

THE RURAL MUNICIPALITY OF PINEY

“Hourly Contractor Work Policy”

Subject: Hourly Contractor Work

Effective Date: March 28, 2018

Replaces Policy: Resolution 399, November 12, 2012

Resolution No.: 91 **Resolution Date:** March 27, 2018

1. **PURPOSE**

The purpose of this policy is to ensure clear communication between the RM of Piney and the Contractor working for the RM on a bid hourly basis, ensuring that there is no duplication of work, clear expectations, work is done in a timely and approved fashion. The RM of Piney has a responsibility to ensure accuracy in accounting and payment of invoiced labour provided by the Contractor. In addition there is a responsibility to ensure that disputes are resolved efficiently with the least cost.

2. **POLICY**

a) WORKERS COMPENSATION (WCB)

All contractors working bid hourly shall have current WCB and be in good standing with WCB. The Contractor shall immediately notify the RM of Piney if they are no longer in good standing with WCB.

b) LIABILITY INSURANCE

All contractors working bid hourly shall have a minimum of \$2,000,000 third party liability insurance. The Contractor shall immediately notify the RM of Piney if they are no longer in good standing with their third party insurance provider.

c) SAFETY PROGRAM

All Contractors shall maintain a Safety Program that conforms with the Manitoba Workplace Safety and Health Act. The Public Works Supervisor or any delegate can stop work immediately without pay for un-safe work conditions. Only when the Contractor meets safety requirements can work resume. Safety is a shared responsibility between the Contractor and the RM.

d) RATE SHEET

Annually on or near January 1st of the current year, the Contractor will submit on a form approved by the RM, their Bid Hourly Rates for the current year. In addition, the Contractor shall provide contact information, a Current Certificate of Insurance, Workers Compensation Registration number and equipment details.

e) TIME CLOCKS

Contractors working hourly work shall be supervised by Public Works at all times while working for the RM of Piney. When hourly work is being performed without a timeclock, there is to be a predetermined date, start time, end time and regular check-in by Public Works. The use of timeclocks and timecards is required for regular maintenance activities. All timecards are to be submitted with the corresponding invoice and reviewed by the Public Works Supervisor. Only work and invoices approved by the Public Works Supervisor shall be processed for payment. Damaged cards, unlegible markings and error/ommission shall only be paid upon review and approval by the Public Works Supervisor. In the case of a disagreement, the CAO will hear both sides and make a decision on the appropriate course of action.

f) WORK

All bid hourly work shall be authorized in writing by use of signed Work Order (Schedule A) and include supporting documentation such as maps. Work Orders shall be presented to the Contractor before work commences or as close to the start of the work as possible. It is the responsibility of the Contractor to follow and observe the Work Order. Additional work may be issued as an amendment to an existing Work Order or a new Work Order may be issued. Failure to follow the documentation provided with the Work Order may result in non payment for un-authorized work, non payment for additional travel time or the Contractor not receiving future work.

Regular summer blading shall be done during regular work hours being Monday to Friday from 7:00 am to 7:00 pm or any variation inbetween that timeframe. Only in emergency circumstances as deemed by the Public Works Supervisor can summer blading be done on days or hours that do not conform within the allotted time frame.

Hourly mowing shall be done during regular work hours being Monday to Friday from 7:00 am to 7:00 pm or any variation inbetween that timeframe. Only in emergency circumstances as deemed by the Public Works Supervisor can mowing be done on days or hours that do not conform within the allotted time frame.

Winter snow clearing or ice removal can be done as need, Monday to Sunday. All equipment must have approved lighting as determined by the RM of Piney and for a greater uncertainty it will be the Guidelines adopted by the Province of Manitoba Transportation and Government Services “Mechanical Equipment Services: Lighting Standards”. No heavy equipment operator shall work in excess of 12 hours.

g) EMERGENCIES

This Policy does not and is not intended to limit Administration or the Public Works Supervisor to deal or maintain infrastructure during emergency circumstance or extenuation conditions. It is understood that at times, weather conditions do not allow for timely maintenance that fits regular work hours or conditions. Safety of the public, employees and contractor are number one, and adjustments outside of this Policy may reflect that fact.

h) INVOICES

Contractor’s shall invoice the Municipality every 2 weeks, the municipality may hold invoices for up to 30 days before issuing payment. All invoices shall be accompanied with the corresponding Work Order, timecards, GST number (when applicable) and copies of any other supporting documentation. All invoices must be approved by Public Works and CAO prior to processing payment.

3. CHAIN OF COMMAND

