

MUNICIPALITY OF BIFROST-RIVERTON

POLICY & PROCEDURES MANUAL

Hiring and Benefits

Reference/Title:	HR 03 – Consolidated Hiring and Benefits
Policy Number:	2020-07
DATE ADOPTED:	November 12, 2020, amended February 9, 2023
ADOPTED BY:	Council Resolution
Pages:	4
Replaces:	1993 Employee Agreement, Policy 2009-1
Date of Revision/Review	2026

1. POLICY

The Municipality of Bifrost-Riverton have been operating under a 27-year-old employee agreement and the intention of this policy will be to modernize and document the current Hiring and Benefits policy for all personnel. The Policy will be broken into a number of sections covering specific policies and procedures related to employee leave.

The sections are on the following topics:

- i) **Recruitment, Hiring, and Probation (page 1)**
- ii) **Hours of Work (page 2)**
- iii) **Pension Plan (page 3)**
- iv) **Insurance Benefits (page 4)**
- v) **Long Service Award (page 4)**

i) **RECRUITMENT, HIRING, AND PROBATION**

1.1 All newly hired employees shall be on a probation for a period of six (6) months, during which either the employee or the municipality may terminate the employment without notice or cause. At the end of the probation, the municipality may terminate the employment without notice of cause or continue the employment, at its discretion.

1.2 The CAO or designated officer shall set out procedures for:

- 1) Recruitment and selection,
- 2) Delineate the screening methods,
- 3) Summarize the selection procedure

1.3 Job Posting – The Municipality shall make public any new employment opportunities. Job postings shall be based on necessity and budget requirements with placement of all recruitment advertisements based on the discretion of the designated officer and the time requirements.

1.4 All new hired personnel must complete the orientation as defined under Municipal Policies 2014-7 “Employee Orientation Policy” and 2014-8 “Orientation Checklist”.

1.5 After the established probationary period, the employee will be subject to a performance evaluation as defined under Municipal Policy 2015-02 “Performance Evaluation Policy”. Should the employee receive a positive performance evaluation after their probationary period, they will become a permanent full-time employee, with the exception to temporary or seasonal personnel.

1.6 At the recommendation of the designated officer, Council will pass a resolution any time an employee is removed off probation and eligible for municipal employment benefits.

1.7 The Municipality will make reasonable accommodation for the employment of applicants who are or may be disabled by one or more barriers in the workplace. Under the Human Rights Code (Manitoba), employers are required to provide disability-related workplace accommodations. The provincial standard will require employers to have policies in place to ensure these accommodations are made, and to formalize how they notify employees about their accessibility policies.

ii. HOURS OF WORK

2.1 General Hours of Work

- Administration office employees normally shall work 35 hours per week Monday through Friday from 8:30 a.m. to 4:30 p.m. each day with one hour off for noon meal as scheduled.
- Public works construction employees normally shall work fifty (50) hours per week from April 1 to October 31 and forty (40) hours per week from November 1 to March 31, with administration reserving the right to alter the days to abbreviate the periods to accommodate biweekly payroll.
- Riverton Operator, Gravel Checkers, casual labour, and Green Team positions work forty (40) hours a week

The timing of the meal breaks for Public Works employees shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.

All employees shall be allowed one (1) fifteen (15) minute rest period with pay for every period of work of three (3) hours, with such rest period to be taken at the job site, at such time as directed by the Municipality.

2.2 Time Sheets

Recording of work hours shall be the responsibility of each public works employee and shall be reported to the Administrative office every two weeks. The Municipality of Bifrost-Riverton will supply employees with time sheets that will assist with the breakdown by department for accounting and job-cost purposes. Time sheets will be kept on record for a minimum of one year before destroying.

Public Works are to use time cards to record daily hours of work. It is the responsibility of Public Works employees to transpose the hours worked from the Time Card to the Time Sheet.

2.3 Overtime

Administration office personnel may be required to work overtime and shall be entitled to overtime pay at the rate of time and one-half for work. Time off in lieu of overtime may be granted. Time off in lieu of overtime shall, if possible, be taken before the end of each calendar year. Council may cancel accrued overtime that is not used up before the end of each calendar year and pay it out unless suitable arrangements are made to carry it over to the next year.

Public works employees shall be entitled to overtime pay at the rate of time and one-half for work required beyond fifty (50) hours per week, as requested and authorized by the Public Works Manager. For more information on bank time see Municipal Policy “Consolidated Leave Policy”.

iii. PENSION PLAN

3.1 After six (6) months of employment, employees are eligible to participate in the Municipal Employee's Benefits Program Pension Plan. The cost for such participation shall be borne equally by the employees and the Municipality.

3.2 In December of each year, MEBP Administration Office will inform administration of the new the Canada Pension Plan Year's Maximum Pensionable Earnings (YMPE) and the Maximum MEBP Pensionable Earning and Contributions amounts that are to be used when calculating contributions to the Municipal Employees Pension Plan for the upcoming year.

3.3 Pension Contribution formula: 8.3% of pensionable earnings up to the YMPE PLUS 9.5% of pensionable earnings in excess of the YMPE

3.4 Bi-weekly Pension contributions procedure:

For the first 24 pay periods: all earnings are below the YMPE, therefore contributions will be:
8.3% of \$2,423.07 = \$201.11 per pay period

For pay period 25: the portion of earnings the YMPE are: $\$58,700 - \$58,153.92 = \$546.08$

the portion of earnings in excess of the YMPE are $\$2,423.08 - \$546.08 = \$1,877.00$

Therefore, pay period 25 the contributions will be:

$(8.3\% \text{ of } \$546.08) + (9.5\% \text{ of } \$1,877.00) = \$45.32 + \$178.32 = \$223.64,$

For pay period 26: all earnings are now over the YMPE, therefore contributions will be:

$9.5\% \text{ of } \$2,423.07 = \230.19 per pay period

Therefore, total required pension contribution for the year is:

$(24 \text{ pay periods} \times \$201.11) + (\text{pay period } 25 = \$223.64) + (1 \text{ pay period} \times \$230.19) = \$5,280.47$

To check: $(\$58,700 \times 8.3\%) + [(\$63,000 - \$58,700) \times 9.5\%] = \$5,280.60$ (Difference due to rounding)

The Administration for MEBP is being provided by Coughlin & Associates Ltd. For more information on the Pension Plan offered by the Municipality of Bifrost-Riverton contact:

Coughlin & Associates Ltd.

Phone Toll Free: 1-800-432-1908

E-mail: pensionrequestsmebp@coughlin.ca

IV. INSURANCE BENEFITS

4.1 Upon election of a new Council every four years, the new Council shall review the insurance benefits and select the plan of their choosing for their term.

4.2 After six (6) months of employment, employees are eligible to participate in the Group Health Plan provided by Blue Cross and the Municipal Employee’s Benefit Program Life Insurance and Disability Insurance Plans, with the cost for participation to be as follows:

- i. Blue Cross - Municipality 100%
- ii. Basic Life Insurance - Municipality 1/3 Employees 2/3
- iii. Disability Insurance - Municipality 50% Employees 50%

Employees also have the option to enroll in Accidental Death and Dismemberment Insurance, Family Life Insurance, and Optional Life Insurance at 100% Employee costs. PST applies to all optional insurances as well as Basic Life Insurance.

The current Summary of the Plan offered through AMM by Western Financial Group is:

Ambulance	Unlimited, no deductible
Hospital	Semi-private room, no deductible
Prescription Drugs	100% Unlimited, no deductible
Manitoba Formulary	Covers Pharmacare deductible
Non-Formulary	\$350 per calendar year
Travel Health Expenses	\$5,000,000
Travel Trip Duration	90 days
Vision Care – Glasses	\$200.00 (24-month period)
Vision Care – Exam	\$65 (2 years)
Dental – Basic	80%
Dental – Major	60%
Dental Combined Cal. Year Max	\$1,500
Dental – Orthodontic	50%
Professional Services: Chiropractor, Podiatrist, Dietician, Speech Therapist, Physiotherapy, Psychologist, Osteopath, Naturopath & Acupuncture	\$500 per calendar year for each professional service type

V. LONG SERVICE AWARD

5.1 The Municipality of Bifrost-Riverton will provide an appreciation gift/gift certificate in the value shown for employees who have completed the continuous years of service indicated:

- For 15 years of service \$500.00
- For 20 years of service \$750.00
- For 25 years of service \$1,000.00
- For 30 years of service \$1,250.00
- For 35 years of service \$1,500.00