

	<b>City of Wetaskiwin Policy:</b>	<b>Benefits Policy</b>
<b>Policy #</b>  <b>HR-008</b>	<b>Approved</b>  <b>Res. No.:</b>  <b>Date: February 27, 2012</b>	<b>Revised</b>  <b>Res. No: 174/18</b>  <b>Date: April 23, 2018</b>

## Policy Statement

The City of Wetaskiwin will provide a competitive Benefits Plan for eligible staff in order to provide coverage at a time when services are required.

## Guidelines

1. All permanent full time and part time employees working with the City of Wetaskiwin an average of 30 hours per week are eligible for the benefit plan effective three (3) months after commencing employment. Management staff shall be eligible effective their date of hire.
2. The employer will provide group benefit plans as outlined below and will share the premium cost for all participating employees as follows:

<u>Employer</u>	<u>Employee</u>	
Group Life Insurance	100%	
Accidental Death & Dismemberment	100%	
Local Authorities Pension Plan (As per Provincial Plan Regulations)		
Extended Health Care	90%	10%
Dental Plan	90%	10%
Long Term Disability		100%
Dependant Life Insurance		100%
Employee Assistance Plan	100%	

3. The City of Wetaskiwin shall pay all premiums for applicable benefits for the volunteer firefighters.
4. The City reserves the right to amend any of its benefit plans at any time.

5. The City of Wetaskiwin recognizes the following as paid holidays:

<u>Statutory</u>	<u>Other</u>
New Years' Day	Easter Monday
Family Day	Civic Holiday
Good Friday	Boxing Day
Victoria Day	Christmas Floater Day
Canada Day	Employee Anniversary Date
Labour Day	
Thanksgiving Day	
Remembrance Day	
Christmas Day	

6. Annual vacation shall be accrued as follows:

<u>Anniversary</u>	<u>Staff Accrual (In Days)</u>
0 to 2nd	10.0
3rd to 9th	15.0
10th to 14th	20.0
15th to 24th	25.0
25th & over	30.0

Management positions shall receive 5 days in addition to the amount shown in Section 7 unless negotiated otherwise in the applicable management contract.

8. Vacation entitlements are earned on an accrual factor per pay period. All full time staff accrue vacation pay. Part time, temporary and casual staff receive vacation pay each pay period.
9. On December 31st of each year there shall be no more than 10 days accrued unless written approval is obtained from the City Manager.
10. Paternity and maternity leave shall be provided in accordance with the Employment Standards Acts and as follows:
- a) Permanent employees who accrue sick benefits and who have worked for the City for one year consecutively shall be eligible for Supplementary Unemployment Benefits "SUB".

- b) The plan is to supplement the employment insurance benefits received by workers for temporary unemployment caused by maternity or adoption.
  - c) Employees must prove that they have applied for and are in receipt of employment insurance benefits in order to receive payment under the plan.
  - d) SUB is payable for a period during which an employee is not in receipt of EI if the only reason for non-receipt is the claimant is serving the two week EI waiting period.
  - e) The benefit level of this plan is set at 95% of the employee's regular weekly earning. In any week the total amount of SUB payments will not exceed 95% of the employee's weekly earnings.
  - f) The SUB benefit will be paid for the health related portion of maternity leave as determined by a physician up to a maximum of 6 weeks. Section "d" will be in addition to the health related portion.
  - g) The SUB payment is pensionable earnings.
  - h) The employer must ensure that the following conditions are met:
    - i. That the claimant's weekly rate of employment insurance benefits, when combined with the employer's SUB, does not exceed the claimant's normal weekly earnings from their employer, and
    - ii. That a reduction in the claimant's accumulated sick leave, vacation leave, severance pay or any other accumulated credits arising from their employment does not take place.
  - i) Employees do not have the right to SUB payments except for supplementation of EI benefits for the unemployment period as specified in this plan.
  - j) The employee is required to submit their EI benefit stub to payment for verification.
  - k) The employee must supply a written report from their doctor stating the health related portion of their maternity leave.
  - l) The City will pay the employer's portion of benefit premiums for the health related portion of leave only. The employee then assumes both the employer and employee portions of the premium.
11. An employee who has been approved for leave through Workers Compensation shall be paid through the City of Wetaskiwin payroll. Workers Compensation will pay 90% of the employee's salary. The 10% difference will be recovered through the employee's accumulated sick leave credits. If the employee does not have any sick leave credits, only 90% of the employee's salary will be paid.
12. An employee is eligible for LAPP deductions once:
- a) The LAPP one year probation period is completed; or

- b) The City's probation period is completed; or
  - c) The City's probation period is waived if the employee is a returning employee.
13. The City will pay EAP premiums for an employee who is on LTD for a period up to two years.
14. All permanent full-time and permanent part-time employees are eligible for the employee wellness benefit. This benefit provides employees with a 50% discount on annual, individual and family memberships for the Manluk Centre.
- a) Family members must reside in the same household of the employee to be eligible for the membership discount. Employees may be asked to provide proof of residency.
15. Vacations shall only be scheduled for the period of time in which vacation accruals cover. Negative accruals shall require the written approval of the City Manager.
16. Vacation accruals will cease during a period where the City is not paying a salary and where sick leave is in excess of five days.
17. Two rest periods are provided to all staff per shift, one fifteen minute break in the first half and one fifteen minute break in the second half. An unpaid rest period of up to one hour shall be provided for lunch.