

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 - Duties
SOURCE: Council Minutes
SECTION: Report 10
DATE ENACTED: October 23, 2006
DATE OF AMENDMENT:

SUBJECT:

Duties

INTENT:

To define the duties of non-union / management employees.

SCOPE:

This policy applies to all non-union / management employees.

PROCEDURE / IMPLEMENTATION:

DUTIES

1. The duties, responsibilities, powers, and authorities of each of the employees shall be:
 - a) Those set out by the Municipal Act, The Building Code Act and Planning Act, the Fire Department Act, the Fire Marshal's Act, the Fire Code, the Safe Drinking Water Act, the Ontario Water Resources Act and any other statute, regulation or binding governmental directive effecting the administration of a Town;
 - b) Those contained in any by-law, resolution, special direction or job description adopted by the Town and not varied or superseded by any of (a);
 - c) Where not provided or limited by (a) or (b), those customary to the occupants of similar offices within Towns of a similar size in Ontario.
 - d) From time to time, non-union/management employees are expected to attend to a Municipal emergency in relation to their duties. An emergency will be defined as: a sudden, unexpected occasion, event and/or combination of forces which demands

immediate action or demands immediate attention due to a real and imminent threat of danger to life or public property.

- e) Job descriptions will be maintained for all non-union/management personnel. The job descriptions illustrate but do not necessarily define or limit the present responsibilities, duties, working conditions and relationships of non-union/management personnel.