the purpose of limiting the assignments of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

SCHEDULE "E"

Rural Municipality of Daly Appraisal Profile CAO

Instructions:

For each of the factors listed:

1. Rate by placing a circle around the number opposite each factor which best reflects the level of knowledge or your view of the same.
2. Be honest in your evaluation.
3. Skip any factors which do not apply or for which you are unable to make a judgment.
4. Ratings:
 - 1 – POOR
 - 2 – IMPROVEMENT NEEDED
 - 3 – PROPER PERFORMANCE
 - 4 – ABOVE & BEYOND PROPER PERFORMANCE
 - 5 – EXCEPTIONAL

1. Council receives advice and guidance to ensure that the provisions of <i>The Municipal Act</i> and other legislation are followed	1	2	3	4	5
2. An agenda is prepared and circulated to Council members prior to each meeting of Council	1	2	3	4	5
3. Monthly and annual Financial Statements are submitted correctly	1	2	3	4	5
4. Annual budgets are prepared properly and correctly	1	2	3	4	5
5. Statements and Demands for Taxes are mailed correctly	1	2	3	4	5
6. Cheques are submitted to Council for signature with proper supporting documentation attached.	1	2	3	4	5
7. Council is kept informed, on a monthly or more frequent basis, on the financial position of the R. M.	1	2	3	4	5
8. Staff performance standards have been established and are reviewed annually	1	2	3	4	5
9. Administrative management leadership	1	2	3	4	5
10. Awareness of Council / Committee expectations	1	2	3	4	5

11. Responsiveness to Council / Committee direction	1	2	3	4	5
12. Contribution to Council / Committee goals and objectives during the past year	1	2	3	4	5
13. Competence in stating Council / Committee goals and objectives during the past year	1	2	3	4	5
14. Patience with Council members	1	2	3	4	5
15. Tactfulness and diplomacy	1	2	3	4	5
16. Ability to conceptualize problems before they happen	1	2	3	4	5
17. Understanding of current issues affecting local government	1	2	3	4	5
18. Knowledge of job responsibilities	1	2	3	4	5
19. Acceptance of responsibilities	1	2	3	4	5
20. Effectiveness of prioritizing work	1	2	3	4	5
21. Effectiveness in communicating both oral and written	1	2	3	4	5
22. Dependability	1	2	3	4	5
23. Openness to constructive comments	1	2	3	4	5
24. Knowledge and use of computers / technology	1	2	3	4	5
25. Commitment to personal professional development	1	2	3	4	5
26. Commitment to professional development of co-workers	1	2	3	4	5
27. Patience with co-workers	1	2	3	4	5
28. Patience with other contacts	1	2	3	4	5
29. Commitment to excellence	1	2	3	4	5
30. Sense of humor	1	2	3	4	5
31. Commitment to an honest / open dialogue	1	2	3	4	5
32. Leadership in professional associations	1	2	3	4	5

SCHEDULE "F"

Rural Municipality of Daly Appraisal Profile Assistant CAO

Instructions:

For each of the factors listed:

1. Rate by placing a circle around the number opposite each factor which best reflects the level of knowledge or your view of the same.
2. Be honest in your evaluation.
3. Skip any factors which do not apply or for which you are unable to make a judgment.
4. Ratings:
 - 1 – POOR
 - 2 – IMPROVEMENT NEEDED
 - 3 – PROPER PERFORMANCE
 - 4 – ABOVE & BEYOND PROPER PERFORMANCE
 - 5 – EXCEPTIONAL

- | | | | | | |
|--|---|---|---|---|----|
| 1. Provides advice and guidance to ensure that the provisions of <i>The Municipal Act</i> and other legislation are followed | 1 | 2 | 3 | 4 | 5 |
| 2. Monthly and annual Financial Statements are submitted to CAO on time and correctly | 1 | 2 | 3 | 4 | 5 |
| 3. Statements and Demands for Taxes are processed correctly | 1 | 2 | 3 | 4 | 5 |
| 4. Cheques are submitted to Council for signature with proper supporting documentation attached. | 1 | 2 | 3 | 4 | 5 |
| 5. Administrative management leadership | 1 | 2 | 3 | 4 | 5 |
| 6. Awareness of CAO and Council / Committee Expectations. | 1 | 2 | 3 | 4 | 5 |
| 7. Responsiveness to CAO's directions | 1 | 2 | 3 | 4 | 5 |
| 8. Contribution to Council / Committee goals and objectives during the past year | 1 | 2 | 3 | 4 | 5\ |
| 9. Patience with Council members | 1 | 2 | 3 | 4 | 5 |
| 10. Tactfulness and diplomacy | 1 | 2 | 3 | 4 | 5 |
| 11. Ability to conceptualize problems before they happen | 1 | 2 | 3 | 4 | 5 |
| 12. Understanding of current issues affecting | | | | | |

local government	1	2	3	4	5
13. Knowledge of job responsibilities	1	2	3	4	5
14. Acceptance of responsibilities	1	2	3	4	5
15. Effectiveness of prioritizing work	1	2	3	4	5
16. Effectiveness in communicating both oral and written	1	2	3	4	5
17. Dependability	1	2	3	4	5
18. Openness to constructive comments	1	2	3	4	5
19. Knowledge and use of computers / technology	1	2	3	4	5
20. Commitment to personal professional development	1	2	3	4	5
21. Commitment to professional development	1	2	3	4	5
22. Patience with co-workers	1	2	3	4	5
23. Patience with other contacts	1	2	3	4	5
24. Commitment to excellence	1	2	3	4	5
25. Sense of humor	1	2	3	4	5
26. Commitment to an honest / open dialogue	1	2	3	4	5

Comments:

Date: _____

Personnel Committee _____

SCHEDULE "G"
Rural Municipality of Daly
Appraisal Profile
Public Works

Employee Name _____

	Ex	V Good	Average	Needs Improvement
1. Knowledge of job	_____	_____	_____	_____
2. Time management	_____	_____	_____	_____
3. Follows Policies	_____	_____	_____	_____
4. Motivation / Initiative	_____	_____	_____	_____
5. Project Supervision Skills	_____	_____	_____	_____
6. Equipment Maintenance	_____	_____	_____	_____
7. Road Maintenance	_____	_____	_____	_____
8. Culverts & Ditches	_____	_____	_____	_____
9. Keeps CAO & Council Informed regarding needs	_____	_____	_____	_____

Any rating in the needs improvement column must be explained in the narrative portion of this assessment as per 13 b) 5 of the policy manual & conditions of employment.

COMMENTS: _____

EMPLOYEE COMMENTS: _____

Please use extra sheets if needed.

**Rural Municipality of Daly
Policy Number 03**

Policies and Conditions of Employment

Agreement

Between: The Rural Municipality of Daly

And: The Employees of the Rural Municipality of Daly

The Employee and the Employer hereby agree as follows;

- (1) to abide by the "Conditions of Employment" established and approved by the Municipality of Daly
- (2) To abide by the "Job Description" respective of the position for which the employee has been hired (See attached Schedules "A", "B" "C" and "D").
- (3) To abide by the "Work Schedule" which the Municipality may from time to time adopt
- (4) To consider the well-being and interests of the municipality and its employees as a whole and to bring to the attention of the Municipal Council anything that would promote the well being of the Municipality and its employees
- (5) To participate in "Performance Reviews" as scheduled by the Municipality or other designated officer of the Municipality. (See attached Schedules "E", "F", and "G")

Agreed to by the undersigned this day of A.D. 20

Employee Name

Signature of Employee

For the Municipality

Rural Municipality of Daly Daily Time Report

Name: _____ Date: _____

Signature: _____

Regular Hours Worked _____ Overtime _____ /Time off taken as: Banked hours _____ Vacation _____ Sick _____

Start	Finish	Task

Comments: _____

Additional comments on reverse if more space needed Please highlight work area below

