



## Rural Municipality of Meadow Lake #588 Policy

Policy #HR-005

Policy Title: Employee Hiring/Job Description/Evaluation Policy

**Policy Objective:**

To set a policy for the purpose of hiring employees for the betterment of operations within the Municipality as well as setting job descriptions and evaluation policy

**Authority:**

Council Resolution #204/18

Dated: August 13, 2018

**Policy:**

The Municipality is committed to providing quality service to the residents. In order to provide the service, employees must be hired on a regular basis. As council meets once a month there is a need to allow the managers to hire individuals on an as need basis during the busy times of the year. With hiring employees an evaluation process is necessary for the added progress to all employees.

**Hiring Process:**

1. RM of Meadow Lake Council hires the Chief Administrative Officer as per the Municipalities Act and sets the rate of pay as per the job requirements, duties and responsibilities and negotiated on an individual basis.
2. RM of Meadow Lake set a 3 person team which will include the CAO, Reeve and a Councillor to hire the Manager of Public Works as per the needs of the municipality and sets the rate of pay in accordance with the job requirements, duties, and responsibilities and negotiates on an individual basis.
3. General Staffing
  - a. If a family member of the hiring manager has applied for a position with the RM, the hiring Manager affected shall declare pecuniary interest.
  - b. The Reeve and a Councillor shall then do the hiring for this position.
  - c. If Reeve or Councillor are in pecuniary interest, then 2 other councillors who are not in pecuniary interest shall be appointed as hiring managers.
4. Office Staffing
  - a. Chief Administrative Officer may hire the necessary staff in order to fulfill the needs of the Municipality as it relates to the efficiency of the operation and will work within the budget set by the Council;
  - b. In Scope Office staff will be hired in accordance with the Collective Agreement
5. Municipal Chief Administrative Officer Internship Program (MAIP)
  - a. This is through SARM;
  - b. The CAO is given the authority to accept or reject any application for Internship for this Program;
  - c. SARM sets the rate of pay and the Municipality will accept those terms.
6. Summer Students

- a. Chief Administrative Officer may hire summer students as it relates to the efficiency of the operation.
  - b. Chief Administrative Officer and Manager of Public works will work together if there is a need to hire summer students for the out-side operations
  - c. Summer students will only be hired if there is a grant approved to the Municipality under the Summer Student Works program.
7. Manager of Public Works and the CAO hires the out-side personnel. The hiring process for unionized employees follows the collective agreement.
  8. Appointing of full time employees in the bargaining unit shall follow the Collective Agreement.

#### **Seasonal Lay Off and Recall**

1. The Manager of Public Works along with the CAO are authorized to proceed with the Seasonal Layoffs as it is efficient for the operations of the Municipality and as the weather permits.
2. Seasonal Layoffs will generally be at the end of October each year depending on weather conditions and workload.
3. Recalls will generally be after the May long weekend (3<sup>rd</sup> or 4<sup>th</sup> week of May) depending on weather and work needs.
4. The MPW and CAO are authorized to proceed with the recalls of outside employees as per the Collective Agreement

#### **Job Descriptions:**

1. In order to better facilitate the employees to understand the jobs that are required of them, the council has completed job descriptions for the management as well as employees (both in-scope and out-of-scope)
2. Job Descriptions forms are attached to this policy.

#### **Evaluation Process:**

1. Equipment Evaluations shall be completed by the Manager of Public Works
  - a. The Council recognizes the Manager of Public Works as their designate to competently train employees on all pieces of equipment.
    - i. Employees may be re-evaluated if necessary
  - b. A certificate of completion of evaluation shall be completed and given to the employee with a copy kept on the Employees file at the RM of Meadow Lake office.
2. Employee Evaluations will be completed on a yearly basis as follows:
  - a. All in scope employees that are not located in the Administration setting are completed on a yearly basis by the Chief Administrative Officer and Manager of Public Works as per the Collective Agreement.
  - b. The in-scope and out-of-scope Administration staff are evaluated by the Chief Administrative Officer.
  - c. The Chief Administrative Officer evaluation will be completed by the Reeve and Council with consultation with the auditor.
  - d. Manager of Public Works evaluation will be completed by the Reeve and CAO.
  - e. The evaluations will be presented to Council for information and comment.
3. Employee Evaluations are completed as follows for non-unionized personnel
  - a. Within 6 months of beginning work, an evaluation will be completed;
  - b. Prior to completing working for 12 months, another evaluation will be completed;
4. Employee Evaluation forms are attached to this policy for:
  - a. Chief Administrative Officer
  - b. Financial Officer

- c. Office Staff
- d. Manager of Public works
- e. Equipment Operators

**Employee Supervision, Correction and Dismissal**

- 1. See Policy HR-006