

Shop Policy

1. Regular Work Hours

- a. During the months of April to October regular work hours are from 6:00 a.m. to 6:00 p.m. During the months of November to March regular work hours are 4 days a week at 10 hours per day.
- b. In the event weather prohibits outside work, you may be required to take those day(s) off.
- c. Should you wish to make up these hours on the weekends, you must contact a member of Council or the office.

2. Absences

- a. In the event you plan to be away from work on a regular basis for Personal Days, Holidays, etc.
 - i. As soon as feasible advise the Shop Foreman, who will report to the office.
 - ii. Note on your time cards/timesheet books the days you are away with a brief explanation
- b. In the event you miss work due to illness or an emergency:
 - i. Please notify the RM office as soon as feasible
 - ii. Note the days you were away in your timesheet book and time card once you return with a brief explanation.

3. Payroll

- a. Timesheet books and time punch cards must be filled out monthly.
- b. Shop Foreman will review the hours and bring to the office before the end of the month.

4. Custom Work

- a. Ratepayers MUST sign a Custom Work Sheet before any work commences
- b. Submit this sheet to the RM office with the timesheets so the office may bill the ratepayer
- c. Ratepayers' private lanes are to be mowed/graded once a year at NO CHARGE, if requested. No other mowing services are provided by the R.M. Lane mowing and Custom Work must go through Council.

5. Purchase Requisitions

- a. All unbudgeted items must have prior approval of Council. Purchase Requisitions (attached for your use) are used for supplies or materials unbudgeted for supplies or materials unbudgeted for and must be verified at Council meeting. Consumable products at the shop, included but not limited to oil, filters, fuel, etc. will not need a Purchase Requisition. Purchases should be made at places where the R.M. has an account if possible.