

Bylaw No. 2240/GEN/2017B (Management Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
IN THE NORTHWEST TERRITORIES

A Bylaw of the Municipal Corporation of the Town of Hay River in the Northwest Territories to provide conditions of employment for management personnel pursuant to the provisions of the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, s.48.

WHEREAS the Municipal Corporation of the Town of Hay River deems it necessary to establish conditions of employment for management personnel.

NOW THEREFORE the Council of the Town of Hay River is session duly assembled enacts as follows:

1. SHORT TITLE

This By-law may be cited as the MANAGEMENT PERSONNEL EMPLOYMENT BYLAW.

2. INTERPRETATION

In this Bylaw:

- (a) "COUNCIL" means the Council of the Town of Hay River.
- (b) "TOWN" means the Town of Hay River.
- (c) "SENIOR ADMINISTRATIVE OFFICER" means the Senior Administrative Officer of the Town of Hay River or designate

3. DEFINITIONS

- (a) "DAY" means working day between the hours of 8:00 AM and 5:00 PM for operational employees (8 hours) and between the hours of 8:30 AM and 5:00 PM for administration employees (7 1/2 hours).
- (b) "DAY OF REST" means a day on which the employee is not ordinarily required to perform the duties of their position. Such days do not include a holiday or days that the employee is absent on approved leave.
- (c) "EMPLOYEE" means a person employed by the Town in a Management function as included in Appendix "A" to this By-Law.
- (d) "HALF DAY" means the A.M. or P.M. of a normal working day.

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- (e) "HOLIDAY" means the twenty-four hour period commencing at 12:01 AM of a day designated as a paid holiday in this By-law.
- (f) "IMMEDIATE FAMILY" means father, mother, brother, sister, spouse (including common-law), child or ward, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law of an employee, or a relative permanently residing in the employee's household or with whom the employee permanently resides.
- (g) "MANAGEMENT PERSONNEL" means employees of the Town outlined in Appendix "A" of this By-law.
- (h) "POSITION" means an aggregation of duties, tasks, and responsibilities requiring the services of one employee.
- (i) "PROBATION" means a period of six (6) months from the day upon which an employee is first appointed to a permanent position, or a period of six (6) months after an employee has been transferred or promoted to another position within the Town, except for the Senior Administrative Officer position which is one (1) year.
- (j) "PROMOTION" means the appointment of an employee to a position, which has a higher maximum rate of pay than their present position.
- (k) "VACATION YEAR" means January 1 to December 31 of any year.

4. RATES OF PAY

The Senior Administrative Officer shall provide rates of pay for management employee's accordance with Appendix "B" attached to and forming part of this bylaw.

5. DISCRIMINATION

The Town and the employees agree that there shall be no discrimination, interference, restriction or coercion exercised or practised in respect to any employee, by reason of race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family affiliation, political belief, political association, social condition, conviction for which a pardon has been granted, union membership or activity, or for exercising their rights under this bylaw.

6. SAFETY AND HEALTH

The Town will continue to make every reasonable effort to maintain all equipment and facilities directly relating to the occupational health and safety of its employees in a good state of repair.

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7. CONFLICT OF INTEREST

No employee may undertake any business or employment outside their regularly scheduled hours of duty, if:

- (a) there is a conflict between the duties the employee is required to perform in that business or employment and the duties the employee is required to perform for the Town; and/or
- (b) the employee exploits, either directly or indirectly, any confidential information acquired in the course of their employment with the Town; and/or
- (c) the performance of the employee's duties in the outside business or employment impacts adversely on the performance of the duties the employee is required to fulfil for the Town.

Upon the Town notifying the employee in writing that the employee must cease their outside business or employment, for any of the reasons cited above, the employee must take immediate steps to abide by that direction. If the employee does not cease their outside activities within thirty (30) calendar days, or any longer period of time as mutually agreed to between the Town and the employee, he may be disciplined or discharged for cause.

8. PROFESSIONAL ASSOCIATIONS

- (a) The Town will support the involvement of members of its managerial staff in professional associations, where benefit will be derived to both the Town and the employee. The Town subject to approval of the Senior Administrative Officer will pay annual membership to such associations.
- (b) Subject to the approval of the Mayor and the Senior Administrative Officer, and only when operational requirements permit, the Town will pay travel costs and expenses of a managerial employee who is duly elected by their peers to attend an association executive meeting. Such expenses will only be paid in the instance where such expenses are not paid by the association.

9. GRIEVANCE PROCEDURE

- (a) A management employee who feels aggrieved by the interpretation or application of this By-law, or by disciplinary action, shall have the right to present a formal written grievance to the Senior Administrative Officer within ten (10) calendar days of the incident.
 - (b) Upon receipt of a grievance, the Senior Administrative Officer shall investigate the grievance and render a decision within thirty (30) calendar days. A decision made by the Senior Administrative Officer shall be final.
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10. PROBATION

An employee who is hired, promoted, or transferred to a different position shall be subject to a probationary period as outlined below:

Group 8	One (1) Year
Group 3, 4, 5, 6, 7	Six (6) Months

The term of probation may be extended at the recommendation of the SAO and/or the Personnel Committee. A probationary period shall not be extended by more than six (6) months.

All new employees shall have a performance evaluation at the following frequency:

Group 8	6 Months, and; 2 Weeks prior to the end of the probationary period
Group 3, 4, 5, 6, 7	3 Months, and; 2 Weeks prior to the end of the probationary period

These performance reviews and any disciplinary actions during the probationary period will form the basis for any recommendation with respect to the ongoing status of the probationary employee.

If, during such probationary period, the Town decides that the employee does not satisfactorily perform the duties of the position, the employee shall be reinstated in their former position, or an equivalent classification, or shall be terminated. The employee shall be advised of such in writing prior to expiry of the probationary period.

11. TERMINATION OF EMPLOYMENT

An employee's last working day shall also be their termination date.

12. JOB DESCRIPTIONS

When an employee is first engaged or when an employee is re-assigned to another position, the Town shall, before the employee is assigned to that position, provide the employee with the job description of the position to which the employee is assigned.

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13. EMPLOYEE PERFORMANCE AND EMPLOYEE FILES

- (a) When a formal employee performance appraisal is made, the employee concerned must be given the opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read.
- (b) Upon request of an employee, the personnel file of the employee will be made available for examination in the presence of the Senior Administrative Officer or designate.

14. HOURS OF WORK

- (a) The normal workweek for the following administrative employees shall be thirty-seven and one half (37 1/2) hours, Monday to Friday inclusive and the hours of work shall be scheduled so that employees work seven and one half (7 1/2) hours per working day, exclusive of lunch periods:

Senior Administrative Officer
Director of Public Works & Planning
Director of Finance & Administration
Director of Protective Services
Director of Recreation
Council Administrator

15. PAY ADMINISTRATION

15.1 Regular Pay

- (a) Employees are entitled to be paid for services rendered at the rate of pay specified in Appendix "B" for the classification of the position to which they have been appointed.
- (b) Employees shall be paid on a bi-weekly basis with paydays being every second Friday. In the event that a payday Friday is a paid Statutory Holiday, then the payday will be the Thursday immediately before the Statutory Holiday.
- (c) Where cheques are distributed to employees at their place of work, they shall be placed in envelopes and sealed.

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15.2 Acting Pay

- (a) Employees required to perform the duties of a higher classification level on an acting basis shall be paid acting pay from the date upon which the employee commenced to act. The employee required to act in a higher classification shall be paid for all hours worked the greater of the rate of pay equal to the minimum level of pay for the position being filled or a flat rate of \$3.00 per hour.
- (b) At no time shall an employee who is serving in another position on an acting basis, receive less than their own current pay rate.

15.3 Performance Pay Increases

- (a) An employee who holds a position, of which there is a minimum and maximum rate of pay, shall be granted a salary increment each year until the employee reaches the maximum step in the range for that position. Such salary increments are subject to the employee receiving a satisfactory performance appraisal. The performance of the employee shall be reviewed annually. Upon request a copy of the assessment form shall be provided to the employee. If a performance appraisal has not been completed, the Employee shall be granted a salary increment until the Employee reaches the maximum stop in the range for the Employee's position.
- (b) Salary increments granted to an employee each year shall be effective on their anniversary date of their current appointment, until the maximum rate of pay in the range has been reached.
- (c) When the Town elects to withhold a salary increment, it shall advise the employee in writing prior to the due date of implementation.

15.4 Lieu Time

- (a) An employee shall receive fifteen (15) days of additional vacation in lieu of overtime, call-out pay or stand-by pay in each fiscal year.

16. SEVERANCE PAY

- (a) An employee who has one year or more of continuous employment and who is laid off shall be entitled to be paid Severance Pay at the time of lay-off.
 - (b) In the case of an employee who is laid off, the amount of Severance Pay
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shall be two (2) weeks' pay for the first complete year of continuous employment, two (2) weeks' pay for the second complete year of continuous employment and one (1) week's pay for each succeeding complete year of continuous employment. The total amount of Severance Pay that may be paid under this Section shall not exceed twenty-eight (28) weeks' pay.

- (c) An employee who resigns shall not be entitled to be paid Severance Pay.
- (d) An employee whose employment is terminated with the Town for just cause or who has been declared to abandon their position shall not be entitled to Severance Pay.

17. DESIGNATED PAID HOLIDAYS

- (a) The following days shall be designated paid holidays for employees:
 - (i) New Year's Day
 - (ii) Good Friday
 - (iii) Easter Monday
 - (iv) The day fixed by the Governor General for observance of the birthday of the reigning sovereign
 - (v) National Aboriginal Day
 - (vi) Canada Day
 - (vii) The first Monday in August
 - (viii) Labour Day
 - (ix) Thanksgiving Day
 - (x) Remembrance Day
 - (xi) Christmas Day
 - (xii) Boxing Day and
 - (xiii) Any day declared a Civic Holiday by the Town
- (b) Where a day that is a designated paid holiday for an employee falls within a period of leave with pay, the designated paid holiday shall not count as a day of leave.
- (c) When a paid statutory holiday occurs on a Saturday or a Sunday, the holiday shall be observed on the first working day following the Saturday or Sunday.

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18. VACATION LEAVE

- (a) For each calendar month in which an employee receives at least ten (10) days' pay the employee shall earn vacation leave at the following rates:
 - (i) One and one quarter ($1 \frac{1}{4}$) days per calendar month, if the employee has completed less than five (5) years of continuous employment. (15 days per year).
 - (ii) One and two thirds ($1 \frac{2}{3}$) days per calendar month, upon completion of five (5) years and less than ten (10) years of continuous employment. (20 days per year).
 - (iii) Two and one twelfth ($2 \frac{1}{12}$) days per calendar month upon completion of ten (10) years and less than fifteen (15) years of continuous employment. (25 days per year).
 - (iv) Two and one half days ($2 \frac{1}{2}$) per calendar month upon completion of fifteen (15) years and less than twenty (20) years of continuous employment. (30 days per year).
 - (v) Two and eleven twelfths ($2 \frac{11}{12}$) days per calendar month upon completion of twenty (20) years of continuous employment (35 days per year).

 - (b) Where in any vacation year an employee has not taken all of their vacation leave, carry-over may be allowed, but only with the approval of the Senior Administrative Officer. The Senior Administrative Officer shall seek approval from the Mayor for any carry-over of their vacation leave. Annual leave credits which have been carried over and which exceed one (1) year entitlement shall be liquidated in cash at the end of that subsequent vacation year.

 - (c) Applications for annual vacation leave must be approved by the Senior Administrative Officer; the Mayor's approval being required for the Senior Administrative Officer's annual leave.

 - (d) Applications for annual vacation leave must be on the basis of leave credits earned up to the time of the period applied for.

 - (e) Management Staff should notify the Senior Administrative Officer by March 31 of any year of tentative dates for their application for annual leave for the current year.
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- (f) Consideration for approving applications for annual vacation leave will be based on length of service of the employee, and will be at the discretion of the Senior Administrative Officer, or in the event of a conflict, at the discretion of the Mayor.
- (g) When an employee is called back to work while on annual leave, the employee shall be compensated for any penalties the employee must pay because of changes to travel arrangements as well as costs associated with returning to work and then, back to the location where the employee was when the call-back was initiated.
- (h) No annual leave credits shall be liquidated during the time an employee is on duty due to call-back or travelling because of a call-back.
- (i) An employee shall be granted two (2) days leave with pay once each vacation year for the purpose of travel when taking annual vacation, provided the employee liquidates at least five (5) days of vacation leave. Travel days are not accumulated from year to year, unless the employee is prohibited by the Town from taking vacation in any vacation year.
- (j) If an employee is granted a leave of absence of more than four (4) weeks, vacation entitlement shall be reduced in the proportion that the number of weeks of leave bears to fifty two (52) weeks.

Example:

$$\frac{6 \text{ weeks' leave} \times 15 \text{ days}}{52 \text{ Vacation}} = 2 \text{ days reduction}$$

Where an employee dies or otherwise terminates their employment after a period of continuous employment:

- (i) the employee or their estate shall, in lieu of earned but unused vacation leave, be paid an amount equal to the time obtained by multiplying the number of vacation days earned but unused by the daily rate of pay applicable to the employee's permanent position immediately prior to their death or termination of employment.
 - (ii) the Town shall grant the employee any vacation leave earned but not used before the employment is terminated by lay-off if the employee so requests because of a requirement to meet the minimum service requirements for severance pay.
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19. SICK LEAVE

- (a) Employees shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days per month in which the employee has earned pay for at least ten (10) days.
- (b) Sick leave earned and not used by an employee shall be accumulated from year to year, to a maximum of one hundred and twenty (120) days.
- (c) Sick leave payments or credits shall not be given to employees during leaves of absence, lay-offs, disciplinary suspensions, days on which the employee is otherwise paid by the Town, maternity or child care leave.

Employee to Inform Town

- (d) The employee shall inform the Senior Administrative Officer or designate as soon as possible of their inability to report to work because of injury, illness and/or sickness. The employee shall make every reasonable effort to inform the Town of their return to duty in advance of that date.
- (i) Unless otherwise informed by the Town, a statement signed by an employee, describing that because of injury, sickness and/or illness the employee was unable to perform their duties, shall be considered as meeting the Town's requirements, provided that the period of the absence does not exceed three (3) days.
- (e) An employee must provide a medical certificate in the following situations:
 - (i) The employee has been absent from work for reasons of injury, sickness and/or illness for more than three (3) consecutive days;
 - (ii) The employee has been absent from work for reasons of injury, sickness and/or illness for a total of more than ten (10) intermittent days during any twelve (12) month period, in which case all subsequent absences must be supported by a medical certificate;

Failure to furnish a medical certificate upon request may void the employee's claim for benefits (pay) and may, in addition, result in disciplinary penalties.

- (f) Sick leave payments or credits shall be given to employees during annual vacation leave only if the employee submits a medical certificate from a
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qualified medical practitioner outlining the type of injury, sickness and/or illness suffered by the employee, the date of their visit to the medical practitioner, and the actual dates during which the employee was injured, sick and/or ill. Such certificate must be submitted to the Senior Administrative Officer within three (3) days of the employee's return to work from their vacation.

- (i) In a case where an employee has insufficient or no sick leave credits to cover the granting of sick leave with pay, at the discretion of the Town, the employee may be granted sick leave credits in advance to a maximum of fifteen (15) days, which shall be charged against future credits earned.
- (ii) In the exercise of the discretion in (i) above, the Town shall require an employee to first use any accrued annual vacation, before advancing sick leave credits.
- (g) In the event that an employee is granted advance sick leave credits and then their employment is terminated for any reason before the employee earns and pays back their sick leave advance, or any portion of it, then the outstanding amount of the advanced sick leave represents a debt owing by the employee to the Town. The Town is entitled to deduct the debt from any monies owing to the employee at the time of the termination of employment.
- (h) In circumstances where an employee is entitled to receive benefits from any other source as a result of their injury, sickness and/or illness, the employee is entitled to draw on their accrued sick leave benefits only to the extent required to ensure that the total amount of the benefit received from all sources equals their normal earnings.

20. SPECIAL AND OTHER LEAVE

20.1 Bereavement Leave

In the case of bereavement in the immediate family, an employee who is either actively employed or on paid vacation shall be entitled to bereavement leave at their regular rate of pay for their normal hours of work, for six (6) working days following the day of the death. Such days of bereavement leave need not be either consecutive or in the same week to facilitate funerals that are delayed.

An employee on vacation leave at the time of bereavement shall be granted

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bereavement leave and be credited the appropriate number of days to vacation leave credits. This clause shall exclude casual employees. Casual employees who suffer bereavement will qualify for general leave under Section 20.2 of this bylaw.

20.2 Paid Personal Leaves of Absence

An employee while employed by the Town and not on annual vacation, sick leave, or other approved leaves of absence including maternity leave, may be granted up eight (8) cumulative paid days for personal leaves of absence during each year of this bylaw. Such leaves of absence are intended to permit the employee to attend to personal business such as:

- (i) serious domestic emergencies, such as family illness or a requirement to accompany a family member (spouse, child, or parent of employee who resides with the employee, or a child who does not reside with the employee, but who is 23 years old or younger and is in full-time attendance at a post-secondary institution), urgent or unexpected care of a child or parent residing with the employee or a requirement to accompany a family member to a medical or dental appointment;
- (ii) Attending a funeral as pallbearer or mourner.

The employee will endeavour to provide the Town with as much advance notice as possible.

Employees shall be granted up to two (2) hours of leave with pay to attend to an appointment during working hours with a doctor, dentist, or school. Employees shall be granted up to four (4) hours of leave with pay per calendar year to attend to an appointment during working hours with a lawyer or bank official.

20.3 Leave for Birth or Adoption of a Child

An employee shall be granted special leave with pay up to a maximum of three (3) working days on the occasion of the birth or adoption of a child. This leave does not need to be taken consecutively.

20.4 Marriage Leave

After the completion of one year's continuous employment, an employee who gives the Town at least twenty (20) days' notice shall be granted special leave with pay for a period of up to five (5) days for the purpose of getting married.

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20.5 Leave for Court Appearance

- (a) The Town shall grant paid leave to employees other than employees on leave without pay who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- (b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (c) An employee in receipt of their regular earnings while serving at court shall remit to the Town all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Town.
- (d) Time spent at court by an employee in their official capacity shall be at their regular rate of pay.

20.6 Elections

Any employee eligible to vote in a Federal or Territorial election or referendum shall have four (4) consecutive clear hours during the hours in which the polls are open in which to cast their ballot. Any employee eligible to vote in a Municipal election or referendum shall be granted sufficient time off from work in which to cast their ballot.

20.7 General Leave

Notwithstanding any other provision for leave in this Agreement, the Town may grant leave of absence without pay to any employee requesting such leave for an emergency or unusual situation. Such request is to be in writing and approved by the Town. Approval shall not be withheld unjustly. Upon request, the Town will provide reasons for withholding approval.

20.8 Leave for Employees with Child Care Responsibilities

- (a) Every employee who has completed six (6) months of continuous service with the Town is entitled and shall be granted a leave of absence from employment in accordance with the provisions of Part III of the Canada Labour Code.

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- (b) A copy of the provisions of Part III of the Canada Labour Code will be provided to an employee upon request.

20.9 Educational Leave

- (a) Educational leave with full financial assistance may be granted to employees to attend courses relevant to their job requirements to a maximum of ten (10) days per year. Requests for educational leave shall be in writing and approved by the Senior Administrative Officer.

20.10 Injury-on-Duty Leave

An employee shall be granted injury-on-duty leave with pay for such reasonable periods as may be determined by the Town, where it is determined by the Workers' Compensation Board that the employee is unable to perform their duties because of:

- (a) personal injury accidentally received in the performance of their duties and not caused by the employee's wilful misconduct; or
- (b) sickness resulting from the nature of their employment;

If the employee agrees to pay the Town any amount received by them for loss of wages in settlement of any claim the employee may have in respect of such injury or sickness 20.11

Compassionate Care Leave

The employer shall grant an employee up to eight (8) weeks of compassionate care leave without pay to allow for the employee to provide care for a critically ill member of the employee's immediate family, in accordance with the provisions of the Northwest Territories Employment Standards Act. 20.12

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Maternity Leave/Adoption Leave (a) Every employee who has completed six (6) months of continuous service with the Employer is entitled to pregnancy leave without pay up to seventeen (17) weeks, provided the employee provides the Employer with a certificate of a qualified medical practitioner certifying that the employee is pregnant. Pregnancy leave can commence not earlier than eleven (11) weeks prior to the estimated termination date of pregnancy and end not later than seventeen (17) weeks following the actual termination date of pregnancy.

(b) After completion of six (6) months continuous employment, with the Employer, an employee who provides the Employer with proof that she has applied for and is in receipt of employment insurance benefits pursuant to the maternity benefit portion of the *Employment Insurance Act*, shall be paid a maternity leave allowance in accordance with this Section.

An applicant under Section 20.12 (b) shall sign an agreement with the Employer providing:

- (a) That she will return to work and remain in the Employer's employ for a period of at least six (6) continuous months after her return to work;
- (b) That she will return to work on the date of the expiry of her maternity leave, unless this date is modified with the Employer's consent.

- (ii) Should the employee fail to return to work, except by reason of death, disability or lay-off as per the provision of Section 20.12(b)(i), the employee recognizes that she is indebted to the Employer for the amount received as Maternity allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a pro-rated basis.

(c) In respect of the period of maternity leave, maternity leave allowance payments made will consist of the following:

For the first week, payments equivalent to 93% of her weekly rate of pay in effect on the day immediately preceding the commencement of the maternity leave. For up to a maximum of an additional 15 weeks' pay, payments equivalent to the difference

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between the employment insurance benefits she is eligible to receive and 93% of her weekly rate of pay. Where an employee has received the full fifteen (15) weeks of maternity benefit under Employee Insurance and thereafter remains on maternity leave without pay, she is eligible to receive a further maternity allowance for a period of one (1) week, ninety-three percent (93%) of her weekly rate of pay for each week, less any other monies earned during this period.

- (i) (a) for a full-time employee the weekly rate of pay referred to in Section 20.12(c)(i) shall be the weekly rate of pay in effect immediately preceding the commencement of the maternity leave.

(b) for part-time employees the weekly rate of pay referred to in Section 20.12(c)(i) shall be the prorated weekly rate of pay in effect immediately preceding the commencement of the maternity leave and averaged over the six month period of continuous service.

- (iii) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Section 20.12(c)(i), the payments shall be adjusted on the effective date.

21. LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT AND LONG TERM DISABILITY INSURANCE PLANS

Employees shall participate in the Group Life, Accidental Death and Dismemberment and Short and Long Term Disability Insurance Plans as arranged for by the Town of Hay River.

All benefit plan matters, including coverage, claims, terms, conditions and specific eligibility requirements shall at all times be subject to and be governed by the terms and conditions of the plans or policies provided or underwritten by the respective carriers, and any disputes respecting the interpretation application, operation, or any alleged violation of the provision of coverage under this Article or the benefits or matters referred to herein shall be resolved by civil action in the Supreme Court of the Northwest Territories.

Any benefit plan descriptions in this agreement are provided only for the purposes of general description.

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21.1 Continuation of Existing Benefit Plans: Dental Plan, Pension Plan, and Extended Health Benefits

- (a) During the term of this agreement, the Town agrees to continue to provide the employees with coverage for the benefits, which existed at the time that this agreement came into effect, under the Dental Plan, the Pension Plan, the Extended Health Benefits, the Group Life Plan, the Weekly Indemnity (Short Term Disability) plan and the Long Term Disability Plan.

- (b) During the term of this agreement, the Town may increase these benefit levels under these plans, but cannot reduce the benefit levels.

21.2 Employer and Employee Contributions to Benefit Plan Premiums

- (a) During the term of this agreement, the Town and the employees will continue to share the costs of the premium contributions on a 50/50 basis for the maintenance of the following benefit plans:
 - Extended Health Benefits
 - Dental Plan
 - Pension Plan

- (b) During the term of this agreement, the Town pay the costs of the premium contributions for the maintenance of the following benefit plans:
 - Group Life Plan and Accidental Death and Dismemberment

- (c) During the term of this agreement, the Employee pays the costs of the premium contributions for the maintenance of the following benefit plans:
 - Long and Short Term Disability Plans

- (d) Notwithstanding Section 21.2(a), 21.2(b), and 21.2(c) during the term of this agreement, the Town will pay the costs of premium contributions for the following benefit plans for the Senior Administrative Officer:
 - Group Life Plan and Accidental Death and Dismemberment
 - Extended Health Benefits
 - Dental Plan

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22. USE OF EMPLOYEE OWNED MOTOR-VEHICLES

Where an employee is required to use their own motor vehicle on any Town business, the employee shall be entitled to a car allowance as set out in the Town of Hay River "Indemnity" Bylaw.

23. ALLOWANCES

23.1 Housing Allowance:

There will be no housing allowance provided by the Town of Hay River.

23.2 Safety Equipment

(a) Once per year, employees who the Employer, the WSCC, or the Safety Act deem to require safety footwear shall be reimbursed upon provision of receipts up to two hundred fifty dollars (\$250) for the purchase of safety footwear.

(b) Upon successful completion of an employee's probationary period, employees who the Employer, the WSCC, or the Safety Act deem to require safety footwear shall choose to either receive:

- (i) One hundred and fifty dollars (\$150) as a safety footwear allowance; or
- (ii) Reimbursement upon provision of receipts up to two hundred fifty dollars (\$250) for the purchase of safety footwear.

(c) Where the conditions of employment require the use of safety equipment listed below, the Town shall make the following equipment available to employees for their use while working under conditions, which necessitate its use:

coveralls - one pair insulated winter to employees that require them, and one pair summer per year.

23.3 Incidental and Travel by Vehicle Expenses

(a) Employees shall be entitled to reimbursement of expenses incurred while carrying out duties on behalf of the Town of Hay River in the amounts provided in Appendix "C" entitled "Rates for Incidental Expenses and Travel by Vehicle Expenses.

(b) A claim for reimbursement shall be accompanied by receipts for the

Bylaw No. 2240/GEN/2017B (Management Personnel Employment Bylaw)
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expenditures claimed excluding receipts for meals, incidentals, private accommodation and kilometre rate where a privately owned vehicle is used.

- (c) Rates shall be adjusted annually in January by the percentage change reported in the Consumer Price Index for Canada, all items, not seasonally adjusted, historical data for December of the past year and only when the adjustment represents an increase.

24. LEGAL AID

The Town will indemnify and save harmless any employee for any action, claim, cause or demand whatever that may be made or arise out of the employee carrying out their official duties.

25. VARY TERMS OF EMPLOYMENT

a. Notwithstanding any other provision of this bylaw, Council may negotiate a contract for terms of employment with the Senior Administrative Officer that varies from the provision of this bylaw, and where there are any discrepancies between the contract and this bylaw the contract shall prevail. However, the provisions of this bylaw shall apply to all matters set out in this bylaw which are not dealt within the negotiated contract.

b. Notwithstanding any other provision of this bylaw, the Senior Administrative Officer may negotiate terms of employment with Management Personnel that vary from the provisions of this bylaw and where there are any discrepancies between the negotiated terms of employment and this bylaw the negotiated terms of employment shall prevail. However, the provisions of this bylaw shall apply to all matters set out in this bylaw which are not dealt within the negotiated terms of employment. All Terms of Employment must follow the Town of Hay River Hiring Policy.

28. DURATION OF CONTRACT

The provisions of this By-law shall remain in force and effect until such time that a new By-law is enacted.

29. REPEAL

Bylaw No 2240/GEN/17 is hereby repealed.

**Bylaw No. 2240/GEN/2017B (Management Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
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30. FORCE AND EFFECT

This Bylaw shall take force and effect upon the date of its final passage.

**Bylaw No. 2240/GEN/2017B (Management Personnel Employment Bylaw)
 THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
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READ A FIRST TIME this 28th day of November, 2017



 Mayor

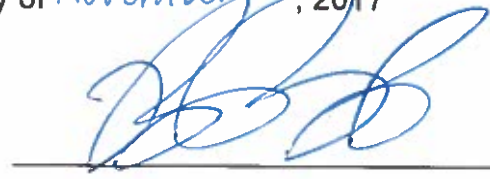
READ A SECOND TIME this 28th day of November, 2017.



 Mayor

**Bylaw No. 2240/GEN/2017B (Management Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
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READ A THIRD AND FINAL TIME this 28 day of November, 2017



Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s48 and the bylaws of the Municipal Corporation of the Town of Hay River on this 28 day of November, 2017.



Senior Administrative Officer

**Bylaw No. 2240/GEN/2017B (Management Personnel Employment Bylaw)
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APPENDIX "A"

Management Personnel Employee Position Titles

<u>GROUP</u>	<u>RANGE</u>	
8	1100 +	SENIOR ADMINISTRATIVE OFFICER
7	900-1100	DIRECTOR OF PUBLIC WORKS & PLANNING
7	900-1100	DIRECTOR OF FINANCE & ADMINISTRATION
7	900-1100	DIRECTOR OF PROTECTIVE SERVICES
7	900-1100	DIRECTOR OF RECREATION
6	700-900	COUNCIL ADMINISTRATOR

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APPENDIX "B"

2017

Annual Salary

GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	126,074.26	129,856.49	148,036.40	168,761.49	192,388.10	219,322.43	250,027.58
7 (Mgmt)	115,272.31	121,557.54	127,190.31	134,443.12	140,625.33	147,520.60	153,607.87
6(Mgmt)	81,087.85	84,878.38	88,863.84	94,570.34	99,035.55	103,722.96	107,839.72
5(Mgmt)	74,080.47	77,733.64	81,169.66	84,927.87	88,888.08	93,059.38	97,855.87
4 (Mgmt)	56,565.05	59,689.99	62,712.92	65,739.89	68,762.82	71,788.78	74,810.70
3(Mgmt)	51,923.09	54,634.94	57,346.79	60,055.61	62,769.48	65,479.31	68,191.16

Hourly Rates for 37.5 Hours per Week

8 (Mgmt)	64.65	66.59	75.92	86.54	98.66	112.47	128.22
7 (Mgmt)	59.11	62.34	65.23	68.95	72.12	75.65	78.77
6(Mgmt)	41.58	43.53	45.57	48.50	50.79	53.19	55.30
5(Mgmt)	37.99	39.86	41.63	43.55	45.58	47.72	50.18
4 (Mgmt)	29.01	30.61	32.16	33.71	35.26	36.81	38.36
3(Mgmt)	26.63	28.02	29.41	30.80	32.19	33.58	34.97

Hourly Rates for 40 Hours per Week

8 (Mgmt)	60.61	62.43	71.17	81.14	92.49	105.44	120.21
7 (Mgmt)	55.42	58.44	61.15	64.64	67.61	70.92	73.85
6(Mgmt)	38.98	40.81	42.72	45.47	47.61	49.87	51.85
5(Mgmt)	35.62	37.37	39.02	40.83	42.73	44.74	47.05
4 (Mgmt)	27.19	28.70	30.15	31.61	33.06	34.51	35.97
3(Mgmt)	24.96	26.27	27.57	28.87	30.18	31.48	32.78

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2018

Annual Salary

GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	127,335.00	131,155.05	149,516.76	170,449.11	194,311.98	221,515.66	252,527.85
7 (Mgmt)	116,425.03	122,773.12	128,462.21	135,787.55	142,031.58	148,995.81	155,143.95
6(Mgmt)	81,898.73	85,727.16	89,752.48	95,516.04	100,025.91	104,760.19	108,918.12
5(Mgmt)	74,821.27	78,510.98	81,981.36	85,777.15	89,776.96	93,989.97	98,834.43
4 (Mgmt)	57,130.70	60,286.89	63,340.05	66,397.29	69,450.45	72,506.67	75,558.81
3(Mgmt)	52,442.32	55,181.29	57,920.26	60,656.17	63,397.17	66,134.10	68,873.07

Hourly Rates for 37.5 Hours per Week

8 (Mgmt)	65.30	67.26	76.68	87.41	99.65	113.60	129.50
7 (Mgmt)	59.71	62.96	65.88	69.63	72.84	76.41	79.56
6(Mgmt)	42.00	43.96	46.03	48.98	51.30	53.72	55.86
5(Mgmt)	38.37	40.26	42.04	43.99	46.04	48.20	50.68
4 (Mgmt)	29.30	30.92	32.48	34.05	35.62	37.18	38.75
3(Mgmt)	26.89	28.30	29.70	31.11	32.51	33.91	35.32

Hourly Rates for 40 Hours per Week

8 (Mgmt)	61.22	63.06	71.88	81.95	93.42	106.50	121.41
7 (Mgmt)	55.97	59.03	61.76	65.28	68.28	71.63	74.59
6(Mgmt)	39.37	41.21	43.15	45.92	48.09	50.37	52.36
5(Mgmt)	35.97	37.75	39.41	41.24	43.16	45.19	47.52
4 (Mgmt)	27.47	28.98	30.45	31.92	33.39	34.86	36.33
3(Mgmt)	25.21	26.53	27.85	29.16	30.48	31.80	33.11

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2019

Annual Salary

GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	128,926.69	132,794.49	151,385.72	172,579.72	196,740.88	224,284.60	255,684.45
7 (Mgmt)	117,880.35	124,307.78	130,067.99	137,484.90	143,806.98	150,858.25	157,083.25
6(Mgmt)	82,922.46	86,798.75	90,874.38	96,709.99	101,276.23	106,069.69	110,279.59
5(Mgmt)	75,756.54	79,492.36	83,006.12	86,849.36	90,899.17	95,164.85	100,069.86
4 (Mgmt)	57,844.83	61,040.48	64,131.80	67,227.26	70,318.58	73,413.00	76,503.29
3(Mgmt)	53,097.85	55,871.06	58,644.26	61,414.37	64,189.64	66,960.78	69,733.98

Hourly Rates for 37.5 Hours per Week

8 (Mgmt)	66.12	68.10	77.63	88.50	100.89	115.02	131.12
7 (Mgmt)	60.45	63.75	66.70	70.51	73.75	77.36	80.56
6(Mgmt)	42.52	44.51	46.60	49.59	51.94	54.39	56.55
5(Mgmt)	38.85	40.77	42.57	44.54	46.61	48.80	51.32
4 (Mgmt)	29.66	31.30	32.89	34.48	36.06	37.65	39.23
3(Mgmt)	27.23	28.65	30.07	31.49	32.92	34.34	35.76

Hourly Rates for 40 Hours per Week

8 (Mgmt)	61.98	63.84	72.78	82.97	94.59	107.83	122.93
7 (Mgmt)	56.67	59.76	62.53	66.10	69.14	72.53	75.52
6(Mgmt)	39.87	41.73	43.69	46.50	48.69	51.00	53.02
5(Mgmt)	36.42	38.22	39.91	41.75	43.70	45.75	48.11
4 (Mgmt)	27.81	29.35	30.83	32.32	33.81	35.29	36.78
3(Mgmt)	25.53	26.86	28.19	29.53	30.86	32.19	33.53

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IN THE NORTHWEST TERRITORIES**

**APPENDIX "C"
Duty Travel Rates**

Duty Travel Rates for management employees shall be based on the Government of the Northwest Territories Duty Travel Rates which are reviewed four times a year January 1, April 1, July 1 and October 1.