

<b>Community Employees</b>	Policy	F9
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## What is the policy?

This policy applies to all levels of communities in receipt of Local Government Services Program (LGSP) funding, except settlements. Council is required to adhere to hiring procedures and standards outlined by the department including:

1. the use of the standard employee agreement
2. positions that deliver objectives consistent with the intent of the funded program
3. annual performance reviews for each community employee
4. a training plan developed for each community employee based on suggested training requirements identified at the time of hiring and during annual performance reviews

The standard employee agreement, job descriptions and the community employee standards/core competencies can be found in the *Employee Management Guide*. Sample job descriptions for each community employee are provided in Appendix A – Employee Agreement/Schedules (A to E) of the guide. The standard employee agreement must be used for all permanent employees, complete with the specific job description attached. The employee agreement sets out the community's responsibility for wages, employee benefits and proper notice in the case of dismissal. The job description outlines the duties expected of the employee. The agreement can not be adjusted, however the job descriptions may be revised in accordance to specific community requirements.

## Categorized list of employee functions

**Community Administrative Officer (CAO)** – employee carrying out duties described in the job description (Schedule A) of the guide, including part-time employees.

**Assistant Community Administrative Officer (ACAO)** – employee carrying out duties described in the job description (Schedule B) of the guide, including part-time employees.

**Community Safety Officer (CSO) UNDER REVIEW** – employee carrying out duties described in the job description (Schedule C) of the guide and as outlined under the CSO operating agreement.

**Public Works Employee (PWE) (includes Water and Wastewater Delivery/Operators)** – employee associated with general public works duties who may not be vehicle operators as described in the job description (Schedule D) of the guide, including supervisors and part-time employees.

**Recreation Director** – employee carrying out duties described in the job description (Schedule E) of the guide, including part-time employees.

**Casual Employee** – employee hired from time to time to carry out various duties on a short-term basis.

## **Intent of programs**

### **CAO/ACAO**

The department may supply funding to communities to ensure essential financial and administrative functions as outlined are met. The CAO is responsible for the daily operations of the community including: community financial record keeping, management and supervision of staff, ensuring community and department policies are followed, and records are complete and available for audit purposes. The Northern Affairs Act states council must appoint a CAO in accordance with subsection 132(1) and the act does not contemplate a council operating without a CAO to perform this function as outlined in the act.

### **CSO UNDER REVIEW**

Based on need, the department may supply funding to communities for community safety services. This program is crime prevention focused as opposed to law enforcement. The authority for a community to operate this program is as provided under The Police Services Act section 77.3.

### **PWE (Includes Water and Wastewater Delivery/Operators)**

Due to the different needs of communities, a variety of public works functions as outlined are required to be met depending on the infrastructure in each community and as determined from the maintenance cost analysis or MCA (see Policy F1 Funding Formula Overview under MCA Component). This program ensures environmental and public health regulations are met and infrastructure care through adequate preventative maintenance. Water and wastewater operators are highly regulated and have minimum qualification requirements (ex: certification or licensing).

### **Community Recreation and Wellness**

The department provides funding to communities for recreation based on policy (see Policy F1 Funding Formula Overview under Recreation Services). This program responds to identified community recreation and wellness needs and improves the quality of life in communities through the increase of community participation in physical, cultural and arts activities.

## **General guidelines for hiring or replacing employees**

Special procedures must be followed when hiring CSOs and recreation directors (see Policy G6 Criminal Record and Child Abuse Registry Checks) and PWEs fulfilling roles with regulatory requirements (see related sections under Community Responsibilities).

Part-time employees are to be paid the equivalent rate defined herein for the number of hours worked per week. Holiday and sick leave benefits outlined in the employee agreement are pro-rated to the number of hours worked.

The initial salary is based upon the new employee's skill level. Employees that do not demonstrate the required skills during the hiring process should be considered as a trainee for one year. Salary increases must be budgeted.

## **Community responsibilities**

- Council must follow an effective hiring procedure, which includes assessing the applicant's skills against the established criteria for the position, including any qualifications set by regulation.
- Council should use the community employee standards/core competencies to assess current employee training requirements or when hiring new employees.
- Council must inform the regulator and consult the department prior to filling regulated positions, including water and wastewater operators, with underqualified staff.
- Council must ensure the standard employee agreement is completed upon hiring and employees fulfill requirements as per the standard employee agreement.
- Employee dismissals must be reported to the department immediately, so proper notice and benefits procedures are applied.
- Employees in LGSP funded positions must be paid at or above the employee salary scale set in this policy. If employee wages are not at the levels stated in the policy, the department can request council to return the excess wage funds. (Government allocated funds to bring community employee wages up to par with other municipalities and/or other equivalent duties/functions; and furthermore, government directed the department to ensure that all community wage funding be used to bring community employee wages up to par.) Council is responsible for amounts paid above the funded amount.

## **Other information**

The employee salary scale, LGSP funded positions, bi-weekly northern remoteness allowance schedule and funding principles followed for bi-weekly northern remoteness allowance that follow are applicable only to the funded positions under the LGSP funding criteria.

## Employee Salary Scale

	Level I	Level II	Level III	Level IV	Level V	Level VI
CAO	\$20.15	\$20.45	\$21.30	\$23.61	\$25.90	\$26.62 \$27.15*
ACAO	\$16.85	\$17.15	\$18.31	\$18.88	\$19.46	\$19.99 \$20.39*
PWE	\$17.15	\$18.31	\$20.61	\$21.76	\$22.92	\$23.55 \$24.02*
Recreation Director	\$17.18	\$18.34	\$19.50	\$20.06	\$20.64	\$21.22 \$21.64*
CSO	\$19.69	\$20.13	\$20.74	\$20.78	\$21.99	\$22.60 \$23.05*
Casual Employee	Cannot be paid less than the minimum wage rate as set by Manitoba's Employment Standards Code					

*\*2% long service step (LSS) rate applicable to employees with 20+ years of service*

These rates DO NOT include any amount to cover employer costs. For LGSP funded positions (see table on next page), the formula adds 15 per cent on top of the highest salary rate in the scale (or LSS, if eligible) to cover employer costs for PWE(s), recreation director and CSO. The community is funded on that basis. Administrative wages are not funded on that basis (see Policy F1 Funding Formula Overview under Administration).

For LGSP funded positions, council must pay the LSS rate where the employee has 20+ years of service. For LGSP funded positions not being paid at the highest salary rate, council must apply the cost of living increase (in applicable years) for the designated position. Council has the discretion to offer new employees a salary rate based on qualifications and experience and provide increments based on their annual performance appraisal. There is an option to hire an underfill for a LGSP funded position, but council must bring the employee up to the minimum pay scale amount within one year and the next salary rate each year following until the highest salary rate has been reached. Council is responsible for determining the hourly rate of pay for those employees not in the LGSP funded positions.

In addition to the regular PWE salary, an amount for water and wastewater certification supplement is funded separately (see Appendix FI-C Water and Wastewater Schedule). Council must increase the designated PWE salary by a minimum \$0.80 per hour as each level of required certification is achieved, if not currently being paid at the level required. The PWE is to achieve the certification level required to operate the water and wastewater systems in the community. Receipt of these funds from the department is contingent on the achievement levels.

## LGSP Funded Positions

<b><u>Community</u></b>	<b><u>Administration</u></b> (see page 4)	<b><u>PWE(s)</u></b>	<b><u>Recreation</u></b> <b><u>Director</u></b>	<b><u>CSO</u></b>
Barrows	1	1.5	0	1
Berens River	0.5	2	0	0
Bissett	0.5 <sup>LSS</sup>	1.5 <sup>(0.5 LSS)</sup>	0	0
Brochet	1	0.5	0	1
Camperville	2	2	1	1 <sup>LSS</sup>
Cormorant	1	2.5	1	1
Crane River	0.5 <sup>LSS</sup>	1.5	1 <sup>LSS</sup>	1
Cross Lake	2 <sup>(1 LSS)</sup>	2	1	0
Dauphin River	0.5	Not applicable*	0	0
Dawson Bay	0.5	Not applicable*	0	0
Duck Bay	2	1.5	1	1
Easterville	0.5	0.5	0	0
Gods Lake Narrows	0.5	1.5 <sup>(1 LSS)</sup>	0	0
Harwill	0.5	Not applicable*	0	0
Homebrook	0.5 <sup>LSS</sup>	Not applicable*	0	0
Island Lake	1 <sup>LSS</sup>	1.5	0	0
Mallard	0.5	1.5	0	0
Manigotagan	1	1.5	0	1
Matheson Island	1	1.5	0	0
Meadow Portage	0.5	0.5 <sup>LSS</sup>	0	0
Moose Lake	1	0.5	0	0
Nelson House	0.5	1	0	0
Norway House	2 <sup>(1 LSS)</sup>	4.5	1	0
Pelican Rapids	0.5	1	0	1
Pikwitonei	0.5	1	0	0
Pine Dock	0.5 <sup>LSS</sup>	1.5	0	0
Rock Ridge	0.5	Not applicable*	0	0
Seymourville	1	1	0	0
Sherridon	1	2	0	0
Spence Lake	0.5	Not applicable*	0	0
Thicket Portage	1	1.5	0	1
Wabowden	2	2	1	0
Waterhen	1	1.5 <sup>(1 LSS)</sup>	0	1 <sup>LSS</sup>

\*due to public works funded for contract labour at a rate of \$27.08 per hour

<sup>LSS</sup>indicates employee in the LGSP funded position has 20+ years of service

The Administration column reflects the deemed employment status (2 represents a CAO and ACAO).

## Bi-weekly Northern Remoteness Allowance Schedule

<b><u>Location</u></b>	<b><u>Dependent</u></b>	<b><u>Single</u></b>
Berens River	\$304.24	\$174.42
Brochet	\$363.41	\$209.27
Cormorant	\$171.55	\$109.38
Cross Lake	\$327.12	\$189.09
Easterville	\$150.06	\$94.74
Gods Lake Narrows	\$360.47	\$207.23
Island Lake	\$335.83	\$191.83
Matheson Island	\$205.76	\$145.92
Moose Lake	\$217.86	\$134.69
Nelson House	\$222.73	\$136.01
Norway House	\$290.96	\$166.38
Pikwitonei	\$285.26	\$170.87
Pine Dock	\$205.76	\$145.92
Sherridon	\$232.31	\$142.49
Thicket Portage	\$284.64	\$170.43
Wabowden	\$243.87	\$166.43

## **Funding Principles Followed for Bi-weekly Northern Remoteness Allowance**

### Locations and Residences

The remoteness allowance applicable to the location at which the employee has established the employee's residence and maintains a family home is normally that which prevails; since the residence would be within normal daily travel distance to the employee's headquarters. Where there is doubt as to whether the employee's residence is established in relation to the employee's headquarters the location for remoteness allowance shall be determined by the employing authority. Where there is no community in relation to which the employee has a residence, for which an allowance can be established, the nearest community to the designated employee's workplace shall be considered to be the location for the allowance.

### Hourly Rated Personnel

Remoteness allowance is to be determined separately from hourly wage rates.

### Limitations

The remoteness allowances for the various communities, for single or dependent's as indicated, represent a maximum bi-weekly allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave during continued employment, and as limited in above section for hourly-rated employees. They are not payable during periods of absence without pay. They are not included as part of regular earnings.

### Rates

The bi-weekly remoteness allowances relative to each location at single and dependent rates are as indicated in this policy. Communities in an eligible area for which no allowance has been established may be added to the list.

### Geographic Eligibility

No location will be included for remoteness allowance that is 250 kilometres or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of 65 kilometers or more by the most direct road to a provincial trunk highway or paved provincial road, and the aggregate distance to the highway or paved road and then to Winnipeg or Brandon totals 200 or more kilometers. No location having road access and situated south of the 53rd parallel of latitude will be included unless the criterion concerning off-highway access was met.