POLICY AND PROCEDURE **CITY OF MARTENSVILLE**
NAME: OUT OF SCOPE PERSONNEL POLICY **NUMBER: 122/26**

PURPOSE:
This policy documents specific policies applied by the City to its out-of-scope employees.

SCOPE:
The Out of Scope Personnel Policy is intended for the guidance of both the employer and out of scope employees of the City of Martensville.

This policy covers full time, part time and term out of scope employees.

1. DEFINITIONS:

   Out of scope:
   Employees not encompassed with or covered by collective bargaining

   Full time out of scope employee:
   Works either a 37.5 or 40 hour work week

   Part time out of scope employee:
   Shifts worked in a week total less than 37.5 hours

   Term out of scope employee:
   Works a term as defined in the employment contract

2. HOURS OF WORK:
   Employees work a 37.5 hour work week or 40 hour work week as specified in their employment terms.

   The City Manager may designate specific positions as requiring other work hour arrangements, such as longer daily hours and/or shorter work week, due to operational needs or the relationship of the out-of-scope position to a union position. These arrangements will be referred to having non-standard work hours.

   The nature of the demands of an out-of-scope employee may be such that work is required outside of regularly scheduled hours for early arrival, late departure or meeting attendance for example. These additional hours are not to be considered as compensable overtime.

3. ANNUAL HOLIDAYS:
Full time out of scope employees will be eligible to the following vacation entitlement, unless other specific employment conditions have been entered into by agreement:

0 through 7th year	15 days per annum
8th through 15th year	20 days per annum
16th and beyond	25 days per annum

Part time out of scope employees will have the above entitlements converted to hours and prorated to the number of hours worked under their part time employment contract.

Term employees will have the above entitlements prorated to the length of their work contract.

A maximum of 10 days of vacation allotment maybe carried forward on December 31 and must be used in the subsequent year.

All requests for annual vacation leave by out-of-scope employees shall be made in advance to their direct supervisor.

Requests for annual vacation leave that exceed three (3) consecutive weeks must receive approval from the City Manager.

The annual vacation period and entitlement is based on a full calendar year of January 1st to December 31st.

Full time out of scope employees will be provided fifteen (15) days of paid time in lieu of extraordinary time worked during the calendar year in addition to the eligible vacation entitlement. Term employees will have paid time in lieu entitlements prorated to the length of their work contract.

Both annual vacation allotment and paid time in lieu is credited to the employee at the beginning of the year, or in the case of new employees, a prorated amount upon hiring. Employees who leave the employ of the City during a calendar year will only be credited with vacation allotment and paid time in lieu of overtime that has accrued to the date they terminate employment with the City. Vacation or paid time in lieu taken but not

accrued at the date of termination, will be recovered on the final payment of wages to the employee.

4. LEAVES OF ABSENCE:

A) Short Term Wellness Leave:
The City is committed to the wellness of our employees. We want to ensure that out of scope employees are adequately supported to attend to the physical and mental health needs of the employee or an immediate family member. The City has a self- insured plan where the City pays the employee directly for actual claims.

The following conditions apply:

- The benefit amount is limited to base salary.
- The benefit amount is considered taxable income.
- The benefit is available only until the last day of the month in which an employee reaches age 70.
- Vacation entitlements continue to accrue through short term but not long-term disability.
- A fit for duty form is required prior to return to work for illness or injury of more than 5 working days.
- The maximum time period for any one event (continuous absence due to the same or related causes) is limited to the elimination period for the Long-Term Disability (LTD) plan, whether or not the LTD claim is accepted. If an employee returns to work from LTD and the disability occurs again within six months, it will be considered a continuation of the same claim.
- An accommodation should be requested where an employee is able to perform some, but not all, of their duties.
- For out-of-scope employees under a specified term employment contract, the benefit is only available until the last day of the specified term.

B) Personal Day:
Out of scope employees are entitled to one (1) personal day off with pay per calendar year. No carryforward of personal days is permitted.

C) Bereavement Leave:
Out of scope employees will be granted paid bereavement leave for up to five (5) days without loss of pay and benefits in the case of:

- death of a spouse, common-law spouse, son, son-in-law, daughter, daughter in-law, father, father-in-law, mother, mother-in-law, brother, sister, grandparent or grandchild.
- Loss of pregnancy if the employee is the birth mother and/or father

D) Maternity/Parental Leave:
Maternity/Parental Leave shall be granted in accordance with the *Saskatchewan Employment Act*.

E) Court Leave:
Paid leave shall be granted to an employee for required jury or witness duty, provided that any payment received is paid back to the City.

6. GROUP BENEFITS:
Immediately upon employment, the City will enrol eligible employees in the approved benefits plan, including the Health Spending Account Plan. Employees will be provided the following benefits with cost sharing between the Employee and the Employer as follows:

Benefit	Employee Cost Share	Employer Cost Share
Dental	0%	100%
Employee Family Assistance Plan	0%	100%
Extended Health	0%	100%
Health Spending Account	0%	100%
Life Insurance at two times annual salary with Accidental Death and Dismemberment	50%	50%
Long Term Disability	100%	0%
Vision	0%	100%

7. COMPENSATION:
The City's compensation philosophy is based on the following principles:

- Internal Equity: Ensuring fair and consistent pay relationships among jobs within the City. Jobs will be evaluated using a consistent methodology to determine their relative worth and internal value.

- External Competitiveness: Providing compensation that is competitive with other municipalities in the surrounding area, including Saskatoon and similar sized communities, to attract and retain qualified employees.
- Fiscal Responsibility: Managing compensation costs in a responsible and sustainable manner, consistent with the City's ability to pay.
- Performance Recognition: Recognizing and rewarding employee contributions and performance through merit increases and other incentives.
- Transparency: Communicating clearly and openly with employees about the compensation system, including pay structures, pay ranges and the rationale behind compensation decisions.

The City's compensation objectives are to:

- Attract and retain qualified employees by offering competitive salaries and benefits.
- Motivate employees to perform at their best and contribute to the City's success.
- Ensure fairness and equity in compensation practices.
- Control costs and maintain affordability of the compensation program.

To achieve these principles and objectives, the City has the following compensation strategy:

- Market Analysis: Conduct a comprehensive market analysis of salaries and benefits offered by comparable municipalities in the region every four years, with a focus on those in close proximity to Martensville. The analysis will be used to ensure the City's compensation remains competitive and aligned with market trends.
  This analysis will involve a comprehensive review of market data and may result in adjustments to the pay structure, individual salaries or both.
- Pay Structure: Maintain a pay structure that reflect the market value of jobs. The pay structure will consist of pay grades with defined salary ranges.
- Review the pay structure and make adjustments to the salary ranges annually based on the Saskatchewan Consumer Price Index YTD Average from January to December (https://dashboard.saskatchewan.ca/business-economy/key-economic-indicators/consumer-price-index). In years of a negative YTD Average, the salary ranges will remain the same as the previous year with no movement.
- Performance Management: Link employee performance to compensation. This includes regular performance evaluations and merit or step increases for employees who meet or exceed expectations.

The City is committed to communicating openly and transparently, with employees about its compensation philosophy and practices. This will include:

- Providing employees with access to information about the pay structure, pay ranges, and the rationale behind compensation decisions.
- Conducting regular meetings and training sessions to educate employees about the compensation system.
- Providing opportunities for employees to provide feedback and ask questions about compensation.

The compensation philosophy will be reviewed and updated periodically to ensure it remains aligned with the City's goals and objectives. The City will also monitor the effectiveness of its compensation program and make adjustments as needed to ensure it is achieving the intended outcomes.

COUNCIL ADOPTING RESOLUTION: 148/06162026

DATE: JUNE 16, 2026

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