

The Community of Three Rivers

WINTER MAINTENANCE PROGRAM

PILOT PROGRAM - Winter 2024

Works Department

The Community of Three Rivers is launching a Pilot Program for Winter Maintenance beginning January 1st, 2024, until March 25th, 2024. 12-week program.

The program will be reviewed and reevaluated in the spring of 2024.

The premise of this program is to allow the works department employees to only report to work on a need be basis for snow removal and maintenance for all municipal property in Ward 2, previous Village of Petitcodiac.

The existing terms from the public works department working operator job description policy will apply during this Pilot Program and they are as follows.

During the Winter Program, November 1st to April 1st, employees are expected to be available for call in hours and report to work within an hour from the call time to perform their duties safely in an acceptable manner without any limitations due to the side-effects or aftereffects of any impairing substance including but not limited to alcohol, cannabis, drugs, medication or any other substances. Refusal to come into work once you are called, being unable to work due to an impairing substance or not showing up could be grounds for suspension without pay or termination and each incident will be looked at individually by management. Regular vacation time is not allowed during this period of time without the approval of management.

Terms and Conditions for this Program are as follows.

- 1) Qualifying personnel will include salaried and hourly employees.
- 2) Each qualifying works department employee is on call for snow removal seven days a week.
- 3) Each employee will respond to wastewater sewer and storm drain/culvert, or other calls as required by the works department manager or foreman.
- 4) Each employee will report to work for regular working hours on Mondays at 7:30am. For the remainder of the week, employees will report to work for pre-arranged times and be on call.
- 5) Every effort will be made to schedule planned work tasks within the time frame of 7:30am – 4pm, Monday through Friday. Some examples would be equipment maintenance after a storm along with regular weekly equipment maintenance, weekly garbage pickup, Main Street commitment to remove Christmas decorations, Maple Street Park tasks as required, signposts down, maintenance of all municipal property etc.
- 6) Outside of snow maintenance, the manager will make every effort to use a fair rotation of a system to call in all employees for unscheduled call-in tasks.

- 7) Each hourly paid employee of the Works Department will be paid a minimum of 40 hours regular pay and 4 hours overtime at 1.5 each week. Biweekly pay will be based on a minimum of 88 hours. Salaried employees will continue to receive their normal rate of pay and maximum working hours as per their employment contract.
- 8) Any hours worked above 44 hours in a one-week period will be paid as overtime at 1.5. To receive the time and a half above 44 hours, 44 hours must be physically worked in its entirety and not accumulated from sick time, vacation pay, etc.
- 9) The contractual agreement for alternating supervisor coverage on weekends between the Works Manager and the Works Supervisor is to continue.
- 10) Any alteration from this program must be approved by the CAO, Councillor in charge of Works and the Works Department Manager.
- 11) Any absenteeism from call in availability to work for more than 3 consecutive days, will remove employee from this program and pay will revert back to actual hours worked/sick days for that pay period. This may include but is not limited to Sick Leave, Bereavement, Vacation, Leave of Absence, Work Safe, Long-Term Disability.
- 12) If the program is found to not be working out for the betterment of the employees or the tasks required are not being completed in a timely manner, then the program may be cancelled on the advice to council by the CAO. One week's notice will be given to all employees.

Employee Signature

Date

Manager Signature

Date

CAO Init.