

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2013-20

Being a By-Law to appoint a Temporary Administrative Assistant

The Council of the Corporation of the Municipality of Powassan appoints as follows:

1. That Susanne Phillips be appointed as Temporary Administrative Assistant for the Corporation of the Municipality of Powassan effective April 16th, 2013
2. That the terms of employment for this position as outlined on Schedule "A" attached hereto and forming part of this By-Law be adopted .

READ A FIRST time and considered read a SECOND April 2nd, 2013
To be READ a THIRD time and adopted as such at the Council meeting of April 16th, 2013

Mayor

Clerk-Treasurer

Schedule "A" to By-Law no. 2013 – 20
April 2, 2013

- Current Police Check required
- 2 month probationary period – not entitled to holidays during this time
- Review after 2 month probationary period elapses by Clerk-Treasurer
- Salary to begin at Step 1 band 3 of the current pay grid, to be reviewed after probation
- 4% in lieu vacation paid bi-weekly with regular pay schedule
- Confidentiality clause to be signed prior to commencement of employment

Mayor

Clerk-Treasurer