



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Hiring/Evaluation/Probation Policy	HR-005	081/22	March 29/2022	4	NO

Policy Objective:

To set a policy for the purpose of hiring employees for the betterment of operations within the Municipality as well as setting job descriptions and evaluation policy

Policy:

The Town of Blaine Lake is committed to providing quality service to the residents. In order to provide the service, employees must be hired on a regular basis. As council meets once a month there is a need to allow the managers to hire individuals on an as need basis during the busy times of the year. With hiring employees an evaluation process is necessary for the added progress to all employees.


1. Hiring Process:

- a. Town of Blaine Lake Council hires the Chief Administrative Officer as per the Municipalities Act and sets the rate of pay as per the job requirements, duties and responsibilities are negotiated on an individual basis.
- b. General Staffing
 - i. If a family member of the hiring manager has applied for a position with the Town, the hiring Manager affected shall declare pecuniary interest.
 - ii. Unaffected members of Council shall do the hiring for this position.
- c. Office Staffing
 - i. Office Assistants
 1. This is a permanent part-time/full-time position which provides support for the Town of Blaine Lake depending on office needs
 2. The office Assistant is responsible to the CAO and Town Council
 3. Office Assistant Salary
 - a. The OA will be paid at an hourly salary on a bi-weekly basis. Pay day being the Friday following the pay-period cut off day.
 - b. Or as stated in the Employee Contract.
 4. The HR will determine the wage level for the OA after taking into consideration experience, qualifications, years of service with the Town, job function, responsibility level and their wage relative to similar positions in other municipalities. If an employee is not at their

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appropriate wage level, then adjustments will be made. These adjustments may be made over a phase-in period.

5. The number of hours the OA works and scheduling of work hours will be determined by Council and the CAO.
 6. Overtime
 - a. Overtime for employees will be paid out as per Sask. Labour Standards guidelines on any hours over 40 hours per week.
 - b. All overtime must be approved by CAO or the Council prior to being worked.
 - c. Overtime will not be paid to employees who are enrolled in classes or workshops that occur after normal working hours.
 - d. Travel to and from classes or workshops will be paid at the regular rate of pay even when it exceeds the employees regular working hours.
 7. Time off in-lieu of overtime pay
 - a. Employees can take time off in lieu of overtime pay.
 - i. If an employee chooses to take time off in lieu of overtime pay, the time in lieu will be calculated at 1.5 times the hours worked.
 - b. A maximum of 2 days off can be accumulated at one time.
 - c. Time off in lieu must be taken by December 31st of the year in which time was earned unless authorized by Council to carry the time forward.
- d. Public Works Staff
- i. Foreman
 1. Reports to CAO and Town Council
 2. Is responsible for the planning, organizing and carrying out of services delivered by the Public Works and Utilities Department.
 3. Provide hands on assistance to personnel whenever circumstances warrant.
 - ii. Maintenance Worker
 1. Reporting to the Town Foreman and CAO
 2. Worker shall be primarily responsible for the overall visual impression of the Town
 3. Tidiness of green spaces, medians, streets, sidewalks, ditches, road shoulders, vacant lots and buildings.
 4. Assistant shall provide assistance to the foreman as required by Foreman.
 - iii. Public Works Salary and Pay Schedule
 1. Public works staff are paid at an hourly salary on a bi-weekly basis, or as per Employee contract.
 2. Pay day being the Friday following the pay-period cut off day.
 - iv. Work Hours
 1. Public Works staff work the following hours

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- a. Week 1 – 8 hours per day Monday to Friday and the same week he would work Saturday for 2 hours, Sunday for 2 hours.
 - b. Week 2 – 8 hours per day Monday to Thursday and Friday 4 hours
 - c. Week 1 and 2 will total 80 hours
 - d. Staff shall alternate weeks so that 1 staff member is on duty each weekend
 - e. Individual Employee Contracts supersede articles a-d
 - 2. Time sheets must be submitted on the Monday following the pay-period cut off day and must be signed and approved by the Town Foreman, or in the case of the Town Foreman, by the CAO. CAO will sign in the absence of the Town Foreman.
- v. Minimum Call Out Pay
 - 1. If an employee is called in to work overtime and they work less than the 3 hour minimum call out period, they will be paid for 3 hours work at their regular hourly rate of pay.
- vi. Boot Allowance
 - 1. After a full time permanent employee has completed their 6 month probationary period, they will be reimbursed \$200.00 every 2 years for steel toes work boots. Receipt for the work boots must be submitted before payment is issued.
- vii. Overtime
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 - 2. All overtime must be approved by Council or the CAO prior to being worked.
 - 3. Overtime will not be paid to employees who are enrolled in classes or workshops that occur after normal working hours.
 - 4. Travel to and from classes or workshops will be paid at the regular rate of pay even with it exceeds the employees regular working hours.
- viii. Time off in lieu of overtime pay
 - 1. Employee can take time off in lieu of overtime pay.
 - a. If an employee chooses to take time off in lieu of overtime pay, the time in lieu will be calculated at 1.5 times the hours worked.
 - 2. A maximum of 2 days off can be accumulated
 - 3. Time off in lieu must be taken by December 31st of the year in which time was earned unless authorized by Council to carry the time forward
- ix. Chief Administrative Officer may hire the necessary temporary staff in order to fulfill the needs of the Town of Blaine Lake as it relates to the efficiency of the operation and will work within the budget set by the Council;
 - 1. With final approval to be completed at the Council meeting.
- e. Summer Students
 - i. The HR Committee and CAO may hire summer students as it relates to the efficiency of the operation.



- ii. The HR Committee, CAO and Manager of Public works will work together if there is a need to hire summer students for the out-side operations
 - iii. The CAO will research available grants for summer students.
 - f. The HR Committee, CAO and Manager of Public works hires the out-side personnel.
 - i. With final approval to be completed at the Council meeting.
- 2. Seasonal Lay Off and Recall**
 - 1. The Manager of Public Works along with the CAO are authorized to proceed with the Seasonal Layoffs as it is efficient for the operations of the Town of Blaine Lake and as the weather permits.
- 3. Evaluation Process:**
 - 1. The HR Committee shall be involved in all the Evaluations of the Employees.
 - a. The Committee will determine if the employees are at their appropriate wages levels after taking into consideration experience, qualifications, years of service with the Town, job function, responsibility level and their wages relative to other employees
 - i. If an employee is not at their appropriate wage level, then adjustments will be made. These adjustments may be made over a phase-in period.
 - 2. Equipment Evaluations shall be completed by the Manager of Public Works and Equipment Committee
 - a. The Council recognizes the Manager of Public Works as their designate to competently train employees on all pieces of equipment if he is qualified to do so.
 - i. Employees may be re-evaluated if necessary
 - b. A certificate of completion of evaluation shall be completed and given to the employee with a copy kept on the Employees file at the Town of Blaine Lake office.
 - i. Final approval for the completion shall be approved at the Council meeting.
 - 3. Employee Evaluations will be completed on a yearly basis as follows:
 - a. The Administration staff are evaluated by the HR Committee.
 - b. The Chief Administrative Officer evaluation will be completed by the HR Committee.
 - c. Manager of Public Works evaluation will be completed by the HR Committee.
 - d. The evaluations will be presented to Council for information and comment and final approval
 - 4. Employee Evaluations are completed as follows;
 - a. Within 3 months of beginning work, an evaluation will be completed;
 - b. Within 6 months of beginning work, a follow-up evaluation will be completed
 - i. At the discretion of the HR, the Committee will meet with the employee on an annual basis to do a performance and salary review.
 - c. An evaluation shall be completed on the yearly basis for each employee.
 - d. The HR will make recommendations to Council in regard to Municipal employee rates of pay.
- 4. Probation Period**
 - a. All employees will be on a six month probationary period upon hiring.
- 5. Employee Supervision, Correction and Dismissal**
 - 1. See Policy HR-006

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