



EMPLOYMENT POLICY MANUAL

Subject: General Provisions Non-Union	Approval Date: June 17, 2013	By-Law No. 1785-13 <i>Amended by By-Law No. 22-2015</i> <i>Amended by By-Law No. 92-2016</i>
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3.25 GENERAL PROVISIONS NON-UNION

1. Appointed Officials

For the purposes of this Section of the Employment Policy, incumbents in the following positions shall be deemed as Appointed:

- (1) Chief Administrative Officer
- (2) Clerk
- (3) Treasurer
- (4) Infrastructure Development Coordinator
- (5) Operations Supervisor
- (6) Economic Development Officer
- (7) Child Care Supervisor
- (8) Facilities & Recreation Supervisor
- (9) Fire Chief
- (10) Chief Building Official
- (11) Planning Administrator
- (12) By-Law Enforcement Officer
- (13) Human Resources Manager
- (14) I.T. Manager
- (15) Deputy Clerk
- (16) Deputy Treasurer
- (17) Child Care Site Supervisors
- (18) Executive Secretaries

Classifications 1 – 3 Senior Staff

Classifications 4 – 14 Department Heads

Classifications 15 – 18 Support Staff

2. Participation in Benefit Coverages

Participation by Appointed Official shall be in accordance with the provisions of the Employment Agreement of the Municipality for benefits.



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3. Annual Paid Administrative Leave

The CAO may approve an annual paid Administrative Leave for Senior Staff up to a maximum of five (5) working days. Council may approve an annual paid Administrative Leave for the CAO up to a maximum of five (5) working days. Any such leave granted will be in addition to any vacation allowance to which the Senior Staff is entitled.

The number of unpaid overtime hours worked shall be a major consideration in determining the duration of the Administrative Leave to be granted.

Senior Staff must request such leave, in writing, through the Chief Administrative Officer. The CAO must request such leave, in writing, through Council.