



## Human Resources

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|----------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Title:</b><br><b>Employee Remuneration, Hours, Benefits, Leaves, and Probation Policy</b> | <b>Policy Number:</b><br><b>HR-02</b> |
| <b>Authority:</b> Resolution 2026-214 - July 21, 2026 Council Minutes                        | <b>Next Review:</b><br>May 2029       |

### **Purpose:**

To set the values and schedules applicable for employee work conditions and benefits redeemable through the Municipality as an Employer in accordance with Saskatchewan Labour Standards.

### **Remuneration:**

The municipality maintains a floating salary grid for all employees. At the last Council Meeting each year, the Administrator will present the new salary grid along with pertinent Consumer Price Index. The recommended new year salary-schedule is to be discussed, altered if necessary and approved as soon as possible for implementation in January of the following year.

Every employee of the Municipality will be remunerated as follows with the tiers loosely based on the UMAAS Administrator's salary.

- Years 0 – 5 Bottom of Grid to Top of Grid with equal annual increments
- Long Service Increments:
  - After 15 Years 6.5% of Top of Grid
  - After 25 Years 9.5% of 15 years

Each year the base and max are indexed as per cost of living, subject to Council approval. The Federal Consumer Price Index for the Province of Saskatchewan is to be used for all employees.

### **The municipality shares in the Employee's benefits as follows:**

#### Required by legislation:

|                          |                                            |
|--------------------------|--------------------------------------------|
| Canada Pension           | - matching contributions                   |
| Unemployment Insurance   | - up to 1.4 times employees' contributions |
| Municipal Superannuation | - matching contributions                   |
| Workers Compensation     | - Municipality pays full premium           |

#### Required – other:

|                            |                                      |
|----------------------------|--------------------------------------|
| SUMA short term Disability | - Employee Pays Full Share           |
| SUMA long term Disability  | - Employee Pays Full Share           |
| UMAAS membership           | - Municipality pays full premium     |
| Notary Public/Commissioner | - Municipality pays full license fee |



#### Optional:

|                               |                                |
|-------------------------------|--------------------------------|
| SUMA Extended Health Benefits | - Municipality Pays Full share |
| SUMA Dental                   | - Municipality Pays Full Share |
| SUMA Life and AD and D        | - Employee Pays Full share     |

#### **Employee Travel:**

The Town will reimburse all employees for expenses which are directly related to the employees' work and approved by their direct supervisor. Reimbursement is authorized by Council at the travel rates prescribed.

#### **Hiring Rates for Seasonal/Casual Employees:**

The Town shall pay seasonal/casual labour employees minimum wage plus \$2.00/hour.

#### **Hours of Work:**

##### Public Works Employees

- |                       |                   |                               |
|-----------------------|-------------------|-------------------------------|
| Monday through Friday | 40 Hour Work Week | 8 AM to 5 PM (5-5-4 Rotation) |
|-----------------------|-------------------|-------------------------------|
- Start and Finish times fluctuate with seasonal demands – coordinated between Public Works Foreman and Administrator
- |                     |                                   |
|---------------------|-----------------------------------|
| Saturday and Sunday | On call weekends every third week |
|---------------------|-----------------------------------|
- every 3<sup>rd</sup> Friday off in return for on call

##### Facility Employees

|                        |                     |
|------------------------|---------------------|
| As Scheduling Requires | 40.0 Hour Work Week |
|------------------------|---------------------|

##### Community Development Manager

|                        |                   |                 |
|------------------------|-------------------|-----------------|
| As Scheduling Requires | 35 Hour Work Week | 9 AM to 4:30 PM |
|------------------------|-------------------|-----------------|

##### Fire and Rescue Employees - Chief

|                        |                          |
|------------------------|--------------------------|
| As Scheduling Requires | 40 Hour Work Week (FLEX) |
|------------------------|--------------------------|

##### Office Employees

|                       |                   |                 |
|-----------------------|-------------------|-----------------|
| Monday through Friday | 35 Hour Work Week | 9 AM to 4:30 PM |
|-----------------------|-------------------|-----------------|

##### Seasonal/Casual Employees

|                       |                             |
|-----------------------|-----------------------------|
| Monday through Friday | Work Week as Per Department |
|-----------------------|-----------------------------|

**Breaks:**

- a) Unpaid lunch breaks will be the maximum of 1 hour in length and will be scheduled by the direct supervisor
  - a. Office staff working 9:00 – 4:30 are entitled to a 30 minute lunch break, any longer length will require staying in office after door closure or vacation time being used at the discretion of the Administrator.
- b) Unpaid coffee breaks will be the maximum of 15 minutes in length and will be scheduled by the direct supervisor, a maximum of 2 unpaid coffee breaks per work shift

**Office Employees Working From Home:**

Office employee(s) who work from home will not be financially compensated for any work completed EXCEPT, in times where the employee and the direct supervisor agree that work from home will mutually benefit the employer and the employee.

At the very least, office employees working from home must deliver quality work and perform their duties as assigned by their direct supervisor. Unless authorized by the administrator, office employees temporarily working from home must attend the workplace at least 40% of their normal work week.

**Pay Periods:**

- a) Salaried employees may request a cash advance up to a maximum of \$1,000, if he/she wishes, on or before the 14th of each month with the remainder of his/her wages (calculated to the end of the pay period) paid on or before the 26th day of the month.
- b) Each employee shall receive an itemized statement, showing the gross amount earned, and itemized deductions, with the net amount payable.

**Employee Evaluation and Salary Review:**

After completion of the probationary period, the direct supervisor will review the new employee's evaluation. The direct supervisor, along with the Administrator, should determine if the employees are at their appropriate wage levels, after taking into consideration experience, qualifications, years of work with the municipality, job function and responsibility level, and wage relative to other employees.

If the employee is not at their appropriate wage level, then adjustments should be made and submitted to Council for approval. These adjustments could be made over a phase-in period.

After 2 years following the last employee evaluation, the direct supervisor will perform an employee evaluation and place on file with the Administrator.

Council will review, in December of each year, the proposed salary grid for the following calendar year.



### Time-in-Lieu:

- a) Time-in-lieu for all employees will be approved by the Administrator or, in the case of the Administrator, the Mayor and will be taken prior to using any vacation credits
- b) Time-in-Lieu for all employees will be paid out as per Saskatchewan Labour Standards guidelines annually
- c) Time sheets for salaried employees' time-in-lieu must be approved by the direct supervisor regularly and authorized by the Administrator. Council will review and authorize payment of remaining Time-in-Lieu to all employees annually in December of each year

### Vacation Leave:

- a) Seasonal/Casual employees will be paid in accordance with labour standards, paid each month calculated on the wages earned for that month.
- b) *After 1 year of service*, permanent, salaried employees are entitled to **three weeks'** vacation each year as per the Saskatchewan Employment Act. Upon the start of service, permanent employees are entitled to earn three weeks' vacation at the position's FTE rate each year.
- c) Upon the *10<sup>th</sup> anniversary of service*, permanent employees are entitled to earn **four weeks'** vacation at the position's FTE rate each year.
- d) Upon the *20<sup>th</sup> anniversary of service*, permanent employees are entitled to earn **five weeks** of vacation at the position's FTE rate each year.
- e) Upon the *30<sup>th</sup> anniversary of service*, permanent employees are entitled to earn **six weeks** vacation at the position's FTE rate each year.
- f) ***Employees must notify their direct supervisor to obtain approval prior to taking vacation.***
- g) Vacation leave that is not taken during the year will be paid out in December with 5 (five) calendar days being allowed to carry over into the following calendar year.
- i) All holidays to be taken in December will need to be submitted prior to the 15<sup>th</sup> of the month for approval to allow for accurate payout.

### Statutory Holidays:

The Town of Carrot River recognizes the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- And any other proclaimed holiday by the Federal, Provincial, or Municipal Government, as per
- Saskatchewan Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day



the LSA

### **Municipal Holidays:**

The Town of Carrot River recognizes the following holidays:

- National Truth and Reconciliation Day
- Boxing Day (Office Closure)

### **Workshops, Seminars, Conventions, ETC:**

Requests to attend workshops, seminars, conventions, etc., must be approved by the Administrator prior to the event. The Administrator, prior to an event, must approve time off for such events or compensation.

### **Leaves of Absence:**

The Mayor and Council must address any leave of absence request.

### **Medical Leave:**

All permanent employees of the Town of Carrot River shall earn ***1-day sick leave entitlement for each month of service***. Unused medical leave days **WILL NOT** be carried forward at year end. Employees may submit, in writing – specifying grounds, a request for additional paid health care days if required.

Employees are required to submit to the Administrator, a doctor's certificate, for Council's review, where the sick leave exceeds three working days, or for a lesser number when requested by Council OR in circumstances of a pandemic where the public's health may be at issue.

Using sick days for any use other than when the employee is unable to attend work due to illness or injury OR attending medical appointments is prohibited unless authorized by Council or in circumstances spoken to in this policy manual.

Under no circumstances will an employee, upon termination or otherwise, be paid out for any accumulated sick leave.

### **Bereavement Leave:**

An employee shall be granted paid leave in the case of death or illness of "Immediate Family", or for any other person for whom the employee is required to administer bereavement leave responsibilities.

The Town will grant the employee *up to five days paid leave* for bereavement requirements ***per occasion***. Special circumstances or extra time may be directed to the Administrator for approval by Council.



The Administrator must authorize any bereavement leave with Council's approval or the Mayor should timing be a factor.

#### **Family Medical/Pressing Necessity Leave:**

An employee shall be granted paid leave to attend out-of-town medical appointments and/or necessary caregiving of "Immediate Family".

- "Immediate Family" shall include spouse, parent, child, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, common-law spouse, former guardian, fiancée or some other person with whom the employee has had a similar relationship with, or for any other person for whom the employee is required to administer pressing necessity leave responsibilities.

These pressing necessity days will not be carried forward from one year to the next.

The Town will grant the employee up to three days paid leave for pressing necessity requirements in one calendar year. Special circumstances or requests for extra time may be directed to the Administrator for approval by Council.

The Administrator must authorize any additional pressing necessity leave with Council's approval or the Mayor should timing be a factor.

Under no circumstances will an employee, upon termination or otherwise, be paid out for any accumulated pressing necessity leave.

#### **Maternity/Parental Leave:**

Any employee shall be entitled to maternity/parental leave, without pay.

Maternity leave time off will be granted in accordance with employment insurance guidelines. The period may be extended where circumstances, in the opinion of the employee's doctor requires or recommends an extended leave.

Maternity/parental leave will be granted as per the Saskatchewan Employment Act.

#### **Leave for Jury Duty:**

The Town of Carrot River recognizes an employee's civic duty to provide services as a juror when called upon. Council wishes for Town employees to be able to perform these duties with no financial hardship to themselves or their family.

Any employee of the Town of Carrot River shall be entitled to leave to attend jury duty with pay for **up to 10 working days in any one instance**. No remuneration shall be paid from the Town for travel expenses including mileage and lodging should it be necessary.

**Mandatory Quarantine/Self Isolation:**

An employee may be required, in a pandemic and/or under public health order, to self-isolate or be under quarantine for a defined period of time. In these cases, the employee may use paid sick days (if unused credits are available) first and then pressing necessity leave (if unused credits are available) when unable to attend work. Once unused credits are used up, any additional sick days will be without pay.

**Probation Period:**

All employees, full and part time, will be on a minimum three-month probation period upon hiring.

**Severance Pay:**

Severance pay is to be paid out when an employee is dismissed or his/her employment is terminated without just cause in accordance with the statutory requirements in *The Saskatchewan Employment Act* or pursuant to any other employment standards legislation or common law, including:

*The Saskatchewan Human Rights Code; The Saskatchewan Occupational Health and Safety Act; as well as The Workers' Compensation Act (Saskatchewan)* at a minimum.

In consideration of a signed release, the Town of Carrot River may provide additional compensation to an employee over and above the dismissed employee's statutory entitlement(s).

**Grievances:**

All grievances are to be addressed to the Council in writing.

**Disciplinary Action:**

Disciplinary action against any employee shall be carried out by the Administrator and reported to Council.

In the case of the disciplinary action being against the Administrator, the Mayor would take the action of the Administrator in the above.