

CITY OF GRAND FORKS		
POLICY TITLE:	Employees - Management	POLICY NO: 701
	Minimum Benefits Policy	
EFFECTIVE DATE:	March 16, 2009	SUPERSEDES:
APPROVAL:	Council	PAGE: 1 of 3

POLICY:

City Management Staff benefits shall be as a minimum and subject to the individual contract of employment between the employer and the management staff as outlined in this policy and shall be reviewed by Council on an annual basis or as proposed by the City Manager. Where there is a conflict between this Policy and the employment contract, the employment contract shall prevail.

PURPOSE:

To ensure that Management Staff with the City have a benefit package that is at a minimum equal to the package offered the City's collective agreement. Where a benefit is not provided in the contract of employment, as a minimum the benefit provided in the Collective Agreement may be available to the management staff.

PROCEDURE:

Holidays:

3 weeks after 1 year; 5 weeks after 5 years; 6 weeks after 10 years; 7 weeks after 20 years

After 25 years of service one additional day for each additional year of service unless a different schedule of holidays is agreed in the contract of employment.

Sick Leave:

Management employees will accumulate sick leave offered in the City's collective agreement with Local 4728 unless the sick leave benefit is provided in the contract of employment or the employer has established a sick leave bank for the management staff.

Leaves of absence and Statutory Holidays:

Management staff as a minimum are eligible for the leaves of absences as specified in the City's Collective Agreement with Local 4728

Clothing Allowance:

A clothing allowance equal to the amount paid annually to union employees where applicable shall be paid to all management positions where applicable.

Medical, Vision, Dental & Extended Health:

The City contributes 100% of the premiums for medical, dental, vision and extended health benefits to ensure that management employees have coverage that equals the minimum coverage offered in any City collective agreement.

Life Insurance:

The City contributes 100% of the premiums for life insurance for coverage to ensure that management have the life insurance coverage offered in the City's collective agreement.

Overtime:

The City Manager may grant equivalent time off for excess overtime worked by management employees, subject to documentation and reasons being provided by the employee.

Probations Period:

All new management employees shall serve a six (6) month probation (qualifying) period unless the probationary period is waived by the CAO for senior staff and Council waives the probationary period for the City Manager.

Acting Pay:

The City Manager is authorized at his discretion to appoint management staff in acting capacity when an incumbent in the position is away from the office. The rate of pay shall not exceed the incumbent's rate of pay and the staff in the acting capacity discharges the duties in the acting capacity.

Car allowance and mileage:

Where a management staff is required to use his or her own vehicle for city purposes, the employee shall be reimbursed for mileage at the rate specified in the Income Tax Act. A monthly allowance may be paid provided prior to the use of personal vehicle, an agreement on the amount of allowance has been reached with the City Manager or the City Council when it applies to the City Manager.

Meals and Allowances:

Management employees are entitled to the reimbursement of meals while working overtime provided the reimbursement has been authorized and approved by the City Manager for senior employees and for City Manager by the Mayor. The reimbursement shall be the actual cost of the meals.

Telephone & Internet Charges:

Management employees may receive 50% reimbursement of Internet charges when the employee performs after hours work at home and is required to be on call after hours. Cellular phone is provided to senior employees at no charge to the employee. All personal charges on cellular phone shall be reimbursed to the City.

Accident Deductible reimbursement:

Where the management's personal vehicle is involved in an accident while performing the duties of the City and provided the employee is not at fault, the employer shall reimburse the amount of the deductible the employee is required to pay.

Transportation:

Where management staff are required to use transportation other than their own car, such as airlines, ferry, rail, rental car and a combination of transportation means, the employee shall be reimbursed 100% of the actual cost of transportation.

Incidental and Direct Costs

Any cost which is directly related in the performance of the management employees' duties shall be reimbursed at an actual cost. Laundry and other incidental costs may be reimbursed while traveling for extended period of time away from the City on municipal business.

General Prohibition on Reimbursement:

Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Manager must be sought before an expense is incurred.