

**Town of Tisdale  
Employee Policy Manual  
As of January 2015**

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**Hours of Work:**

**Office Personnel**

8:00a.m. to 4:00p.m. Monday to Friday

All Town Office Personnel shall be allowed thirty minutes for lunch break. Lunch break is unpaid time. All Town Office Personnel shall be allowed two fifteen minute coffee breaks. Coffee breaks are paid time to be taken on site.

**Maintenance Personnel  
(Both Public Works &  
Recreation Departments)**

7:00a.m. to 4:00p.m. Monday to Friday

All Maintenance Personnel shall be allowed one hour for lunch break. Lunch break is unpaid time. All Maintenance Personnel shall be allowed two fifteen minute coffee breaks. Coffee Breaks are paid time to be taken on site.

**Overtime**

Overtime hours must be approved in advance by the appropriate Department Heads. For Department Heads overtime must be approved by the Town Administrator, or in the absence of the Town Administrator, by the Mayor or pertinent Committee of Council. Overtime may be worked without approval only under the following circumstances:

- a) Water Line Break
- b) Sewer line Break or Plug
- c) Sewer Lift Station Alarm/Breakdown
- d) Water Treatment Plant Alarm/Breakdown
- e) Called in by Fire Brigade
- f) Emergency Snow Removal at Airport

All unapproved overtime must be reported to the appropriate Department Head or the Administrator immediately on the first regular working day following the day the overtime was worked.

For all workers covered by the scope of the Collective Agreement between the Town of Tisdale and Canadian Union of Public Employees Local 777-02 overtime shall be paid as per the Union Agreement.

For all workers outside the scope of the Collective Agreement between the Town of Tisdale and Canadian Union of Public Employees Local 777-02 overtime shall be taken as time in lieu of pay.

**On-Call**

The Director of Public Works, Public Works Foreman, Plant Operator and Assistant Plant Operator shall be required to work On-Call duty on a rotational basis as set up by

the Director of Public Works. For On Call duties it shall be assumed that the employee works the following number of hours:

Monday, Tuesday, Wednesday, Thursday	1 hour/day
Friday	2 hours/day
Saturday and Sunday	3 hours/day

For each weekend worked (Friday, Saturday & Sunday inclusive) On-Call employees shall be entitled to a paid day off. For each week day evening worked On-Call employees shall be paid a rate of one and a half times their regular rate of pay.

For both weekends and week days if extra hours are required over and above the assumed hours then that employee shall be paid at a rate of one and a half times their regular rate of pay.

When an employee is On-Call on a Statutory Holiday or Declared Civic Holiday that employee shall be entitled to eight hours of regular pay as well as their On-Call time.

### Vacation

Employees shall earn paid vacation at a rate of 16 days per year for the first ten years of continuous employment; in the eleventh and subsequent years of continued employment shall earn 21 days of paid vacation per year; in the eighteenth and subsequent year of continuous employment shall earn 26 days of paid vacation per year; and in the twenty-fifth and subsequent years shall earn 31 days of paid vacation per year.

All vacation days are to be approved by the appropriate Department Head or by the Administrator. The Administrator's vacations are to be approved by the Mayor.

Employees shall not be allowed to take paid vacation time that has not yet been earned. All vacation days will be maintained on a form at the Town Office.

Employees may only have up to a maximum of one and a half times their annual holiday time banked at any time. (ie. If you have 16 days per year then you may not have more than 24 days accumulated. If you have 21 days per year then you may not have more than 31.5 days accumulated. etc.) All other holidays must be taken upon notification from the Administrator or Mayor and Council.

Upon termination or retirement employees shall be paid out for all unused accumulated vacation.

All conflicts between employees regarding scheduling of holidays shall be brought to the Town Administrator for resolution.

### Statutory Holidays & Special Holidays

The following days shall be recognized as Statutory Holidays:

New Year's Day	Canada Day	Remembrance Day
Family Day	Saskatchewan Day	Christmas Day
Good Friday	Labour Day	Boxing Day
Victoria Day	Thanksgiving Day	One (1) Floating Holiday

When a Statutory Holiday falls on an employee's day of rest, the employee shall be granted an additional day off in lieu thereof. Employees shall be paid for the above holidays in accordance with *The Labour Standards Act*.

After completing twelve (12) months of continuous employment from the date of hire, all full time and permanent part time employees will be granted one (1) floating holiday per year.

### Sick Leave

Sick leave means any period of time that an employee is permitted to be absent from work with full pay by virtue of being sick or disabled because of accident for which compensation is not payable under *The Worker's Compensation Act*.

After three (3) months service, regular full time employees will accumulate sick leave credit at the rate of one and one quarter (1.25) workdays per full month of service.

Permanent part time employees working a minimum of 22.5 hours and seasonal employees working a minimum of 24 hours will be pro-rated based on hours worked.

Employees will accumulate unused sick leave to a maximum accumulation of thirty (30) workdays.

Employees shall only receive paid sick leave from the Town of Tisdale up to the day that they become eligible for benefits under the Town of Tisdale's short term disability plan. Employee's claiming sick time may be required at the request of the Department Head or the Administrator to produce a physician's certificate verifying that the employee was unable to perform their normal duties during the period claimed as sick leave.

If an employee is required to take time off for a medical appointment, they shall make every attempt to make the appointment during time off of work. If it is necessary to take a medical appointment during the normal hours of work the following will be used as a guideline but must be approved by the Department Head or Administrator:

< 2 hours	No time used
2-4 hours	½ day used (sick time)
> 4 hours	full day used (sick time or holiday)

### Compassionate Sick Time

Compassionate sick time can be used to care for immediate family members (children, spouse or parents only) who are sick or injured and require the attention of the employee. Employees may access up to three days per year of their accumulated sick time for this purpose only if they have this time banked up.

### Leave of Pressing Necessity

The Administrator or Mayor and Council may grant up to a maximum of three (3) days to an employee for bereavement or serious illness in the employees immediate family without loss of salary or wages. Immediate family to be defined as parent, spouse, brother, sister, child, grandparents, grandchildren, grandparents-in-law, father-in-law, mother-in-law, common law spouse, sister-in-law and brother-in-law. Any additional time requested for bereavement will be at the discretion of the Administrator or Mayor and Council.

### Maternity/Paternity/Adoption Leave

Maternity, Paternity and Adoption Leave shall be in accordance with the current *Labour Standards Act*.

### Training

While it is in the best of interest of both the employee and the employer to have staff that is trained adequately, the Town of Tisdale will allow for training to be conducted during the regular hours of work when approved by a supervisor. However, the Town of Tisdale will not pay overtime for training time that is taken outside of the regular work hours or for training that takes more than eight hours in any one day.

### Paydays

The Town will pay salaries and wages on a bi-weekly basis. Each employee will be provided with an itemized statement of their wages and deductions.

### Clothing and Safety

Town will provide a clothing allowance as per the CUPE agreement to all member of the Union. All office staff shall dress appropriately as for a professional setting. Fridays may be designated casual dress day, in remembering that this is a professional office. Inappropriate clothing can not be worn while working in the Office and the appropriateness of standard of dress to be at the discretion of the Administrator.

### Vehicles

Vehicles owned by the Town of Tisdale are not to be used for private use at any time. Town owned vehicles are not to leave Town unless required for Town related work. Workers that are required to be On-Call will be allowed to take a Town owned vehicle home to be used if they are called in or to complete routine maintenance checks. This vehicle privilege is to be used only while performing work for the Town of Tisdale.

### Smoking

Smoking is not allowed in any Town owned buildings, vehicles, machinery or equipment. Smoking will be permitted outside during breaks.

### Cell Phone

Cell Phones are not to be used while operating vehicles, equipment or machinery. Cell phone use including messaging shall be limited at the discretion of the supervisor.