5.4 COUNCILLOR'S ~~ASSISTANTS~~ STAFF

Councillor's ~~Assistants~~ Staff (amended June 21, 2018, March 21, 2019, and December 12, 2019)	
Eligible expense	**Ineligible expense**
• Councillors may engage staff to assist them on a full-time or part-time basis • Staff employed are considered political appointments and are not employees of the City of Winnipeg • Councillor's ~~Assistants~~ staff will be governed by the Code of Conduct for Members of Council attached as Schedule A to By-law No. 19/2018 (See Appendix C for Code of Conduct adopted by City Council on February 22, 2018) • All ~~assistants~~ staff must be retained under the terms of the employment contract (Appendix D) on a bi-weekly or hourly basis with the hours worked to be determined by the City Councillor • All Contracts of employment with the Councillor's ~~Assistants~~ staff must be authorized by the Deputy City Clerk or their designate prior to any payments being processed to the assistant • Appointments cannot extend beyond the term of the Councillor • All ~~assistants~~ staff shall be employed pursuant to the CWA policy and shall execute the employment contract (Appendix D) prior to commencement of employment • The employment contract will be between the Councillor and the ~~assistants~~ staff member. Neither the employment contract nor the CWA policy shall in any sense be construed so as to create the relationship of employer and employee between the City of Winnipeg and the ~~assistants~~ staff member. • Access to the Councillor's office shall be by access card and limited to regular office hours. Access on weekends will be by arrangement with the City Clerk ~~• A severance allowance of one week's pay per year of service, up to a maximum of eight weeks pay will be provided as required.~~ • A severance will be provided in accordance with the employment contract (Appendix D) and as minimally required by the The Employment Standards Code, CCSM c E110.	• Individuals holding elected political office shall not be eligible for employment as a Councillor's ~~assistant~~ staff member • Councillors cannot employ a relative (husband or wife, including common law spouse, child parent, brother, sister (including foster and step), parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; nephew or niece • ~~An assistant~~ A staff member cannot be any person employed or contracted by the City of Winnipeg. City staff may assist Councillors from time to time; however, funding for this assistance is not an eligible expense under the CWA policy. • ~~An assistant~~ A staff member involved in litigation with the City of Winnipeg must advise the Councillor and the matter must be brought forward to the Governance Committee • ~~An assistant~~ A staff member cannot perform political duties, including attending meetings of boards or commissions to which the Councillor has been appointed by Council • ~~An assistant~~ A staff member shall not be eligible for appointment by Council to boards, commissions or committees

Health and Post-Employment Benefits	
Eligible expense: • At the discretion of the Councillor, and after 6 months of service, health benefits may be provided by the Councillor to the staff member in accordance with the terms and conditions of the relevant group insurance policy. • At the discretion of the Councillor, and after 6 months of service, post-employment benefits in the form of a Registered Retirement Savings Plan, as established by the Chief Financial Officer, may be provided subject to the following: a. Entry into the plan is optional. b. Each Councillor and staff member shall agree upon the matched contribution rate within a range of 3% to 6% of the established annual rate of pay. c. The Councillor and staff member can opt out of the plan with 30 days' notice, however, re-entry into the plan will require 6 months of service. d. A minimum of 35 hours every two weeks is required to be eligible to enter into the Plan. e. Eligibility and maximum contribution rates must be in accordance with the Income Tax Act.	