

# Village of Port Clements

## Employee Benefits Policy

### Policy No. 04, 2009

Prepared by Deputy Clerk/Treasurer Jasmine Erin Ryland

Amended by Kim Mushynsky - CAO

Adopted: September 8, 2009 by Mayor and Council

Amendment: March 18, 2013

Replaces all prior Employee Benefits Policies

### Policy statement:

#### PREAMBLE:

The Village of Port Clements will provide the following benefits to permanent Administration and Public Works Department employees. Minimum hours are defined in each benefit (where there is no specification it shall be extended to all permanent employees).

#### DEFINITIONS:

"**Immediate family**" shall mean the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and any person who lives with an employee as a member of the employee's family as per the Employment Standards Act.

#### POLICY:

### 1. Health and Welfare

The Village will pay the percentage indicated of the monthly premium of the following benefit plans. Employee entitlement will be after three (3) months of employment, and will always be subject to the terms and conditions of the Plans and carrier requirements. The Village's liability is limited to arranging the Plans and paying the applicable premiums. The Village is not liable for any failure or refusal of coverage by a third party for any reason.

Employees who work a minimum of 24 hours per week are entitled to the following:

- |      |                       |                          |
|------|-----------------------|--------------------------|
| i.   | Extended Health Plan: | 100% Village             |
| ii.  | Dental Plan:          | 50% employee/50% Village |
| iii. | Short Term Disability | 50% employee/50% Village |
| iv.  | MSP                   | 100% Village             |

Employees who work a minimum of 30 hours per week are entitled to the following:

- |      |                                  |                          |
|------|----------------------------------|--------------------------|
| v.   | Group Life Insurance:            | 50% employee/50% Village |
| vi.  | Accidental Death & Dismemberment | 100%Village              |
| vii. | Long Term Disability             | 100% Village             |

### 2. Superannuation Plan

The Village agrees to participate in the Pension (Municipal) Plan. The employee's entitlement to pension shall be in accordance with the Superannuation Plan, subject to the

terms and conditions of the Plan. Regular fulltime employees with a minimum of 24 hours per week shall enroll at 6 months and must enroll at 1 year.

### 3. **Sick Days**

- a. An employee is not entitled to receive benefits under this section for injury or sickness while working for any other employer, while self-employed or while on layoff.
- b. Employees who work permanently in the Administration or Public Works Department shall be entitled to accrue ½ a day of sick leave for each month worked to a maximum of 6 days per calendar year. Unused sick time at December 31<sup>st</sup> will carry forward and not exceed 6 days at the beginning of each year.
- c. Unused sick time can not be redeemed for cash or used for other forms of time off.
- d. Eligible employees will be entitled to use the benefit only when they are sick. An employee shall be entitled to take up to 2 days pay without a Doctors note, beyond 2 days a Doctors note may have to be provided to the supervisor. Employees that are covered under weekly indemnity shall only be permitted to use three days consecutively.
- e. The terms and provisions of extended sick leave benefits shall be as regulated under British Columbia Life and Casualty insurance benefits should the employee qualify for these benefits.

### 4. **Pregnancy/Parental Leave**

- a. Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided under section 50 in the Employment Standards Act.

### 5. **Leave for Birth of Child**

The partner shall be granted two (2) days off with pay for the birth of his/her child.

### 6. **Leave for Adoption of Child**

An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this Policy.

### 7. **Bereavement & Compassionate Care Leave**

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family.

### 8. **Jury Duty/Witness Leave**

Employees shall be entitled to Jury duty/Witness leave under sections 55 and 56 in the Employment Standards Act.

### 9. **General Leave of Absence**

Leave of absence, without pay, may be granted by a Department Head to an employee requesting such leave, for good and sufficient cause. Such leave request shall be in writing, and the Department Head's reply shall be in writing and state the conditions of the return to work. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding one (1) month's duration.

10. **Annual Vacation**

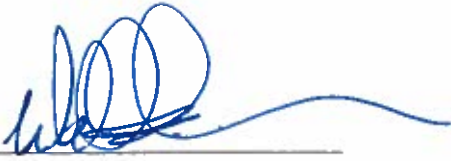
Each employee will be entitled to 4% vacation pay or 2 weeks vacation from 1 to 5 years and Officers and Management will be entitled to 6% vacation pay or 3 weeks vacation from 1 to 5 years. Increases will be of 2% after 5 years and continuing thereafter as per Part 7 under the Employment Standard Act. Employees are allowed to carry-forward a maximum of 5 days' vacation into the New Year. Vacation days are meant to be taken, not paid out, therefore all reasonable efforts will be made by Management and staff to see that no more than 5 days are left at year end. Part-time staff will be paid vacation pay per paycheque.

11. **Overtime**

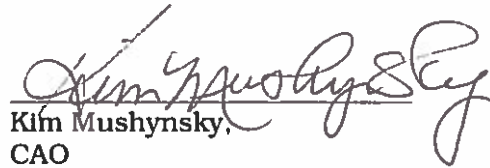
An employee, other than management, is entitled to overtime as per under Part 4 in the Employment Standards Act.

12. **Other**

Length of probation, salary and other items not covered by this Policy shall be set by the Clerk/Treasurer, Public Works Superintendent and/or Council.



Wally Cheer,  
Mayor



Kim Mushynsky,  
CAO