



# TOWN OF LAC DU BONNET POLICY

**SECTION:** Personnel

**NUMBER:** 04-25/PER

**TITLE:** Out of Scope (OOS) Employee Salary and  
Benefits Policy

**PAGES:**4

## Intent

1. This policy provides a fair and consistent approach to compensation and benefits for all permanent out-of-scope (non-union) employees. It ensures that the Town can attract and retain qualified, committed staff while supporting performance and leadership excellence.

## Scope

2. This policy applies to all permanent employees who are not covered by a collective agreement. The Chief Administrative Officer (CAO) is excluded from this policy and operates on a contract basis with the Town of Lac du Bonnet Council. Implementation of this policy is the responsibility of the CAO.

## Pension

3. After a successful completion of a six (6) month probationary period, all permanent full-time employees are enrolled in the Municipal Employees Benefits Program (MEBP) or equivalent. Employee and employer contributions are matched as required by the plan.

## Group Benefits

4. Eligible employees will receive insured benefits including:
  - a. Life Insurance – 50% Employer Paid /50% Employee Paid
  - b. Family Life Insurance – 100% Employee Paid
  - c. Short Term Disability – 100% Employer Paid
  - d. Long Term Disability – Employee & Employer matched percentage of gross salary
  - e. Voluntary Accidental Death & Dismemberment – 100% Employee Paid
  - f. Health & Dental – 50% Employer Paid - 50% Employee Paid
  - g. Employee Assistance Plan (EAP) – 100% Employer Paid

*Eligibility and plan details are outlined in the Town's benefits booklet.*

## Hours of Work

5. The standard workweek for OOS employees is 37.5 hours per week. However, due to the nature of their responsibilities, work hours may vary, and flexibility is expected to meet operational and community needs.

6. OOS employees will be required to attend meetings, conferences, workshops, and community events that may occur outside of regular business hours and may require travel.

### Leave Benefits

#### 7. Sick Leave

- a. Permanent full-time OOS employees shall earn sick time at a rate of one and a half (1.5) days per month, to a maximum of ninety (90) days. In the event of termination of employment, the employee shall not be entitled to be paid out any unused sick time.
- b. Sick leave may be used for short term illness or medical appointments.
- c. Sick certificates may be requested at the discretion of the CAO after three (3) consecutive sick days.

#### 8. Family Related Leave

- a. Permanent full-time OOS employees may use up to four (4) family related leave days per year and this time is to be deducted from sick leave accumulated time (bank). If there is no sick time available in the employees bank the leave request may be denied.

#### 9. Vacation Leave

- a. Permanent Full time OOS employees are entitled to vacation leave based on years of service. All OOS employees will be assigned a vacation band on start date and every five (5) years thereafter the start date the OOS employee will move to the next band entitlement to a maximum of thirty (30) days of vacation. Less than full-time Employee's vacation entitlement is pro-rated based on time worked.

Years of Service	Vacation Entitlement
Band 1	10 Days
Band 2	15 Days
Band 3	20 Days
Band 4	25 Days
Band 5	30 Days

- b. At the end of each calendar year OOS employees are allowed to carry forward unused vacation time to the maximum amount of ten (10) days. Any excess vacation days beyond this limit will be paid out.

#### 10. Designated Statutory Holidays

- a. The following days shall be recognized as Statutory Holidays:
  - i. New Year's Day
  - ii. Louis Riel Day (Family Day)
  - iii. Thanksgiving Day
  - iv. Remembrance Day
  - v. Christmas Day
  - vi. Boxing Day
  - vii. Labour Days
  - viii. Good Friday
  - ix. Easter Monday
  - x. Victoria Day
  - xi. Canada Day
  - xii. Terry Fox Day
  - xiii. National Day for Truth and Reconciliation

And any other day proclaimed by Canada, Manitoba, or the Town of Lac du Bonnet.

- b. When a statutory holiday falls on any OOS employee's day of rest the employee shall be granted an additional day off.

11. Time in Lieu (TIL)

- a. Permanent full-time OOS employees work undefined hours as necessary to accomplish the job assignments and are not paid overtime. OOS employees shall be allocated five (5) TIL days per calendar year. This time shall be pro-rated for less than full-time OOS employees and new OOS hires.
- b. Subject to operational needs the OOS employee can take TIL time at their discretion with the approval of the CAO. All time must be tracked and recorded. All TIL time must be used within the calendar year and may not be carried forward from year to year.
- c. The CAO may authorize additional TIL leave, where excessive hours have been worked during a job action, strike or local declared state of emergency.

**Learning & Development**

12. Professional Fees

- a. Where OOS employees are required by legislation or as approved by the CAO to be a member of a professional association their professional fees will be paid by the Town of Lac du Bonnet.

13. Conferences & Training

- a. As approved by the CAO, OOS employees are able to attend related conferences and other learning opportunities. OOS employees will be reimbursed for approved related travel expenses in accordance with the current Council Remuneration By-Law.

14. Educational Support

- a. The Town support and encourages OOS employees to pursue ongoing professional development and training recognizing that the town benefits from enhancing their employees' knowledge, skills and abilities.
- b. Financial assistance to a maximum of \$1500.00/year may be available to an OOS employee who has passed their probationary period and is subject to the employee successfully passing the program/course.
- c. Education/ Training Programs must be relevant to the role that the employee holds with the Town.
- d. OOS employees must request in writing to the CAO the education/training programs they wish to attend prior to the annual budget cycle.



**Compensation Framework****15. OOS Salary Grid**

<b>2026</b>					
BAND	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	\$70,000	\$72,100	\$74,984	\$77,983	\$81,103
2	\$50,000	\$51,500	\$53,560	\$55,702	\$57,930
<b>2027 – 1.5%</b>					
BAND	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	\$71,050	\$73,182	\$76,109	\$79,153	\$82,319
2	\$50,750	\$52,273	\$54,363	\$56,538	\$58,799
<b>2028 – 1.5%</b>					
BAND	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	\$72,116	\$74,279	\$77,250	\$80,340	\$83,554
2	\$51,511	\$53,057	\$55,179	\$57,386	\$59,681

BAND 1 – Assistant CAO, Public Works & Utility Manager

BAND 2 – Recreation Program Coordinator

Any out-of-scope positions added to the Town of Lac du Bonnet team will be assessed based on job description and requirements and will be added as a band accordingly.

**16. Salary Progression**

Effective January 1, 2026 the base pay salary schedule shall be applied to OOS employees. Employees progress to the next step upon a successful annual performance evaluation.

**17. Annual General Economic Increase**

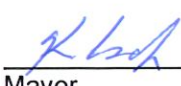

OOS employees will be eligible for the applicable annual general economic adjustment on January 1 of each calendar year.

**18. Acting Pay**

OOS employees who are required to perform a higher duty for more than 10 consecutive working days shall receive a 5% increase in their salary for the entire acting period. Acting appointments will be at the discretion of the CAO based on operational needs and employee ability to perform the work required.

**Review and Authority**

19. This policy will be reviewed every three years or as directed by Council. Amendments require Council approval.

Approved by:	Resolution No. 2025-399	Original Issue Date Effective Date	August 15, 2025 January 1, 2026
Date of Last Issue:		Revision No:	
Signatures:	 Mayor	 Chief Administrative Officer	