

RM OF REYNOLDS
BY-LAW NO. 5 /18

BEING A BY-LAW OF THE RM OF REYNOLDS TO PROVIDE FOR CONDITIONS OF EMPLOYMENT AND BENEFITS TO EMPLOYEES.

1. PROBATION PERIOD

All newly hired employees shall be considered to be on a probationary period for six (6) months, during which either the employee or the municipality may terminate the employment without notice or cause.

2. OFFICE HOURS

The office shall be open from 8:00am to 12:00 noon; and 12:30pm to 4:00 pm daily from Monday to Friday except for any days falling under General Holidays as set out in this By-Law, or any other days with prior approval.

3. OVERTIME

Overtime for administrative employees has to be authorized and, therefore, overtime has to be at the request of, or with the permission of, or knowledge of the Chief Administrative Officer.

In the event that an employee is required, and agrees, to work overtime, that employee shall be entitled to either of the following:

- a) Pay at the rate of 1 ½ times the employee's regular hourly rate of pay; or
- b) Time off with pay at the rate of time and one half a time to be arranged and approved by the Chief Administrative Officer.
- c) An employee's regular working hours may be adjusted to suit the needs of the Municipality and are not limited to 8am-4pm.
- d) An employee shall not accumulate more than 20 hours of overtime to be taken as time off with pay unless with prior consent from Council.
- e) The Chief Administrative Officer is considered an Officer of the Municipality, and is therefore, unless otherwise authorized by council, not entitled to overtime pay. Overtime hours worked, as necessary to the proper function of the Municipality, may be used from time to time as reasonable time off.
- f) Only hours actually worked shall be used to calculate overtime.

4. GENERAL HOLIDAYS

- a) If a General Holiday falls on a regular working day, in order to be paid for a General Holiday, employees must:
 - i. Be available for work on their regular working day before and the regular working day after the General Holiday
 - ii. Pay will be based on 5% of gross regular time wages in the 28 days prior to the holiday; and will be a full day of pay for full time employees.

An employee will not be deprived of the pay for a General Holiday if the employee does not report to work on their scheduled work day either before or after the General Holiday due to illness providing the employee presents a Doctor's note.

- b) The following holidays, with pay, will be granted to all employees:
 - i) August Civic Holiday
 - ii) Thanksgiving Day
 - iii) Good Friday
 - iv) Easter Monday
 - v) Canada Day
 - vi) Any other holiday proclaimed Federal, provincial, or Municipal Government.
 - vii) Labour Day
 - viii) New Years Day
 - ix) Victoria Day
 - x) Christmas Day
 - xi) Boxing Day
 - xii) Remembrance Day
 - xiii) Louis Riel Day

5. ANNUAL LEAVE

- a) All employees shall be granted annual leave as follows:
 - i) Minimum of Two (2) weeks' vacation (10 working days) with pay for service less than two (2) years; or 4% in lieu of vacation time.

- ii) Three (3) weeks' vacation (15 working days) with pay for service from three (3) to nine (9) years inclusively; or 6% in lieu of vacation time.
 - iii) Four (4) weeks' vacation (20 working days) with pay for service from ten (10) to fifteen (15) years inclusively; or 8% in lieu of vacation time.
 - iv) Five (5) weeks' vacation (25 working days) with pay for service from sixteen (16) years and longer inclusively; or 10% in lieu of vacation time.
- b) Annual leave shall be taken at a time or times to be mutually agreed upon between the employee and the Chief Administrative Officer, having regard for other employees with length of service.
 - c) Vacations are to be taken in the year in which they are earned, however, employees may be permitted to carry over a maximum of 5 days from one calendar year to the next providing written permission is obtained from the Chief Administrative Officer prior to the end of the calendar year during which the vacation days were earned.
 - d) Part time and casual employees will be paid vacation pay on each paycheck, calculated at a rate of 4%, if having less than 5 years of service; or 6%

6. MUNICIPAL PENSION PLAN, LIFE INSURANCE AND DISABILITY PLAN

- a) Full time employees are to be considered as participants in the Municipal Employees Benefits Program within 6 months of service.
- b) Permanent part time employees (seasonal) shall be eligible to enter as participants upon completing the required hours of employment during a two year period as determined by the Municipal Employees Benefits Board.
- c) The RM of Reynolds will match the employee contributions to the Municipal Pension Plan, Life Insurance and Disability Plan.
- d) The Rural Municipality of Reynolds will pay both the employee and employer life insurance contribution of any employee who is participating in the Municipal Employees Benefits Program and who is on an approved leave of absence due to illness.

7. BLUE CROSS HEALTH & DENTAL PLAN

- a) The RM of Reynolds will cost share, with any participating employee, the premiums for the Blue Cross Insurance Plan 3 through Western Financial Group Insurance. The Municipality will pay 50% of the premium, the employee 50% of the premium.

8. TUITION AND COURSE FEES

- a) The RM of Reynolds encourages the furtherment of education, and will cover the tuition fees for any approved courses and Seminars.
- b) Any employee who, by their own will, does not complete a course that has been paid for by the Municipality, shall be required to reimburse the Municipality for 50% of the tuition fees paid.
- c) Special leave, with pay, will be granted for employees for the writing of examinations, or attending course tutorials for approved courses.

9. PROFESSIONAL ASSOCIATION FEES

All fees required for Membership in Professional Associations pertaining to Municipal Designations shall be paid by the Rural Municipality of Reynolds.

10. WAGES

Salaries/wages will be reviewed annually, with all variables in job description Considered and may be changed from time to time by Resolution of Council. Job Descriptions and annual review procedures shall be attached to The Employee Policy and Procedures Policy.

11. SICK LEAVE

- a) All full time employees shall be entitled to a maximum of twelve (12) working days sick leave per year, the maximum of which may be used to attend the medical needs of the employee's immediate family. The unused portion of the annual sick leave allocation which can be used in regard to family is not cumulative from year to year. Part time employees, working 60% or more of a full work week on a regular basis, shall be prorated on the % of their working time.

- b) Sick leave may be granted where the employee is unable to perform his/her duties, and the absence does not exceed three (3) days. A medical certificate by a qualified medical practitioner stating the cause of illness must be furnished if the absence is more than two (2) days in duration. If a medical certificate is not provided on the day of return to work, the sick leave will be disqualified.

12. COMPASSIONATE LEAVE

- a) Death in the immediate family – leave of up to four (4) consecutive days will be allowed if and as required to arrange and attend the funeral. Family is defined as husband, wife, cohabitating partner, children, mother, father, sister, brother, in-laws (not to exceed the list herein), grandparents, grandchildren and any other dependant relative.
- b) Other compassionate leave may be taken without pay on the authorization of Council.

13. LEAVE OF ABSENCE

The Municipality may grant a leave of absence without pay for up to one (1) year to any employee for special reasons upon receipt of a written request.

14. JURY DUTY AND CROWN WITNESS DUTY

Employees will be paid at their normal rate less any monies received for regular hours missed due to being required to serve on jury duty or as a Crown Witness.

15. TRAVELLING EXPENSES

Employees will be entitled to reimbursement of expenses incurred when travelling on Municipal Business as follows:

- Accommodations
- Meal Allowance as established in the current Council Indemnity By-law
- Parking charges
- Mileage at the approved Municipal rate.

16. DISMISSAL AND LAYOFF PROCEDURE

The RM of Reynolds may, at any time, dismiss an employee for the following reasons:

- a) Willful misconduct, insubordination, or remaining absent from work without just cause.
- b) Being under the influence of liquor, recreational drugs, and/or illegal drugs or being in the possession of same while on the job.
- c) Theft of Municipal Property.
- d) Willful damage
- e) Poor working relationship with other Municipal employees or ratepayers of the Municipality.
- f) Procedures for the Dismissal or Layoff of an employee, shall be detailed in The Employee Policy and Procedures Policy.

DONE AND PASSED as a by-law of the Rural Municipality of Reynolds, at Hadashville, in Manitoba this **26 day of February, 2019**.

RM OF REYNOLDS



Reeve – Trudy Turchyn



Interim CAO, Marlon Grogan