



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HU 12

POLICY TITLE:	STAFF ALLOWANCES AND REIMBURSEMENTS	Page 1 of 2
Date Adopted by Council / Motion Number:		09.03.130

PURPOSE:

To establish criteria and guidelines on allowances offered to staff, and for reimbursement of expenses incurred to maintain ongoing specific requirements of positions.

POLICY:

The Municipal District promotes trade apprenticeships, and shall offer allowances and reimbursements to assist with Apprentice training. The Municipal District recognizes the need and importance of specific requirements for various positions with the Municipality, and shall offer allowances and reimbursements to employees for the expenses incurred as a result of specialized requirements of their position.

ALLOWANCES:

1.0 The Municipal District will pay the Heavy Equipment Technician Apprentice an allowance of \$800.00 per school term to assist with the additional expenses incurred while attending the school component of their apprenticeship.

REIMBURSEMENTS:

1.0 The Municipal District will reimburse the cost of medical examinations for employees **required** to have either a Class 1 or 3 Driver's License.

2.0 The Municipal District will reimburse the initial costs incurred if an employee is **required to upgrade** to a Class 1 or 3 Drivers License.

3.0 The Municipal District will reimburse Spray Crew employees the cost of required medical examinations, and for renewal fees associated with obtaining and/or maintaining appropriate Pesticide Applicator certificates.

4.0 The Municipal District will pay an allowance of \$25.00 per month to employees who have authorization from their supervisor to be compensated for the use of their personal cell phone for work purposes.

5.0 The Municipal District shall pay a set rate of \$25.00 per day to brushing crew employees for the use of their chain and / or brush saws, and shall also supply gas and chains or blades for saw operators. Saw operators shall use chains and blades as supplied by the M.D. If they do not use or like the chains or blades supplied, they may use their own supply at their own expense

6.0 The Municipal District shall pay grader operators the rate of \$60.00 per month for power supply for the equipment parked at the operators' residence, from November 1st through March 31st each year.

(Original signed copy on file)

REEVE

C.A.O.