

R.M. of Lac Pelletier No. 107 - Shop Policy

WORK HOURS

1. Regular work hours are 6:00 a.m. to 6:00 p.m. Winter hours are 8:00 a.m. to 4:00 p.m. - Modified Work Arrangements are an option for winter months.
2. In the event weather prohibits the ability to perform your duties outside, you may be required to take those day(s) off.
3. Should you wish to make up the missed hours from weather events, you must contact a member of Council or the office.

ABSENCES

1. In the event you plan to be away from work on a regular work day for Personal Days, Holidays, etc.:
 - a. Inform the shop Foreman, who will report to the R.M. office. The RM office staff will relay this information to a member of the Road Committee.
 - b. Note in your timebook the days you were away and a brief explanation
 - c. In the event you miss work due to illness or an injury, please notify the office when you are able to and note the days in your time book once you return with an explanation.

PAYROLL

1. Please ensure time sheets have a date, signature and are correctly totaled.
2. Mid-month advances are \$1,200.00 unless you request otherwise.
3. Outside employees will receive a \$250.00 clothing allowance in the first quarter of the year – please ensure you provide receipts for items bought to the office at your earliest convenience. If you do not bring receipts the allowance will not be given the following year.
4. Outside employees will receive a \$20.00 telephone allowance for the use of their personal cellphone for RM business.

CUSTOM WORK

1. Ratepayers MUST sign a Custom Work Sheet before any work commences.
2. Submit the Custom Work Sheet with the monthly timesheets.
3. Ratepayer private lanes are to be mowed/graded once a year at NO CHARGE, if requested. No other mowing services are provided by the Municipality. Lane mowing and Custom Work go through the Council.

PURCHASING POLICY AND REQUISITION

1. All unbudgeted items must have prior approval of Council, as per the following Purchase Policy:
 - a. Background: *Per the Municipalities Act:*
“Subsection 111(2)
The Administrator shall ensure that:
 - (i) The funds of the municipality are disbursed only in the manner and to those persons that are directed by law or by the bylaws or resolutions of the council.”
“Section 159
A Municipality may only make an expenditure that is:
 - (a) Included in its budget or otherwise authorized by its council;
 - (b) For an emergency;
 - (c) Legally required to be paid.”
“Section 184
(1) Subject to the regulations, a council may establish a purchasing policy setting out the manner in which it is authorized to make purchases.
(2) Subject to subsection (2.1), if a municipality establishes a purchasing policy, the municipality may only make purchases in the manner authorized by its purchasing policy, unless the council authorizes a departure from that policy.
(2.1) The council shall ensure that its purchasing policy and all purchases made by the municipality are consistent with any provincial, national or international trade agreements related to municipal procurement in Saskatchewan.

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(3) The Lieutenant Governor in Council may make regulations respecting the required contents of any municipality purchasing policy to be established pursuant to this section.”

Purpose:

The purpose of this policy is to establish general guidelines for expenditure of municipal funds for the purchase of goods, services and work.

All unbudgeted items must have prior approval by Council. Purchase Requisitions (PR) are issued for any supplies or materials unbudgeted for and must be verified by the Road Committee, either by phone call or in person or at the Monthly Council Meeting. PRs are not issued for services such as Utilities and/or other regular office expenses required to do business; as well as consumable products at the shop, including but not limited to oil, filters, fuel, general repairs, etc.

Attached to this policy is the Purchase Requisition form.

2. Purchases should be made at places where the R.M. has an account, if possible.
3. This policy was adopted by resolution of Council and replaces the Policy established on November, 2016.
4. Approved and adopted by Council resolution on the 7th day of March, 2023.

Reeve

Administrator

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Purchase Requisition

Date: _____

<i>Quantity</i>	<i>Description</i>	<i>Cost</i>

Requested

Approval

Purchase Requisition

Date: _____

<i>Quantity</i>	<i>Description</i>	<i>Cost</i>

Requested

Approval