

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.5 Compensation and Benefits		
Topics	Salary		
	Benefits		
	Retirement Plan		
	Salary Adjustments		
Attachments			
Reference			

Purpose

The purpose of the policy is to set out clearly the salary and benefits that ESCC provides for staff and how salary is determined and adjusted to ensure that ESCC is both fiscally prudent and treats employees in a fair and equitable manner.

Policy

The ESCC maintains competitive salaries and benefits for all approved positions.

Responsibilities

The Board of ESCC is responsible for determining competitive salaries for ESCC employees and the scope and cost of the benefits. The Board has established a Personnel Committee to investigate and make recommendations on compensation and benefits.

The Board of ESCC is responsible for determining the specific salary, benefits, and salary adjustments (whether merit or cost of living) for the Executive Director.

The Executive Director is responsible for determining the specific salary and salary adjustments for the ESCC staff.

Procedures

Pay and Deductions

All employees will be paid monthly. Employees may receive an advance payment in mid-month.

Deductions will be made according to federal and/or provincial regulations (e.g., CPP, EI, and income tax).

Benefits

The ESCC will enrol in a Health Benefit Plan for its employees once there are least three employees. Employees will be enrolled in the benefit plan at the start of employment. In order for a part time employee to qualify for the Health Benefit Plan, he/she must work a minimum of 20 hours per week. In the event there are less than three employees, the ESCC will compensate the employees for their subscriptions to a personal extended health plan (type A) through Alberta Blue Cross. Proof of enrolment in the personal Blue Cross plan is necessary in order to qualify for reimbursement by ESCC.

Extended Health: ESCC pays 100% of the premiums for extended health care coverage for full-time employees and 50% of the premiums for part-time employees. Key provisions include (full details outlined in the Benefits Booklet):

- 80% of prescription cost up to \$1,000 annually.
- 100% of hospital room cost in Canada up to \$1,000 per employee per year.
- The cost of one eye examination per 2 years.
- \$750 for hearing aids every 4 years.
- Ambulance, some paramedical practitioners (chiropractor up to \$400 per year; physiotherapist up to \$400 per year).
- 100% emergency medical coverage for up to 30-day out of province travel (maximum \$2,000,000 Canadian funds per employee per incident, subject to overall contract maximum which is an overall combined maximum of \$2,000,000 per employee each benefit year including all benefits).
- Up to \$1,500 per year of dental work (there are service limits such as one set of x-rays per year, 1 polishing per year, etc.)
- Health spending account of \$1,200 per year administered by Alberta Blue Cross.

Group Life: ESCC pays 100% of basic group term life insurance which includes

- Term life insurance up \$25,000 maximum
- Accidental death and dismemberment (AD &D).

Employees who have spouses enrol as a family in the term life insurance and AD & D coverage. (Employees with common-law spouses have the option of enrolling as a family or as an individual).

Participation in the benefit plan is mandatory.

Group Retirement Savings Plan (RSP)

ESCC does not have a pension plan but does provide matching funds for RRSP contributions as follows:

- ESCC will match the employee's contribution of up to 5% of base pay (i.e., excluding overtime pay).

Employees are eligible to participate in the Group RSP provision at the end of the probationary period.

If the employee declines to participate, he/she forfeits the 5% matching funds from the employer.

Salary Adjustments

The cost of salaries and benefits are a component of the annual budget and approval of the budget by the Board of Directors will include the approval of any expected/planned cost of living increases to the salary ranges.

The ESCC will conduct a survey at least once every three years of other employers in the non-profit sector who employ persons with similar qualifications and with similar responsibilities. An example of such a survey is the Boland Report. Salary ranges adjustments will be recommended by the Personnel Committee based on such a survey for approval by the Board of Directors.

ESCC may make adjustments to salaries for performance upon a successful performance evaluation.

An employee who has reached the top of his/her salary range is not eligible for further pay increases unless and until the salary range is adjusted upwards.

Timing of pay adjustments

There will be an annual performance review. Adjustments to salaries will be considered at that time.