

**Northern Village of Pinehouse**  
**POLICY & PROCEDURES**  
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**PURPOSE OF POLICY & PROCEDURES MANUAL**

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## **PURPOSE OF POLICY & PROCEDURES MANUAL**

To operate the village office effectively and efficiently, it is essential that all Employees perform their duties faithfully, industriously, and to the best of their skill, ability, experiences and talents. At the same time, the village recognizes that the successful operation of any organization depends on a good working relationship between the Employer and the Employees. As a result, the village believes in treating its Employees with respect and dignity and is committed to providing fair and equitable terms of employment and to providing a safe, harassment-free work place.

The Personnel Manual details the policies, rules and regulations intended to govern all village employees. It is designed to provide a comprehensive description of the policies that affect the day-to-day functions of the workplace.

### **APPLICATION**

Unless otherwise agreed, all village employees are subject to the policies, rules and regulations set out in this Personnel Manual or amendments hereto. Where there is a conflict between a term or condition of a contract of employment and the Personnel Manual, the contract term shall apply.

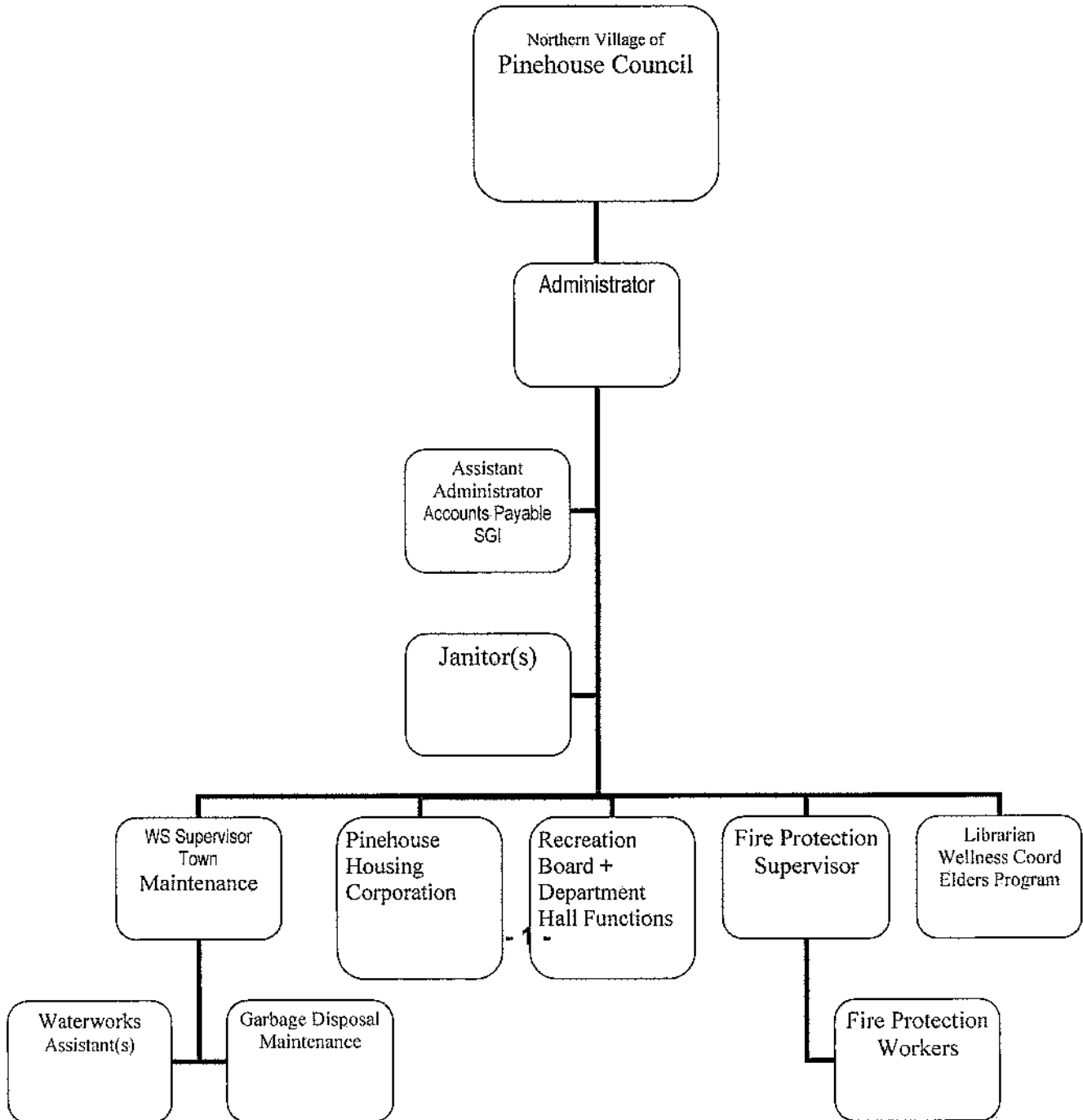
### **PERSONS EXCLUDED**

Unless otherwise agreed, persons who, under a contract for service,

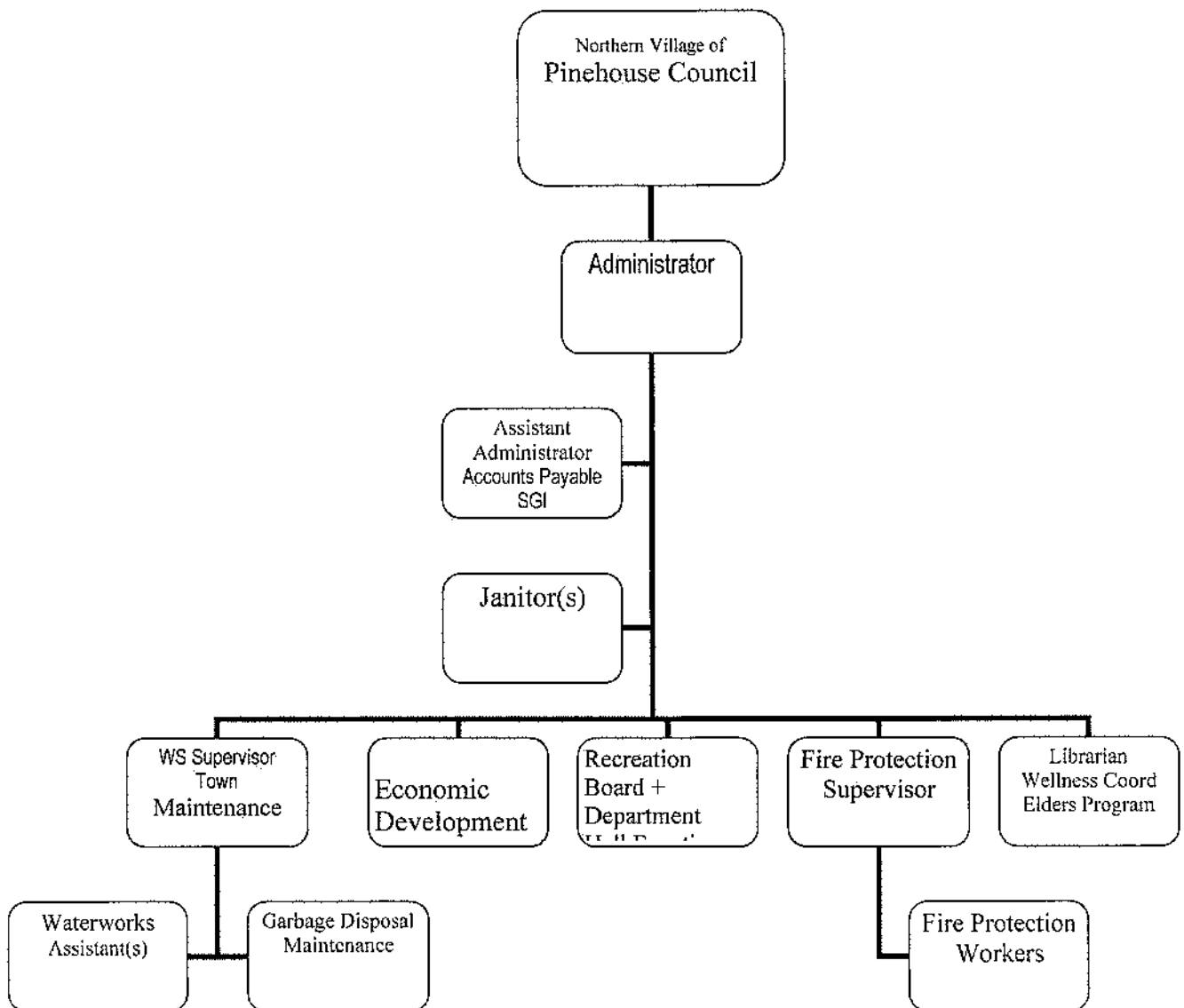
1. perform special tasks and who are not in an Employer-Employee relationship with the village.
2. perform their work relatively independently from the day-to-day operation of the village.
3. operate a personal business and contribute professional, technical or vocational skills, labor and/or knowledge which is required by the village for a specified period to time; or
4. are contracted to perform a specific task upon completion of which the relationship with the village will end;

are exempt from these regulations.

**Northern Village of Pinehouse**  
**SUPERVISORY ORGANIZATIONAL CHART**



Northern Village of Pinehouse  
REPORTING TO NVP OR ADMINISTERING  
ORGANIZATIONAL CHART



## Northern Village of Pinehouse

### JOB DESCRIPTIONS

#### **1.02.01 Administrator**

##### **Objectives:**

- To provide administrative duties involving budgets, programs, accounting functions, and overall daily administration needs of activities in the Village office.
- To assist Council in the Social and Economic Development of the community by taking a proactive role.
- To assist residents of Pinehouse in identifying opportunities for business development.
- To prepare for and assist Council in lobbying with various governments and their agencies.

##### **Duties:**

- Meet and carry out the requirements as set out in the Northern Municipalities Act
- To ensure adherence by all staff of policy and procedure manual
- Supervise all village staff to ensure that the daily operations of services run efficiently and that the Conditions of Employment are met.
- Prepare and maintain monthly financial statements
- Assist in the preparation of annual financial budgets and present quarterly budget updates to council
- Monitor all expenditures within the Village operations and ensure all expenditures are regulated within the budget
- Oversee the preparation of computerized and manual files and records associated with the Village office operations
- Assist in maintaining open communications between the community and council.
- Encourage the use of a community newsletter to promote this communication
- Lobby effectively with various government agencies
- To enhance economic and community development opportunities on behalf of the community
- Attend all Council meetings

##### **Qualifications:**

As outlined in the Northern Municipalities Act

## 1.02.02

## Assistant Administrator

### **Objective:**

- To assist in administrative duties involving budgets, programs, accounting functions, and overall daily administration needs of activities in the Village office.

### **Duties:**

- Prepare month end and make payments as accounts payable
- Assist in the preparation of annual financial statements
- Assist in preparation and maintenance of tax roll/assessment
- To maintain all water and sewer accounts
- Prepare and maintain employee payroll system
- Prepare month end Receiver General remittances, superannuation, and group insurance
- SGI Issuing and deposits
- Assist in the preparation of annual financial budgets and quarterly budget updates.
- Assist in monitoring all expenditures within the Village operations and ensure all expenditures are regulated within the budget
- Assist in the preparation of computerized and manual files and records associated with the Village office operations
- Perform other related duties as assigned by the Administrator

### **Qualifications:**

- Post-secondary education or equivalent work experience
- Knowledge of computer accounting and word processor programs
- Experience in municipal accounting/administration
- Knowledge of Northern Municipalities Act
- Strong verbal and written communication skills
- Ability to deal and cooperate with the public and staff

## 1.02.03

## Secretary Clerk

### Objective:

- To provide efficient clerical and administrative tasks associated with the Village Office activities.

### Duties:

- Assist customers (public) when they enter the office
- Ensure accurate records are maintained of daily collections and deposits
- Facilitate and acknowledge all incoming correspondence and phone calls
- To assist in maintaining all water and sewer accounts
- Maintain an efficient filing system
- To assist in the preparation and maintenance of employee payroll system
- To assist in maintaining the month end Receiver General remittances, superannuation, etc.
- Maintain an adequate stationery inventory control system
- SGI officer & maintain deposits
- Perform other related duties as assigned by the administrator

### Qualifications:

- Grade 12 or equivalent
- Knowledge of computer accounting and word processor programs
- Two years experience in office procedures
- Type 45 w.p.m.
- Knowledge of Northern Municipalities Act
- Strong verbal and written communication skills
- Possess an aptitude for accuracy and detail
- Ability to deal and cooperate with the public and staff

### Note:

- CUSTOMERS COME FIRST
- NO CELL PHONES DURING WORK HOURS
- WORK HOURS ARE 8-5PM
- 4- 10 MINUTE BREAKS

## 1.02.04

### **Waterworks/Maintenance Supervisor** (Utilities Operator/Public Works Person)

#### **Objective:**

- To ensure the continued upkeep of the water and sewer system, municipal roads and streets, environmental services, all municipal machinery, vehicles, equipment and property

#### **Duties:**

- Supervise and assign duties to the outside staff
- Ensure the maintenance of the municipal water and sewer system equipment and facilities
- Ensure all municipal buildings, property and equipment is maintained, serviced and repaired
- Conduct periodic checks to ensure all services comply with safety regulations and that all safety precautions are in place at all times
- Perform other related duties as assigned by the Administrator

#### **Qualifications:**

Must be certified up to Class 11 in Water, Wastewater, Distribution and Collection  
Grade 10 or equivalent

Must have a minimum of Class 3A

Ability to operator heavy equipment

Must be willing to work overtime and weekend cover off, on a rotation basis

Physically fit

Be able to work with a team or without supervision

Experience in village maintenance

Boiler ticket, mechanics, welding or any other related experience is an asset

Proof of Certification required



## 1.02.05

## Garbage Disposal/Maintenance Workers

### **Objective:**

- To ensure the community garbage is.
- To ensure the municipalities garbage dump is maintained

### **Duties:**

- To ensure the collection of all contained garbage on a daily basis as required
- Ensure streets are maintained in the community.
- 
- 
- To ensure all services comply with safety regulations and that all safety precautions are in place at all times
- Perform other related duties as assigned by the Administrator

### **Qualifications:**

Grade 10 or equivalent

Must have a minimum of Class 3A

Physically fit

Experience in village maintenance

## **1.02.06**

## **Recreation Director**

### **Objective:**

To identify and administer recreational and cultural activities for all residents of the community

### **Duties:**

- To control, supervise and manage the hall and the Pinehouse Sports Grounds
- To plan, organize and implement recreational programs for all community members
- To work with other community organizations in identifying community recreational, cultural, athletic, fitness or sports programming needs and to take immediate action in addressing these needs
- To prepare proposals for seasonal activities with a budget, fill out grant applications, keep records
- To identify and recruit volunteers and resource people to assist in running programs
- To access training opportunities for interested coaches, referees, and instructors

### **Qualifications:**

Certificate in Recreation Technology Course and/or related work experience

Grade 12 or equivalent

Ability to work independently and to adapt to working flexible hours including weekends

Effective leadership and time management skills

Knowledge of accounting principals relating to manual/computer accounting

Knowledge of word processor programs

Strong verbal and written communication skills

Possess an aptitude for accuracy and detail

Ability to deal and cooperate with the public and staff

Ability to understand and speak Cree

Valid driver's license

## 1.02.07

## Janitor – Office & Hall

### **Objective:**

- To ensure the Village Office building is in a clean and sanitary condition at all times
- To ensure the Village Hall is in a clean and sanitary condition at all times

### **Duties:**

- Empty all trash cans, sweep floors, wash cups, and clean washroom daily
- Vacuum, dust, clean windows, clean tables wash and wax floors when necessary
  
- Ensure there is adequate cleaning and bathroom supplies and order when necessary
- Strip waxed floors, re-wax and polish at least twice per year
- Notify the village office for any maintenance work required
- Perform other related duties as assigned by Administrator

## 1.02.08

### **Campground Attendant – Gordon Lake**

#### **Objective:**

- To ensure the Gordon Lake camp area is clean and in sanitary condition at all times
- To ensure supplies for operating the campground are well stocked including fire wood.

#### **Duties:**

- Empty all garbage, clean and sanitize washrooms, wash fish filleting shed
- Clean picnic table and the surrounding camp area
- Ensure there is adequate cleaning and bathroom supplies and order when necessary
- To collect campground fees from all campers (no exceptions) .
- To issue receipts for all collections and deposit the money to the village office.
- Notify the village office for any maintenance work required
- Perform other related duties as assigned by Administrator

## 1.02.10

### Curfew Enforcement Officer

#### **Objective:**

- To ensure the community is patrolled at night for security purposes
- To ensure children are not roaming the streets at specified times.
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#### **Duties:**

- To patrol the community at night for security purposes
- To regulate the time after which children shall be off the streets at night
- To clearly document any disturbances and actions taken.
- To present a daily written report to the village clearly stating any disturbances
- To utilize the local radio station to inform the public of any unusual activity in the community
- To take part in community organizations and assist when required(i.e.-Canoe Quest)
- To attend Interagency meetings and present a report to that committee.
- To be active with the Neighborhood watch committee and attend planned meetings.
- TO CLEARLY DOCUMENT EVERYTHING AND MAKE SURE DOCUMENTATION IS FILED WITH THE VILLAGE
- Do not deal with difficult kids directly if problems arise, contact the parents and/or guardian and clearly document events with the problem.
- Always show respect to whoever you are dealing with especially children. (children respect people who respect them)
- Be on the look out for any\ drug dealing activity and report any unusual activity.
- Document and report anyone disrespecting public owned buildings and properties.
- Perform other related duties as assigned.

## **Senior Housing Coordinator Assistant**

### **Main Objective:**

- To assist in the development of a senior rental housing complex to include an energy efficient design for conservation of energy.

-To identify the broad range of needs that the elders of Pinehouse are confronted with in terms of housing demands.

- To develop long term strategic planning that is focused on the needs of elders and to build on their strengths within the extended family unit.

### **Duties:**

- To work closely with the community developer in meeting the main objective.

- To assist in coordinating meetings between the senior students and the Senior Citizens to complete housing needs assessment survey.

- To properly document all meetings between the Community Developer and other community members.

- To assist in researching energy efficient systems to heat the whole complex, *such as a new wood burning system to heat the whole building.*

- To assist in compiling a document/proposal to be presented to funding agencies, including the government outlining this new energy efficient complex.

- To assist in breaking the gap between the youth and the seniors of the community and to open the lines of communication between the two groups.

- Perform other related duties as assigned by the Community Developer

### **Measurable Outcomes**

- will gain knowledge of word processor and other computer programs

- will gain experience in researching on the Internet

- increase knowledge of the different research systems.

- will strengthen their verbal and written communication skills

- will develop the ability to deal and cooperate with the public and fellow employees

## 1.03.00 SALARY and WAGE SCALE

### 1.03.01 Increment Table (Monthly Salary rates)

| CLASSIFICATION  | START   | LEVEL 1  | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |  |
|---|---------|----------|---------|---------|---------|---------|--|
| Administrator (Certificate with over 5 years experience)                  | 3110    |          |         |         |         |         |  |
| Administrator(Certificate with less than 5 years experience)              | 2642    | 2721     | 2803    | 2887    | 2974    | 3063    |  |
| Assistant Administrator (trained with over 3 years experience)            | 2524    | 2600     | 2678    | 2758    | 2841    | 2926    |  |
| Assistant Administrator (trained less than 3 years experience)            | 2243    | 2310     | 2380    | 2451    | 2525    | 2600    |  |
| Secretary Clerk(trained with over 3 years experience)                     | 2310    | 2379     | 2451    | 2524    | 2600    | 2679    |  |
| Secretary Clerk(trained with less than 3 years experience)                | 2113    | 2176     | 2242    | 2309    | 2378    | 2450    |  |
| Secretary Clerk (no experience)   | 1950    | 2009     | 2069    | 2131    | 2195    | 2261    |  |
| WS Supervisor/Maintenance (Certificate with over 5 years experience)      | 2825    | 2966     | 3115    | 3270    | 3434    | 3605    |  |
| WS Supervisor/Maintenance (Certificate with less than 5 years experience) | 1706    | 2030     | 2250    | 2318    | 2387    | 2500    |  |
| Recreation Director 11 (Certificate and experience)                       | 2097    | 2160     | 2268    | 2381    | 2500    | 2575    |  |
| Recreation Director Certificate & no experience)                          | 1759    | 1812     | 1902    | 1997    | 2097    | 2160    |  |
| Recreation Director (no training-casual)                                  | 1505    | 1520     | 1596    | 1676    | 1759    | 1812    |  |
| Janitor-Half time   | 682     | 702      | 738     | 774     | 813     | 838     |  |
| Casual -Office  | \$ 9.25 | per hour |         |         |         |         |  |
| Casual-Outdoors   | \$10.00 | per hour |         |         |         |         |  |
| Casual-WS temporary   | \$12.00 | per hour |         |         |         |         |  |

### 1.03.02 Evaluation of Increment Table and Employees

Council will review the Increment Table once per year during the month of January and make adjustments if necessary. Evaluations on employees will be done by immediate supervisor after the probationary period has expired (3 months) and annually thereafter. The evaluation report and recommendations will be presented to Council for review and ratification.

**EVAAULATION FORM**

**Employee Evaluation Form**

|                             |   |  |  |                      |
|-----------------------------|---|--|--|----------------------|
| <b>Name:</b>                |   |  |  |                      |
| <b>Job Title:</b>           |   |  |  |                      |
| <b>Dates Employed:</b>      |   | <b>From:</b>   |  | <b>To:</b>           |
| <b>Pay Rate:</b>            |   | <b>Beginning:</b>  |  | <b>Ending:</b>       |
| <b>EVALUATION CRITERIA</b>  | <b>EXCEEDS JOB REQUIREMENTS</b>   | <b>MEETS JOB REQUIREMENTS</b>  | <b>NEEDS IMPROVEMENTS</b>  | <b>1-5 5-HIGHEST</b> |
| Dependability               | Above average in dependability, very responsible, prompt, trustworthy.  | Dependable and responsible.  | Frequently late, lack of follow through, inconsistency.          |                      |
| Quality of Work             | Work is above what is required- Always accurate, thorough and of high quality.                                    | Accurate, thorough. Acceptable; uses time and materials economically.                    | In attention to detail work- Sometime needs to be done over.     |                      |
| Quantity of Work            | Works quickly, able to do a large amount of work in a short time.   | Works as a steady pace.  | Does as little as possible; just gets by.                        |                      |
| Work Attitude               | Enthusiastic, industrious, eager to put forth best effort.  | Average in interest and diligence. Has a positive attitude towards job.                  | Indifferent to job, docs not have a real interest.               |                      |
| Initiative                  | Performs regular job duties without supervision. Takes on additional tasks where appropriate without being asked. | Performs regular job duties with little supervision- Takes on additional tasks if given. | Waits to be given specific tasks. Must be reminded to keep busy. |                      |
| Interpersonal Relationships | Makes an extra effort to help others. Works extremely well with others and is well accepted.                      | Gets along with others. Courteous and cooperative.                                       | Uncooperative. difficulty in getting along with others.          |                      |

**Overall Rating: 1 2 3 4 5**  
**Poor Average Excellent**

**Should this employee be retained? Yes: \_\_\_\_\_ No: \_\_\_\_\_**

Notes:

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Page 2  
Northern Village of Pinehouse  
Employee Evaluation Form

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Demonstrated skills relating to job description**

a) Employee's Strengths:

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b) Weaknesses:

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c) Directions:

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d) Employee Comments:

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Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:** This evaluation has been discussed with me and I understand the contents. My signature does not necessarily mean I agree or concur with it: My comments are clearly stated above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor and/or Council

\_\_\_\_\_  
Date

## **1.04.00 CONDITIONS OF EMPLOYMENT**

### **1.04.01 Offer and Acceptance of Employment**

Offer of employment with the Northern Village of Pinehouse shall be made in writing stating the date the employment is to commence, the position title, and the salary to be received.

Acceptance of the offer shall also be in writing.

### **1.04.02 Probation Period**

The probation period for all persons hired is three (3) months at which time the immediate supervisor will do an evaluation and recommend one of the following:

- dismiss employee,
- extend probation period, or
- hire employee

The employee also has the option to terminate his/her employment without any prior notification to the immediate supervisor.

### **1.04.03 Hours of Work**

All office employees are required to work 40 hours per week

(8 am to 12 and 1 pm to 5 pm)

Village Office Hours: Monday – Friday

8:00 a.m. – 12:00 noon

1:00 p.m. – 5:00 p.m.

The Janitor is expected to work 15 hours per week- 2 hours at the hall and 1 hour at the village office each day. Monday to Friday.

All other staff are required to work from 8:00 a.m. to 12:00 noon  
1:00 pm to 5:00 pm

#### Rest and Coffee Breaks

Two 15 - minute rest and coffee breaks are to be taken each day, one in the morning and one in the afternoon. Coffee and rest breaks are to be taken at a time convenient to the employee near mid-morning and mid-afternoon.

### **1.04.04 Payment of Salary**

All employees are paid biweekly based on a minimum of 40 hours per week.

This cheque will include all necessary deductions.

#### **1.04.05 Sick Leave**

Sickness shall include sickness within the usual meaning of the term, as well as preventative medical and health treatments, and shall include injury other than accidental injury arising out of, and in the course of employment with the Village. Employees shall earn sick leave credits on the basis of one and one-quarter (1 1/4) days for each completed calendar month of service. For periods of less than one (1) full calendar month, the amount earned shall be calculated on the basis of the following formula: regular hours worked x 0.0577 = earned hours of sick leave credits.

Sick leave credits may not be accumulated nor carried forward from year to year. An employee may be granted up to three (7) days leave with pay provided that, a signed medical certificate is presented by employee to immediate supervisor within 10 days of the employee's return to work. Should employee be placed on a disability leave longer than 7 days, the employer will assist the employee in accessing group insurance benefits as quickly as possible.

Designated holidays (section 3.04.11) occurring during the period when an employee is on sick leave shall not be charged against the employee's sick leave credits.

#### **1.04.06 Bereavement Leave**

An employee may be granted up to 5 days Bereavement Leave with pay as a result of death in the employee's immediate family. Immediate family means a spouse, parent, grandparent, child, grandchild, aunt, uncle, nephew, niece, brother or sister of employee or of spouse. Spouse means the wife or husband of an employee or a person with whom the employee cohabits.

Bereavement Leave longer than five (5) days, may be granted by the Administrator without pay.

Bereavement Leave is non-accumulative.

#### **1.04.07 Special and Pressing Necessity Leave**

Leave of absence with pay, chargeable to an employee's sick leave credits, may be made on the basis of pressing necessity or family responsibilities to maximum of five (5) days per fiscal year. Requests may be granted by the Administrator to an extent considered to be, fair and reasonable.

Leave of absence without pay may be granted by the Administrator for reasons of, pressing necessity or family responsibilities.

Employees who are not eligible to charge leave with pay for pressing necessity or family responsibilities to sick leave credits may use time-in-lieu, vacation leave or other leave provisions.

**Pressing Necessity Leave is non-accumulative.**

#### **1.04.08 Maternity/ Parental/ Adoption Leave**

Maternity/ Parental/ Adoption leave shall be granted in accordance with the provisions stated in the Labour Standards Act. Maternity/ Parental/ Adoption leave must requested for in writing at least 30 days from start of leave and date of return. The length of Maternity/ Parental/ Adoption leave shall be granted in accordance with the provisions stated in the Labour Standards Act (Currently 18 weeks for maternity and 12 weeks for parental and adoption). Maternity leave can be extended six weeks if there is a medical reason for not returning to work. A medical certificate is needed for this extension. Employer and employee can agree to a longer leave and such agreement should be in writing.

Parental and Maternity or Adoption leave can be combined but must be taken in one continuous period. If the employee is on maternity or adoption leave and is requesting parental leave, the written application must be submitted at least four weeks before the employee was to return to work. The new estimated date of return to work should be included. Employees who do not report to work on specified date will be considered as being on unauthorized leave and will be dealt with accordingly (unless prior authorization was granted and documented).

#### **1.04.09 Employee Professional Development**

Employees of the Northern Village of Pinehouse shall be encouraged to further their education in their field of work. The Council will not approve educational leave for more than two (2) staff members at the same time, such leave will be granted on a first request basis. Any educational leave approved will be without pay.

- A) Any employee during the first two (2) years of continuous employment may be granted up to six (6) week educational leave annually without pay for the purpose of engaging in some formalized and approved job – related training . The training must be designed to increase his/her level of knowledge and job skills and which training may lead to improving an employee’s formal qualifications in his/her existing job.
- B) All employees with continuous employment of more than two (2) years may be granted an educational leave in job – related training to a maximum of one full university or technical institute semester for the purpose of improving their job skills.
- C) Should an employee enroll in a training program more than one (1) semester in duration, he/she must apply in writing at least thirty (30) working days before expiration of the first year of approved training requesting an extension.
- D) An employee must present to Council a letter of intent to take educational leave as soon as he/she applies to an educational institution or at least two months from start Date regardless if acceptance is confirmed or not.

#### **1.04.10**

#### **Public and Civic Holidays**

There are nine public holidays per year: New Year's Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day.

In addition, there are five civic holidays recognized by Council: Heritage Day, Easter Monday, Louis Riel Day, Boxing Day and a Floating Holiday designated by Council.

Employees required to work on these days will get time and a half for all hours worked in addition to the holiday pay.

#### **1.04.11**

#### **Vacation Entitlement**

Employees with 1-5 years service shall be entitled to and may be required to take fifteen (15) days vacation leave with pay during the first complete fiscal year following the date of employment. Such leave shall be earned at the rate of 1.25 days for each completed month of service. Employees with 5 or more years of service shall be entitled to and may be required to take twenty (20) days vacation leave with pay. Such leave shall be earned at the rate of 1.66 days for each completed month of service. Employees with 10 or more years of service shall be entitled to and may be required to take twenty-five (25) days vacation leave with pay. Such leave will be earned at the rate of 2.08 days for each completed month of service.

Employees who have completed less than twelve (12) full calendar months of service from original commencement date of employment shall receive 1.25 days for each calendar month of service.

Vacation leave may be taken only with the consent of the Administrator. When any designated holiday falls within an employee's annual vacation leave, he/she shall be granted one (1) additional day vacation. The employee shall be permitted to take the entire annual holiday in one continuous and uninterrupted period within 12 months after the date on which the employee becomes entitled to it. The employee can request in writing for shorter periods of not less than one week if the employee so desires.

Request for Annual Holiday dates must be made 30 days prior to start. Employees with seniority will get first choice for dates of Annual Holiday.

#### **1.04.12**

#### **Workers' Compensation**

Council will strive to provide employees with a safe work place. Care will be given to maintain safe working conditions, equipment and work place at all times.

Employees are encouraged to practice and maintain safe working habits and wear appropriate safety clothing or equipment at all times.

Employees who are injured during working hours or in the performance of required duties after working hours will be entitled to such compensation benefits at the rates provided by the Worker's Compensation Board.

**1.04.13 Superannuation and Group insurance**

Upon successfully passing the probationary period, employees:

- A) will pay 5.4% of gross wages into a Retirement Savings Plan through the Municipal Employee Superannuation Plan. These funds will be locked into the plan at age 45.
- B) will be included into the Group Insurance Plan of the Village. This Plan provides the employee with Life Insurance, Accidental Death Insurance, and weekly indemnity insurance for the short and long term. Employee contributes 50% of premium.

**1.04.14 Personnel Files**

Attendance sheets, payroll records, leave authorizations, evaluation forms and notices of misconduct will be kept in a separate file for each employee.

**1.04.15 Disciplinary Actions**

Approved 15 Nov. 2004

Disciplinary action is not designed to punish employee, but to redirect them towards action in compliance with Municipal standards and regulations. This policy is designed to assist the village Council in maintaining a uniform and fair approach to discipline. The offenses are to be categorized to the following four classifications:

- a) Minor Offenses
- b) Serious Offenses
- c) Very Serious Offenses
- d) Offense Leading to Automatic Discharge

The examples used are not meant as a complete list, but rather as a guideline to judge the seriousness of certain infractions.

**a) Minor Offenses**

- Examples:
- late in reporting to work.
  - leaving the job early.
  - poor performance and poor attitude on the job.

An infraction in this category results in a verbal warning by the immediate supervisor or foreman. A second infraction within a three month period will be dealt with by written notice to the employee. A third infraction within the three month period will result in termination.

**b) Serious Offenses**

- Examples:
- carelessness or negligence causing inexcusable damage to Municipal property.
  - unauthorized absence from the job

An infraction in this category results in a written notice to the employee. A second infraction within three months will lead to one week suspension (no pay). A third infraction within a three month period will lead to the termination of the employee.

**c) Very Serious Offense**

- Examples;
- unable to work because of alcohol or drug abuse.
  - refusing to carry out assigned duties.
  - deliberate destruction or abuse of Municipal property.
  - conduct endangering the safety of self or others.
  - fighting on the job.
  - absent for two or more working days without authorization.

An infraction in this category will result in a verbal and written notice. A second infraction within a three month period will result in a written notice to seek help. A third infraction will lead to termination.

**d) Offenses Leading to Automatic Discharge**

- Examples:
- being in possession of or consuming an alcoholic beverage on the job.
  - being in possession of or taking illegal drugs while on the job.
  - theft of Municipal property.

An infraction in this category will result in automatic discharge of the employee.

In the event of a grievance, the employee will present a written document clearly stating the incident of grievance and the expected action to his/her immediate supervisor. If satisfactory action is not taken by the supervisor within five working days of the date of the letter, the employee will present a written document with a copy of the original grievance to Personnel Committee.

When the conduct of an employee warrants any disciplinary action, the employee shall be informed of the reasons and shall have the opportunity to recourse.

**1.04.16 Termination of Employment**

Employment with the Northern Village of Pinehouse may be terminated with any employee with written notice in accordance with the Labour Standards Act. The written notice will give reasons for termination.

## **2.00 COUNCIL REMUNERATION**

### **2.02.01 Regular and Special Meetings**

The mayor shall be paid \$150.00 and \$100.00 for each Councilor that attends a regular or special meeting of Council.

These figures are based on a 3 hour meeting with the amounts being prorated to the nearest half hour.

### **2.02.02 Out of Town Meetings**

Council approval is required to attend any out of town meetings if any remuneration will be claimed.

Traveling time will also be considered and can be claimed at a rate of \$20.00 per hour to a maximum of \$200.00 per day including remuneration. \$100.00 will be allowed for travel days if traveling the day before or after the meeting date.

### **2.02.03 Committees and Portfolio**

A written report on all committee meetings attended and portfolio work done along with the number of hours being claimed at \$15.00 per hour, must be presented to Council at a regular or special meeting before any payments will be made.



### **1.03.03 SERVICE AGREEMENTS & Terms of Employment**

Council may from time to time require that a service agreement or service contract be drawn up between a contracted party or an employee and the village. If at such time, such an agreement is required, the following items will be included in the contract in the given format:

1. Names of the contracted parties.
2. Starting date of the Contract and ending date
3. Description of work to Done
4. Where this work is to be done.
5. Dollars amount or salary amounts
6. Hours of Work
7. What parts of the Village Policy to be applied
8. Conditions if breach of contract
9. After signing the agreement, the village seal is required to make it official

**NORTHERN VILLAGE OF PINEHOUSE**  
**COUNCIL PORTFOLIOS**

**Areas requiring portfolios:**

**JUSTICE:**

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**HEALTH:**

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**YOUTH:**

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**SOCIAL DEVELOPMENT:**

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**ECONOMIC DEVELOPMENT:**

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**Others:**

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**Regular Council Meetings**

**Every 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month**



### 3.02.09 Fire Chief

#### Objective:

To provide the community with an efficient and reliable fire protection service. To respond to emergency situations in and around the community.

#### Duties:

- As outlined in the Fire Department Bylaw No 28-89 and in section 100; 1 of the Northern Municipalities Act
- To direct operations of all persons present at or assisting in the suppression of a fire
- To record time of each members' hours while attending meetings, drills and fires and submit to Council along with the activity report
- To carry out any other related duties as determined by Council

### **Buildings & Village Property**

Seniors Units (7) will be Rented monthly at a rate of \$400.

#### 1<sup>st</sup> Floor

#### Radio station-

#### 2<sup>nd</sup> Floor

#1-5 & 7 offices(6) shown on map- \$1000 per month

#6 office shown on map - \$1500 per month

General Office protocol

No cell phones during work.

Alcohol & drugs in any form are not tolerated.

Verbal abuse is not tolerated and people should be asked to leave.