

## **400-2 TRANSPORTATION EMPLOYEES**

Transportation employees are hired by the Council and responsible to the Foreman, who is responsible to Council. The Foreman may hire casual labour from time to time as the work load requires with prior consent of Council at the basic rates set out in 400-8.

### **400-2.1 TRANSPORTATION - WAGE NEGOTIATIONS:**

The Council should determine if the employees are at their appropriate wage levels, after taking into consideration. The experience, qualifications, years of work with the municipality, job function and responsibility level, and wage relative to other employees etc. If the employee is not at their appropriate wage level, then adjustments should be made. These adjustments could be made over a phase-in period.

The employees' committee should meet with each employee prior to the December Council meeting for the purpose of determining the employees' expectations and to hear any considerations the employee may have in mind.

The employee Committee shall consider the amount that can be expended on salary increases with consideration to a Cost of Living Allowance and a performance bonus and make recommendations to the council.

The Cost of Living Allowance will then be applied uniformly between all employees.

The Council, in December will hear the committee's recommendations and set the employee wages for the coming year.

### **400-2.1.1 TRANSPORTATION - HOURS OF WORK**

A normal work week will consist of 50 hours per week during high season April through October and 40 hours per week from November through March. No overtime shall be paid.

## **400-2.2 WAGES AND BENEFITS**

The Foreman and Maintenance operators are full time year-round employees and paid on a monthly salary. The Utility employees are seasonal, generally from

April to the end of October and paid on an hourly basis.  
The municipality shares in the Employee's benefits as follows:

Canada Pension	- matching contributions
Unemployment Insurance	- a percentage over employee's contribution set by Receiver General
Municipal Superannuation	- matching contributions
Workers Compensation	- R.M. pays full premium
SARM Short Term Disability	- R.M. pays full premium
SARM Long Term Disability	- R.M. pays full premium (taxable)
Health	- R.M. pays full premium
Dental	- R.M. pays full premium

### 400-2.3 HOLIDAYS

Employees receive three weeks holidays with pay after one year of service. Employees with over ten years of service receive four weeks holidays with pay. Utility or seasonal employees paid by the hour will receive payment in lieu of holidays (vacation pay is paid out every pay period).

#### 400-2.3.1 BEREAVEMENT LEAVE (*Res. 51-20*)

A bereavement leave of three days with pay shall be granted for the loss of immediate family members identified as follows. Due to the sensitive nature any further requested days will be approved by full council on a case by case basis:

**Spouse, Father, Mother, children, Sister, Brother, Grandparents, Father-in-Law, Mother-in-Law, Son-In-Law, Daughter-In-Law, Brother-in-Law, Sister-in-Law.**

A bereavement leave of 1 day with pay shall be granted for the loss of secondary family members identified as follows:

**Aunts, Uncles, Cousins, Nephews, Nieces, etc.**

With the loss of a secondary family member an employee may request more than 1 day absence only after approval from full council; this will be approved on a case by case basis. Bereavement leave for funeral attendance exclusive of the above shall be granted without pay.

*Formally Policy 220-23 Resolution 221-08 has been repealed and Policy 220-23.1 was adopted at the Regular Council Meeting held on March 17, 2020.*

**400-2.4 TRUCK ALLOWANCES**

The Foreman has the use of the Municipal truck within the municipality and work related activities outside the municipality.

The Operators and Utility personnel may be required to use their own truck and shall be paid mileage at a rate of \$0.70/km.

**400-2-4.1 CLOTHING ALLOWANCE *(Res.221-08)***

Public Works employee shall be provided with an annual clothing allowance of \$200 payable on January 31<sup>st</sup> each year.

## 400-2.5 FOREMAN - DUTIES AND RESPONSIBILITIES

### **Job description:**

This position is year round full time.  
The Foreman is directly responsible to the Council through the Reeve  
To be a working foreman.  
To be responsible for the grader operators and utility personnel.  
Foreman is required to do all tasks as necessary

### **Qualifications:**

Must possess a valid driver's license  
Have good organizational, communication and record keeping skills.  
Have good leadership skills  
Have a neat and clean appearance.

### **Duties:**

Ensure that all roads are maintained and repaired on a priority basis as required by road conditions.  
Ensure all roads are bladed in a professional and a safe manner.  
Service their own machine, make and assist in repairs  
Make sure equipment is in a safe operating condition - walk around check and operational check shall be done.  
Foreman has the latitude to expend for routine maintenance and repair items as defined in reference sheet.  
Make sure the engines are properly warmed up before operating.  
Keep track of shop inventory.  
Ensure that all inventories are accounted for.  
Maintain a neat and safe work shop environment  
Co-ordinate all projects and work with the exception of major construction project.  
Organize and assign employee schedules and tasks Ensure that tasks are completed in a timely manner.  
The Foreman may, in consultation with the Reeve and Councillor, authorize the operator to do some custom work. The Foreman must ensure that Ratepayers sign a waiver before the operator undertakes the custom work. Any and all work off road allowance is chargeable, except for one top blading per year on lanes from road to occupied farm steads. Maintain resident ratepayer roads only upon request by the ratepayer as set out in policy 400-14.  
Contact the Reeve at least once a week.

#### 400-2.5 FOREMAN - DUTIES AND RESPONSIBILITIES (Cont'd)

Make arrangements for major repairs to all equipment after conferring with Reeve.

Meet with Council on regular meeting days or upon request.

Be willing to accept suggestions from council.

The Foreman is expected to address all ratepayers with respect, when complaints are filed, report them to the respective Councillor or the Reeve.

The Foreman is responsible for the grader operators and utility personnel.

Familiarize self with the other transportation employee's job descriptions.

Provide Council with employee evaluations as requested.

Maintain good communication with employees.

Address fellow employees in a reasonable manner and with respect.

Keep detailed time sheets, log books and maps as requested

Prepare & maintain maps showing gravel, shoulder and road surface repair needs, etc.

Provide the administrator with annual gravel requirement map. Identify any budgetary items to the administrator prior to February 28<sup>th</sup> each year.

Provide the administrator with the annual maintenance maps at the end of each year.

Report all accidents, theft, mishaps or incidents with the traveling public or ratepayers to the administrator for liability, property and employee insurance administration.

Complete tasks as directed by Reeve or Deputy Reeve within the stipulated time frame. If the time line cannot be met, the foreman must inform the reeve immediately of the reasons why the task cannot be completed as stipulated.

*(res.221-09)*

Work hours as per schedule

The Foreman may be required to work longer hour days during certain seasons.

Employees are not required to work on Sundays except in extenuating circumstances.

The Foreman must apply to Council/Reeve for approval of holiday period.

Cellular phone to be left on at all times during working hours.

Ensure that no alcohol or cannabis is consumed during hours of work or after hours on the shop premises. Please refer to **Policy 200-97.1 Fit for Work Program**. The outside worker is considered to be in a "Safety Sensitive" position and all alcohol and cannabis use will apply under the policy.

Be willing to acquire and upgrade skills as requested by council.

Become fully familiar with all the equipment.

## 400-2.6 MAINTENANCE OPERATORS - DUTIES AND RESPONSIBILITIES

### **Job Description:**

This is a full time year round position  
Maintenance Operator is directly responsible to the Foreman.

### **Qualifications:**

Must possess a valid driver's license and provide his own truck.  
Have knowledge of grader operation and service.  
Have a working knowledge of road building and maintenance.  
Have a full working knowledge of grading technique.  
Must be capable of working with a minimum or without supervision  
Have a neat and clean appearance.

### **Duties:**

Maintain and repair all roads on a priority basis as required by road conditions unless instructed by Foreman.

Blade all roads in a professional and a safe manner.

Do work as per the road maintenance schedule or as requested by Foreman.

Service your own machine, make and assist in repairs as qualified to do so.

Carry necessary tools for minor repairs.

Make sure equipment is in a safe operating condition (walk around check and operational check shall be done).

Make sure engines are properly warmed up before operating.

Major Breakdowns - Contact the Foreman

To perform work such as fencing, mowing, rock picking, clean shop or other duties as assigned by Foreman.

Clean out culvert ends and report damaged ends to Foreman.

Keep track of gravel needs as required.

Signs are to be replaced as soon as possible and inform the foreman immediately.

The operator may be required to do some custom work. All custom work must be approved by the foreman. Ratepayers must sign a waiver before, the operator undertakes the work. Any and all work off road allowance is chargeable, except for one blading per year on lanes from road to occupied farmsteads.

Maintain resident ratepayer roads only upon request by the ratepayer.

#### 400-2.6 MAINTENANCE OPERATORS - DUTIES (Cont'd)

Grader operator and utility personnel are directly responsible to the Foreman. Familiarize yourself with the Foreman's job description and apply it when making decisions.

Address fellow employees in a reasonable manner and with respect.

Be willing to follow directions.

Employees are expected to address all ratepayers with respect, when complaints are filed with you, report them to the Foreman or the Reeve.

Keep detailed time sheets, log books and maps as requested

Work hours as per the schedule.

Shop hours limited to 8 hours per day.

Road maintenance personnel may be required to work 10 hour days during certain seasons.

Rain days may be taken off, unless advised otherwise (check with Foreman) this time can be made up on either Saturdays or other holidays. (Sunday excluded) arrangements to be made with the Foreman.

Employees are not required to work on Sundays, except in extenuating circumstances.

The employee must apply to the Foreman for approval of holiday period.

Cellular phones to be left on at all times during working hours.

No alcohol or cannabis shall be consumed during hours of work or after hours on the shop premises.

**Please refer to *Policy 200-97.1 Fit For Work Program*.**

## 400-2.7 SEASONAL UTILITY PERSONNEL - DUTIES AND RESPONSIBILITIES

### **Qualifications:**

The Utility employment is seasonal from April to October.  
Have knowledge in the operation of a tractor and mower  
Have their own truck from time to time (mowing season)  
Must possess a valid driver's license  
Be capable of working with a minimum or without supervision  
Have a neat and clean appearance.

### **Duties:**

Grader operator and utility personnel are directly responsible to the Foreman.  
Work hours as per time-sheet, as per the schedule or directed by Foreman.  
To perform, work such as fencing, mowing, rock picking, clean shop or other duties as assigned by Foreman.  
Clean out culvert ends and report damaged ends to Foreman  
Keep machine and equipment clean inside and out.  
Make sure equipment is in a safe operating condition (walk around check and operational check shall be done).

Make sure shop and shop yard is kept neat.

Address fellow employees in a reasonable manner and with respect.  
Be willing to follow directions.  
Employees are expected to address all ratepayers with respect, when complaints are filed, report them to the Foreman or the Reeve.

Keep detailed time sheets and log books (maps) as requested.

Work hours as per the schedule.  
Shop hours limited to 8 hours per day.  
Road maintenance personnel may be required to work 10 hour days during certain seasons.  
Employees are not required to work on Sundays except in extenuating circumstances.  
Holidays are paid out monthly.  
Cellular phones to be left on at all times during working hours.

No alcohol shall be consumed during hours of work or after hours on the shop premises. Please refer to ***Policy 200-97.1 Fit For Work Program***.