

Appendix A
Employee Agreement/Schedules

EMPLOYEE AGREEMENT for community administrative officer, assistant community administrative officer, public works employee (includes water and wastewater delivery/operators), community safety officer and recreation director, where applicable:

This Agreement made in duplicate this ____ day of _____, 20____.

BETWEEN:

The Community Council of _____
(hereinafter referred to as the Council)

- And -

_____ of the Community of _____ in the
Province of Manitoba (hereinafter referred to as the Employee)

WHEREAS:

The Council requires the services of an employee to carry out local government functions within the community;

AND WHEREAS:

The Council has by Resolution # ____ dated this ____ day of _____, 20____ resolved to hire _____ as their _____ employee;

NOW THEREFORE:

The parties hereto agree and covenant as follows:

Article 101

That in consideration of the sum of \$_____ per hour (equivalent to \$_____ per annum), the Employee hereby agrees to carry out the services in the attached job description shown as schedule ____ applicable to the classification as outlined above and forming part of this Agreement and as required by departmental operational policy.

In addition, where eligible, the Employee will receive the sum of \$_____ bi-weekly for remoteness allowance.

Article 201

The Council and the Employee mutually agree to the following program as listed hereunder:

- (a) Day to day supervision of the Employee duties shall be the responsibility of the community administrative officer, except as the Council may designate otherwise, notwithstanding that the Employee is the employee of the Council.
- (b) The Employee shall co-operate with any designated agency in carrying out their duties as the Council may direct.
- (c) The Council shall provide a work schedule for the Employee including hours of work and days of work per week. The work schedule shall be posted at the work location or designated reporting area.
- (d) The supervisor of the community administrative officer shall be a member of council designated by the Council.

Article 301

Hours of Work

- (a) The regular hours of work for full-time employees shall be 40 hours per week or eight hours per day.
- (b) The hours of work for regular part-time employees shall be as scheduled.
- (c) An employee required to work overtime shall be entitled to one and one-half times their regular rate of pay for all overtime worked in excess of eight hours per day and in excess of 40 hours per week.
- (d) By mutual agreement, overtime may be compensated by granting the Employee the equivalent time off in lieu of payment within 90 days of the overtime worked.
- (e) Employees shall be entitled to two rest periods of 15 minutes with pay and one hour without pay for lunch break each per day at such time as specified by the Council.
- (f) The Council shall allow paid leave for the Employee to take departmentally approved training.

Article 401

General Holidays

| | | |
|----------------|------------------|-----------------|
| New Year's Day | Canada Day | Remembrance Day |
| Good Friday | Terry Fox Day | Christmas Day |
| Easter Monday | Labour Day | Boxing Day |
| Victoria Day | Thanksgiving Day | Louis Riel Day |

- (a) Employees qualify for time off with pay on the general holidays listed, when such holidays occur on a regular working day, unless:
 - (i) The Employee has terminated employment four weeks prior to the holiday.
 - (ii) The Employee is absent from work on a general holiday that is normally a work day and they are expected to work.
 - (iii) The Employee is absent from work, without permission, on their last scheduled work day before the holiday or their first work day after the holiday, unless they are absent because they are ill.
- (b) Employees must report to work on the holiday if the employer calls them in to work, in which case, the Employee is to receive, in addition to the regular rate of pay, the amount of pay at one and one-half times the regular rate of pay for the day worked.
- (c) When a general holiday, as listed, falls on a Saturday or Sunday, and is not a day the Employee normally works, the next regular work day becomes the general holiday, except for New Year's Day, Canada Day and Christmas Day, in which case, the alternative day will either immediately precede or follow the specific holiday. If the general holiday falls on a week day that the Employee does not normally work, the Employee is entitled to an alternate day holiday with pay prior to their next annual vacation.
- (d) A regular part-time employee shall be eligible for pay for a holiday:
 - (i) Where hours of work are regular, in an amount equal to the Employee's regular rate of pay on a normal work day in the pay period.
 - (ii) Where hours of work are irregular, in an amount equal to five per cent of the amount earned, excluding overtime, in the 28 days immediately preceding the holiday.
- (e) Where the Council ends the employment within four weeks before a general holiday, the Employee is entitled to pay of five per cent of total wages earned in the portion of the four week period the Employee works, excluding overtime wages, but including wages in lieu of notice. The general holiday pay will be paid with the last wages no later than 10 days after the employment ends.
- (f) An employee shall not be deprived of pay for a general holiday if by reason of an established illness, the Employee is absent from work on either or both of the days immediately preceding or following the general holiday; provided the Employee advises the Council on or before either or both days that he or she is ill and will not be present at work. An illness shall not be considered established unless the Employee provides a medical certificate requested by the Council.

Article 501

Vacations

Vacation credits shall be earned as follows and the Employee shall be eligible for time off:

Full-Time Employees

- (a) After One Year of Service
Fifteen working days vacation or one-half working day per bi-weekly period, plus one-half working day for every three months completed, to a maximum of 15 working days annually.
- (b) After 10 Years of Service
Twenty working days vacation or two-thirds working days per bi-weekly period, plus two-thirds working day for every three months completed, to a maximum of 20 working days annually.

Part-Time Employees

Vacation pay for part-time employees shall be paid on each regular pay period. All part-time employees shall be paid four per cent vacation pay, except part-time employees who have worked 50 per cent of regular working hours (40 hours bi-weekly), in each of four years in the preceding 10 years, shall be paid six per cent vacation pay.

Article 502

Sick Benefits

- (a) Fifteen working days sick leave or one-half working day per bi-weekly period, plus one-half working day per every three months completed, to a maximum of 15 working days annually. Earned sick leave may be carried over from one year to the next up to a maximum of 30 working days.
- (b) Part-time employees shall be eligible to receive equivalent sick leave benefits according to time worked, ex: a part-time employee working only 25 per cent of full time hours would be eligible for only that same portion of sick leave benefits.

Article 601

- (a) Either party may terminate this Agreement, without notice in the first 30 days of employment.

- (b) Subject to clause (a), the following amount of notice is required by the Council for termination of employment:

| Period of Employment | Notice Period |
|---|----------------------|
| Less than one year | One week |
| At least one year and less than three years | Two weeks |
| At least three years and less than five years | Four weeks |
| At least five years and less than 10 years | Six weeks |
| At least 10 years | Eight weeks |

- (c) An Employee who is ending their employment must provide the Council with one week notice if they have worked for more than 30 days, but less than one year. An Employee must give two weeks notice, if they have worked for the Council for more than one year.
- (d) If program funds to the Council are withdrawn by the Manitoba government the Council may terminate the employment relationship upon giving the termination notice required in clause (b), in addition to any accrued vacation pay.
- (e) (i) Certified or other training which the department advises the Council it deems necessary is mandatory.
- (ii) The Council shall:
- a. advise the Employee of all such mandatory training
 - b. be responsible for all approved expenses relating to such training
- (iii) Failure, by the Employee, to successfully complete such training shall be just cause for termination.

Article 701

- (a) Any action or conduct on the part of the Employee not consistent with their responsibilities may be considered just cause for suspension without pay or termination of employment under this Agreement.
- (b) Where an Employee or supervisor has a complaint regarding this Agreement or working condition the matter shall be referred to the Council for their decision. The Council shall deal promptly with any and all disputes arising between the parties.
- (c) Any such suspension or termination shall be immediately reported to the department, at the appropriate regional office by the Council, who may investigate and where appropriate report their findings and recommendations to the minister of Indigenous and Northern Relations.

Article 801

This Agreement shall commence on the day herein above mentioned and shall continue unless terminated in a manner contemplated in Article 601 or 701.

IN WITNESS WHEREOF the Council, with and by its proper officers have thereto set their hands, and the said Council has duly obtained approval by the minister responsible for the administration of The Northern Affairs Act, being Chapter N100 of the C.C.S.M., as attested hereto hereinafter, and the Employee has set his or her hand hereunto, on the day and year first above mentioned.

Witness

Employee

Witness

Mayor

THE NORTHERN AFFAIRS ACT provides in part:

Subsection 50(1) “An incorporated community may enter into agreements with... any person (b) to provide... services in the community...”

Subsection 173(1)”... the minister has and may exercise all the powers and functions that an incorporated community and its council may exercise within its boundaries.”

Pursuant to the above subsection, the minister of Indigenous and Northern Relations affixes his or her signature by way of written approval.

Minister of Indigenous and Northern Relations

SCHEDULE A

Community Administrative Officer Job Description

On behalf of the community council, the community administrative officer shall:

Administration

- Follow the personnel policy developed by council concerning community employees, if applicable.
- Ensure all pertinent correspondence, financial information (financial statements) and items of council business are presented at the council meeting and/or are responded to in proper manner and are filed in an acceptable filing system.
- Ensure proper agendas and minutes of all council meetings are prepared and distributed to proper agencies.

Financial

- Ensure all monies received are deposited and all expenditures are processed in accordance with departmental directives and policies.
- Ensure all financial records of council are completed, balanced on a monthly basis and kept in safekeeping in the place designated by council or the council office, in accordance with departmental directives and policies concerning community financial audits.
- Ensure budgets are prepared in sufficient detail and time to allow good planning.
- Ensure the proper collection of taxes.

Municipal Services

Ensure the terms and conditions of any funding agreement are followed.

Ensure all government regulations, bylaws and directions of council are followed by:

- Assisting the council through research and advice, supervision of budgeting procedure and policies, financing, organizing, planning, analyzing, interpreting and evaluating the community needs relating to infrastructure and general community growth for the development and establishment of local municipal services as defined in The Northern Affairs Act.
- Assisting the council with liaison between the council and other government agencies to ensure maximum benefit to the community and government departments.
- Assisting the council and community in understanding their responsibilities through advice and supervision on procedures, resolutions, bylaws, project development and management, election procedures and the various alternatives and implication of the same.

Other

Participate in training sessions. Supervise and train the community support staff, if and when required or deemed necessary.

Any other related duties assigned.

Advance in Pay Level

Increments in pay level for the community administrative officer will be based on job performance and training level, and will be subject to annual review and recommendation by council.

Note: The above task descriptions reflect the general details considered necessary to describe the principal functions of the job identified and should not be construed as a detailed job description of all the work requirements that may be inherent in the job.

SCHEDULE B
Assistant Community Administrative Officer Job Description

On behalf of the community council, the assistant community administrative officer shall:

Financial

- Maintain all the financial records of council in the office.
- Prepare and present all financial records at month end.
- Process all council expenditures.
- Receive and deposit all monies of council.
- Reconcile and close off all financial records at month end.
- Handle all funds and administration of council projects.

Administration

- Assist in budget preparation, interpreting statutes and other correspondence.
- Prepare or assist with distributing meeting agendas, resolutions and bylaws.
- Follow-up on all items of council business (keep everyone fully informed on meetings and events).

Clerical

- Receive, record and ensure proper handling of correspondence.
- Relay or respond to correspondence upon council's direction.
- Act as receptionist in the council office.
- Record minutes at every regular and special meeting.
- Represent council at meetings upon their request or direction.
- Disclose approved information to public.
- Immediately report all absenteeism to the immediate supervisor.
- Participate in training programs.
- Maintain the filing system in the office.

Other

Other related duties as assigned.

Advance in Pay Level

Increments in pay level for the assistant community administrative officer will be based on job performance and training level, and will be subject to annual review and recommendation by council.

Note: The above task descriptions reflect the general details considered necessary to describe the principal functions of the job identified and should not be construed as a detailed job description of all the work requirements that may be inherent in the job.

SCHEDULE C

Community Safety Officer Job Description

Definition and Nature

This role will be responsible for delivering the communities crime prevention program; connecting people in need with appropriate social services; maintaining a public presence in the community; working with the RCMP to enhance public safety; and allowing the RCMP to focus their resources on their mandate.

Essential Duties and Responsibilities

Be responsible for maintaining public peace, enforcement of community bylaws and limited enforcement abilities. This may include, but is not limited to:

- community bylaws
- The Highway Traffic Act
- Off Road Vehicle Act
- The Liquor and Gaming Control Act

Assist and work cooperatively with other enforcement agencies when required, including RCMP and any other peace officers.

Respond to public complaints or observed incidents in a timely, expedient and professional manner and undertake an educational role when appropriate to a situation. Take notes and report findings to the RCMP for their response and investigation.

Promote and deliver a variety of public education and safety programs as required, including business security, school bus, bicycle and pedestrian safety and other topics as they arise.

Develop and deliver presentations to youth in the schools on public safety and community development as per the communities required needs.

Patrol the community on a regular basis, for the prevention of offences, including areas of specific interest or concern. Note or record by video any observations, where possible.

Liaise with other municipal agencies or departments when required.

Utilize positive public relations practices and a high degree of professionalism in dealings with the public and promoting public awareness in areas of responsibility.

Maintain equipment in good condition and provide recommendation for additional or replacement equipment as may be required.

Maintain working knowledge of community bylaws, provincial regulations and approved enforcement abilities for the efficient undertaking of this role.

Work shifts as assigned with consideration to local conditions which may require a non-standard work week.

Organize other work duties to maintain visibility in the community through maximization of patrol time and enforcement activities.

Personal Attributes

- Demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
- Be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
- Possess good interpersonal skills and shall demonstrate acceptable public relation skills in dealing with the public.
- Must often work alone with minimum supervision. Demonstrate decision making skills and must work well under pressure and strict timelines.

Advance in Pay Level

Increments in pay level for the community safety officer will be based on job performance and training level, and will be subject to annual review and recommendation by council.

Note: The above task descriptions reflect the general details considered necessary to describe the principal functions of the job identified and should not be construed as a detailed job description of all the work requirements that may be inherent in the job.

Community Safety Officer Modified Job Description

Definition and Nature

This job description is only applicable for a community safety officer who has not completed the required training. This role will be responsible for delivering the communities crime prevention program; connecting people in need with appropriate social services; maintaining a public presence in the community; working with the RCMP to enhance public safety; and allowing the RCMP to focus their resources on their mandate.

Duties and Responsibilities

Assist and work cooperatively with other enforcement agencies when required, including RCMP and any other peace officers.

Take notes and report findings to the RCMP for their response and investigation.

Promote and deliver a variety of public education and safety programs as required, including business security, school bus, bicycle and pedestrian safety and other topics as they arise.

Develop and deliver presentations to youth in the schools on public safety and community development as per the communities required needs.

Patrol the community on a regular basis, for the prevention of offences, including areas of specific interest or concern. Note or record by video any observations, where possible.

Liaise with other municipal agencies or departments when required.

Utilize positive public relations practices and a high degree of professionalism in dealings with the public and promoting public awareness in areas of responsibility.

Maintain equipment in good condition and provide recommendation for additional or replacement equipment as may be required.

Work shifts as assigned with consideration to local conditions which may require a non-standard work week.

Organize other work duties to maintain visibility in the community through maximization of patrol time and enforcement activities.

Personal Attributes

- Demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
- Be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.

- Possess good interpersonal skills and shall demonstrate acceptable public relation skills in dealing with the public.
- Must often work alone with minimum supervision. Demonstrate decision making skills and must work well under pressure and strict timelines.

Advance in Pay Level

Increments in pay level for the community safety officer will be based on job performance and training level, and will be subject to annual review and recommendation by council.

Note: The above task descriptions reflect the general details considered necessary to describe the principal functions of the job identified and should not be construed as a detailed job description of all the work requirements that may be inherent in the job.

SCHEDULE D
Public Works Employee Job Description
(Includes Water and Wastewater Delivery/Operators)

Caretaking

- Keep all community buildings clean inside and out, including the yards.
- Check for damages and effect repairs, if required.
- Keep fire hall driveway free from ice and snow at all times.
- Check all buildings and lock up before leaving.
- Read hydro meters once a month on all buildings.
- Keep community dock repaired.

Water and Wastewater Facilities

- Record all meter readings at times required by the Manitoba government.
- Take daily water tests as required by the Manitoba government and record such data.
- Check daily, all components of the system(s) for proper operation and make necessary adjustments.
- Prepare chlorine solutions and backwash and/or replace filters in accordance with provincial requirements.
- Ensure all thermostats are set and functioning at operating levels.
- Check the main and backup heating system(s), where provided.
- Maintain the system in a clean and orderly condition and ensure facilities are secured with locks.
- Report to council any heat-power loss and take necessary remedial action to prevent freezing damage to components of the system.
- Take and send into the appropriate agency, water and wastewater samples as required by the Manitoba government.
- Maintain records and prepare written reports for council or the Manitoba government as designated by the department.
- Take all reasonable steps and precautions to ensure a safe water supply for the community.
- Complete all training courses to attain appropriate certification level.
- Notify council in writing of any needed repair to the facility and be on site when the facility is open to the public as required by regulation.
- Maintain logbook (records) of work done and problems reported and how the problem was corrected.

Garbage

- Provide garbage collection on a weekly basis (____ days per week) in the community of _____, Manitoba.
- Maintain the local waste disposal site in a neat, reasonably tidy condition and do not engage in burning at any time whatsoever, unless in possession of a burning permit.

- Collect only such garbage as is placed in appropriate bags or secured and placed in enclosed containers and in the event that the employee determines that certain residences have not placed their garbage in appropriate bags or containers, the employee shall notify council of the name and/or location of said residence.
- Be responsible for delivering all bulky objects such as fridges, stoves, etc. to a separate location of the nuisance grounds.
- Be responsible for proper signage.

Equipment Maintenance

- Be responsible for the operation and maintenance of community equipment and utilize purchase orders as provided by council for expenses incurred in the day-to-day operation of a program.
- Notify council in writing of any needed repairs to community equipment.
- Be responsible for storing community equipment, both summer and winter, in the community garage and be responsible for safe and orderly storage of all community equipment provided by a program.

Community Parks

- Rake and cut grass.
- Clean up fallen trees.
- Plant new trees as required by council/Manitoba government.

Roads

- Report to council if road(s) need repair, gravel or culverts or water remaining in ditches for long periods.
- Clean on each side of the road any garbage lying in ditch.
- Report to council if snowplowing is required in the community; advise organization hired by council to perform snowplowing.

Skating Rink

- Keep the rink in order and repair, if required.
- Check all lights and fuel supply.
- Flood rink and paint lines.
- Remove snow from rink.
- Ensure only qualified people work on artificial ice plant.

Community Cemetery

- Maintain fence around the cemetery and keep cemetery yard clean.

Personal Protective Equipment

- Ensure all personal protective equipment meets industry standards and is maintained according to manufacturer's instructions.
- Ensure personal protective equipment is worn as required

General Reports

- Implement and use maintenance management system (MMS) program.
- Maintain weekly checklist of duties.
- Maintain logbook (record) of work done and problems reported.
- Ensure community inventory reports are updated and submitted annually to the department.

Other

Any other related duties as assigned.

Authorized Travel Outside the Community

- Approved travel and mileage expenses will be paid in accordance with prevailing departmental rates.
- Private vehicle usage for community purposes must be with full insurance coverage. Council may contribute the difference in cost for business insurance over the cost of personal insurance.
- Approved expenses incurred by the public works employee in the performance of duties will be paid in accordance with prevailing departmental rates.

Advance in Pay Level

Increments in pay level for the public works employee will be based on job performance and training level, and will be subject to annual review and recommendation by council.

Note: The above task descriptions reflect the general details considered necessary to describe the principal functions of the job identified and should not be construed as a detailed job description of all the work requirements that may be inherent in the job.

SCHEDULE E

Recreation Director Job Description

Position Title: Recreation Director Reports to: _____

Summary of Position:

The recreation director will develop and implement recreation and wellness programs to fulfill community requirements in accordance with policies set out by council.

Leadership

- act as a role model in the community
- act in a honest, reliable, committed, confident, punctual, accountable and flexible manner
- motivate people to get involved
- instill pride and self-esteem in youth
- be active in the community

Programs

- research, develop and implement programs
- organize activities and workshops
- survey the community to determine needs
- educate adults on benefits of recreation and wellness
- plan programs for all ages in the community
- ensure programs meet the needs of the community
- recognize and develop leadership skill in others
- assesses community needs on an on-going basis

Promotion

- promote recreation and wellness in the community (personal contact, newsletters, radio, etc.)
- distribute information to the entire community

Training

- attend training sessions and workshops and apply knowledge to individual communities
- develop skills to effectively plan and deliver recreation and wellness programs
- maintain knowledge of current recreation theory and practice

Facilities and Equipment

- maintain community equipment and supply inventory
- report unsafe community facilities to supervisor to report to council for action

Organization

- maintain daily, weekly, monthly schedules
- develop committees
- prepare monthly reports summarizing community recreation activities
- attend council and group meetings as required
- ensure recreation and wellness reports are submitted to the department regional office accordingly

Financial Management

- assist with preparation of the recreation budget
- obtain funding for programs and facilities
- seek and apply for grants and additional funding

Liaison

- maintain regular contact with recreation and wellness staff from the regional offices of Manitoba Indigenous and Northern Relations, Manitoba Municipal Relations and Manitoba Health, Seniors and Active Living
- network with other community organizations, agencies, groups and community recreation directors in other communities
- stay informed of community and regional events

Volunteers

- recruit, train, reward and motivate volunteers
- organize and assist volunteers

Recreation Committee

- work with the recreation committee to develop goals and objectives
- help develop a community recreation and wellness plan

Community/Council

- act as a resource for community groups
- communicate with the community
- communicate regularly with council
- report to council or supervisor

Advance in Pay Level

Increments in pay level for the recreation director will be based on job performance and training level, and will be subject to annual review and recommendation by council.

Note: The above task descriptions reflect the general details considered necessary to describe the principal functions of the job identified and should not be construed as a detailed job description of all the work requirements that may be inherent in the job.