

## **Employee Management Guide**

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This guide will provide community council and supervisors with a resource on issues relating to employee management and problem solving methods, including procedures to follow, along with support available from the department. It contains information on hiring, supervision, employee discipline and related appendices. Each topic contains all the necessary information, as well as specific forms relating to the tasks required when managing employees. The *Northern Affairs Manual of Policies and Procedures* (NAMPP) contains other related attachments referenced. The *Recreation Director's Handbook*, which each community has in their office, is a good resource for specific details relating to the recreation director.

Managing employees is a very important responsibility. Good hiring and supervision practices will help to ensure that council retains an effective and qualified work force. Community residents rely on community employees to provide municipal services.

For detailed information on the Employment Standards Code which applies to all community employees, you can contact the Employment Standards Branch of Manitoba Growth, Enterprise and Trade toll-free at 1-800-821-4307, online by visiting the Manitoba government website <http://www.gov.mb.ca/labour/standards> or by email [employmentstandards@gov.mb.ca](mailto:employmentstandards@gov.mb.ca). Employment standards officers are available to provide support and guidance on employment issues and interpretation of the applicable legislation.

Revisions to this guide will be posted online on the Manitoba government website at <http://www.gov.mb.ca/inr/resources/community-docs.html> for communities to access and print required copies. Notification will be provided to each community by letter indicating pages revised and an explanation of changes made. Appendix F – Sample Interview Questions will not be posted to the website, but sent to communities in separate form.