

Contract of Employment

Between

XXXXXXX, Town Administrator
hereinafter called The "TOWN ADMINISTRATOR"

AND

The Council elected for the TOWN OF YYYYYYYY
Hereinafter called the "COUNCIL"

TERMS AND CONDITIONS

1. Term of Agreement

This agreement is made pursuant to a resolution passed by the Council at a duly called meeting held on March 24, 2014 unless terminated under provisions of Section #5 of this agreement. This agreement shall automatically renew for a one-year term after December 31, 2014 unless either party serves written notice before January 1st next.

2. Position of Employment

The Council hereby agrees to employ XXXXXXXX as Town Administrator under the terms and conditions of this agreement for the duration of this agreement.

- 2.1 The Town Administrator shall be considered to have commenced employment with the Council on February 1st, 1999, and shall continue in such employment until terminated in accordance with this agreement.

3. Duties and Responsibilities

- 3.1 The Town Administrator agrees to perform his duties according to existing legislation, as outlined in The Municipalities Act and Regulations and in accordance with the policies established by the Council.
- 3.2 The Town Administrator is an out-of-scope employee and as such agrees to commit and devote the time and hours necessary to perform the duties outlined in this contract.

- 3.3 The Town Administrator agrees to discharge faithfully and to the best of his knowledge, skill and ability, the duties and responsibilities referred to in 3.1 and in the best interest of the Town.
- 3.4 During the term of this agreement, the Town Administrator shall devote substantially all of his time, attention and abilities to the business of the Town of YYYYYYYYY.

4. Compensation and Benefits

- 4.1 The Council agrees to remunerate the Town Administrator at an annual rate of \$.00.
- 4.2 This salary is to be computed and paid in twelve (12) equal monthly installments.
- 4.3 The Town Administrator's annual remuneration shall be reviewed on or about January of each year unless otherwise specified in this agreement. The Council and/or the Administration Committee may periodically complete an evaluation of the Town Administrator's performance.
- 4.4 The Council agrees to make available to the Town Administrator and pay 50% of the premiums for the following benefit plans and any further benefit plans that may be made available to the Town employees in the future.
1. Dental Insurance Coverage
 2. Extended Health Coverage
 3. Long Term Disability
 4. Accidental Death and Dismemberment
 5. Life Insurance
- 4.5 The Council agrees to reimburse or pay 100% of any professional association fees on behalf of the Town Administrator.
- 4.6 The Town Administrator shall accumulate sick leave days at the rate of 1.25 working days per employment month, to a cumulative maximum of 26 weeks. These days shall be cumulative from year to year. The Town Administrator shall also be allowed 6 family sick days per calendar year.
- 4.7 The Town Administrator shall be entitled to paid vacation of X working days per annum to be taken at times approved by Council.

- 4.8 The Town Administrator shall be entitled to paid holidays for New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.
- 4.9 The Town Administrator shall be authorized to attend conferences and conventions pertaining to municipal business held within the Province of Saskatchewan. Attendance at any out of province or out of country conferences will require prior approval of Council.
- 4.10 The Town Administrator shall be reimbursed for fees, food, lodging, tuition, and transportation while attending conferences, seminars, workshops, and other work related travel.

5. Termination

- 5.1 The Council may terminate, with just cause or neglect of duty at any time without notice stating the reasoning in writing.
- 5.2 The Town Administrator may terminate this agreement by giving the maximum notice available according to the circumstances, but as a minimum, one (1) month written notice to the Council of the Town of YYYYYYYYY.

6. Entire Agreement

- 6.1 This agreement constitutes the entire agreement between the parties. All previous representations and undertakings are merged in this agreement.
- 6.2 No modification or change in this agreement shall be made except by the mutual consent of the parties contained in writing.
- 6.3 In the event a policy issue from the Town of YYYYYYYYY Personnel Policy Statement of the day conflicts with this Employment Contract, the latter shall prevail.

7. Governing Law

- 7.1 This agreement shall be governed by and construed in accordance with the laws of the Province of Saskatchewan.

8. Notice

8.1 Any notice required to be given to the Town Administrator shall be sufficiently given if delivered by the Mayor of the Town of YYYYYYYYYY or if delivered to the Town Administrative offices during regular business hours.

9. Effective Date

The effective date of this agreement shall be the 1st day of January 2014.

IN WITNESS WHEREOF THE COUNCIL HAS EXECUTED THIS AGREEMENT UNDER THE SIGNATURE OF ITS AUTHORIZED OFFICER THIS ____ DAY OF MARCH 2014.

Witness

Mayor of the Town of YYYYYYYYYY

IN WITNESS WHEREOF THE EMPLOYEE HAS EXECUTED THIS AGREEMENT THIS ____ DAY OF MARCH 2014.

Witness

Town Administrator