

**R.M. OF LUMSDEN No. 189**  
**MINUTES OF THE EMPLOYEE COMMITTEE MEETING HELD ON**  
**AUGUST 21<sup>ST</sup>, 2013**

The Employee Committee of the R.M. of Lumsden No. 189 Council convened a meeting in the Council Chambers of Municipal Office on the morning of Wednesday, August 21<sup>st</sup>, 2013 at 9:00 a.m. with Chairman Jim Atcheson presiding.

**Present:** Chairman: Jim Atcheson  
 Reeve: Jim Hipkin  
 Councillor: Ian White  
 Chief Administrative Officer: Darcie Cooper

The Committee met to conduct interviews for the Manager of Public Works position. There was one applicant interviewed for the position.

After the interview was concluded the Committee discussed the candidates' qualifications. The Committee also discussed the current salary grid for the Manager of Public Works position and felt there was a need to update the salary grid.

**Employment Offer – Manager of Public Works:**

Hipkin: "That, pending positive reference checks, we authorize the Chief Administrative Officer to offer the position of Manager of Public Works to Jeff Simpson at an annual salary of \$60,000 with the following employment conditions:

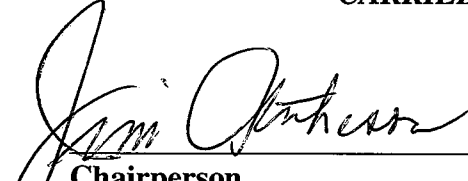
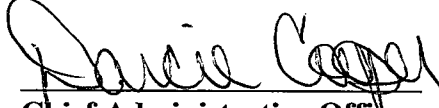
- 3 weeks annual vacation leave,
- Probationary period for this management position is six (6) months from the date of hire,
- Hours of work from April 1<sup>st</sup> to October 31<sup>st</sup> to be from 7:00 A.M. to 5:00 P.M. with a half hour lunch break,
- Hours from November 1<sup>st</sup> to March 31<sup>st</sup> to be from 8:00 A.M. to 4:00 P.M., 8 hours with a half hour lunch break,
- Banked time to be accumulated to a maximum of 15 days per year,
- SARM Benefits - Accidental Death & Dismemberment, Health, Dental, and Short Term Disability benefits are provided by the employer. There is a 3 month waiting period before benefits with SARM commence,
- Pension Benefits are through the Municipal Employees Pension Plan and will be effective on the date of employment,
- Long Term Disability benefit premium currently approx. 1.629% of the employee your annual salary per SARM policy with a salary increase to offset this amount.
- Start date with the municipality will be as soon as possible" **CARRIED**

**Manager of Public Works – Salary Grid:**

White: "That we authorize the Chief Administrative Officer to prepare a salary grid for the Manager of Public Works position with the low step starting at \$55,000 and the high step ending at \$80,000 for council's consideration at the next meeting." **CARRIED**

**Adjournment:**

White: "That we adjourn this meeting at 11:11 a.m." **CARRIED**

  
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 Chairperson  
  
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 Chief Administrative Officer