

**DRAFT**

***SAMPLE***

**Policies and Procedures**

***BETWEEN***

***The Municipality of \_\_\_\_\_ Town/City Council***

***(Hereinafter called "the Employer")***

***AND***

***Town Clerk (Town Employee)***

***NEWFOUNDLAND AND LABRADOR ASSOCIATION  
OF MUNICIPAL ADMINISTRATORS***

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**Article 1: Preamble**

**1.01 Purpose**

To adopt policies and procedures for employment:

- 1) To maintain and improve harmonious relations and settled conditions of employment between the Employer (Council) and the Employee(s);
- 2) To recognise the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.; and
- 3) To encourage efficiency in operations.

**Article 2: Employee Rights**

**2.01 Not Discriminatory**

The Employer shall not exercise its right to direct the working forces in a discriminatory manner. Nor shall these rights be used in a manner which would deprive any present employee of employment, except through just cause.

**Article 3: Wages and Salaries**

**3.01 Wages**

The employer will pay the Employee \$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours per week. Remuneration is payable on each ( \_\_\_\_\_ ) during the term of Employment.

**Article 4: Hours of Work**

**4.01 Hours of Work**

The regular workday shall not commence before \_\_\_\_\_ A.M. nor finish later than \_\_\_\_\_ P.M. No \_\_\_\_\_ (hour) shift shall be spread over a period longer than \_\_\_\_\_ (hours) and \_\_\_\_\_ (hours), with \_\_\_\_\_ off for lunch.

**4.02 Work Week**

The regular work week shall consist of five (5) days from Monday to Friday, inclusive, for a total of forty (40) hour per week.

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**Article 5 – Overtime**

**5.01 Overtime Defined**

All time worked before or after the regular workday and the regular workweek, or a holiday, shall be considered overtime.

**5.02 Overtime Compensation**

Overtime rate to be determined by council.

In lieu of pay for time worked outside the regular hours of work, equivalent time off without loss of pay will be given upon the employee's request.

Overtime must be documented and any time off subject to approval by council.

**Article 6: Holidays**

**6.01 Holidays**

Employees are entitled to the following holidays, as per the Provincial Government, with pay:

New Year's Day  
St. Patrick's Day  
Good Friday  
St. George's Day  
Victoria Day  
Discovery Day  
Canada Day  
Orangemen's Day  
Civic Holiday  
Labour Day  
Thanksgiving Day  
Armistice Day  
Christmas Day  
Boxing Day

and any other day proclaimed as a holiday by the Municipal government.

**6.02 Exceptions**

When any of the above holidays falls on a Saturday or Sunday, the following Monday will be kept as the holiday.

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**Article 7: Annual Leave**

**7.01 Length of Vacation**

An employee shall receive an annual vacation with pay in accordance with years of employment as follows:

Less than 1 year	1 ¼ working days for each month
1- 5 years of service	15 working days
6-10 years of service	20 working days
11-25 years of service	25 working days
and over	30 working days

**7.02 Duration**

Annual vacation may be taken all at once, or may be broken down and taken separately, if mutually agreed upon between employer and employee.

**7.03 Holidays Falling within Vacation Schedules**

In the event that a Statutory Holiday falls on a working day during an employees vacation period such employee shall be given an additional days holiday.

**7.04 Vacation Pay on Termination**

An employee terminating employment at any time in the vacation year, before taking vacation, shall be entitled to a proportionate payment of a salary or wage in lieu of such vacation, prior to termination.

**Article 8: Sick Leave**

**8.01 Sick Leave Defined**

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, dentist, or because of an accident for which compensation is not payable under the Worker's Compensation Act or days used for illness in the family.

**8.02 Annual Paid Sick Leave**

Eighteen (18) days sick leave shall be earned by an employee at the rate of one and a half (1 ½ ) days for every month an employee is employed, as per Provincial Government.



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**Article 10 – Probationary Period**

**10.01 Length of Probationary Period**

The probationary period for new employees shall be a period of \_\_\_\_\_ months.

**Article 11 – Benefits**

**11.01 Group Insurance**

The employer shall provide a group insurance plan to all employees. The cost shall be shared fifty percent (50%) by the employer and fifty percent (50%) by the employee.

**11.02 Pension**

The employer will match the contribution of \_\_\_\_\_% of the employee's gross wages to the current group pension plan.

**Article 12 – Worker's Compensation**

**12.01 Worker's Compensation Protection**

All employees shall be covered by the Worker's Compensation Act. No employee shall have employment terminated as a result of absence from work with a compensable accident.

**Article 13 – Severance**

**13.01 Severance Pay**

An employee who has completed \_\_\_\_\_ or more years of continued service is entitled upon retirement, resignation, or permanent lay off, severance pay equal to the amount obtained by multiplying the weekly rate of pay on resignation by the number of years completed of his continuous employment, to a maximum of twenty (20) weeks.

**Article 14 – Adoption**

**14.01 Adopted**

This policy adopted by town/city of \_\_\_\_\_ on the \_\_\_\_\_ Day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) in the Province of Newfoundland.