

SECTION III – SPECIFIC EMPLOYEE POLICIES

CATEGORY: Salary and Benefit Administration	NUMBER: 3.16
SUBJECT: Employee Benefits	PAGE: 66
APPROVED: November 2009	REVISED:
ANNUAL REVIEW DATE: Reviewed January 2016	

PURPOSE

To identify benefits and eligibility requirements for staff.

POLICY

As a minimum, all employees of WSNCC will receive benefits as provided by the Employment Standards Act and currently including:

- Employment Insurance
- Canada Pension Plan
- Employer Health Tax
- Vacation Time or Vacation Pay (4%)

Full-time permanent employees and part-time permanent employees who work eligible hours may be entitled to additional health benefits and pension/retirement savings package which includes:

- Extended Medical
- Long Term Disability Insurance
- Dismemberment and Death Benefits

The organization may change the health benefits offered, based on costs and resources available.

The practices of the organization will be consistent with prevailing legislation at all times which may supersede the benefits described in this policy.

Permanent full-time staff may be entitled to additional vacation, leave and professional development benefits which are outlined further under the Leaves and Absences Policy.

PROCEDURES

1. Employees will receive an outline of the benefits available in writing. They will also receive notification of any changes to these benefits in writing.
2. Employees must be employed for 6 months before becoming eligible for non-statutory benefits.