



## **HUM-002.....Administrative Group Benefits**

Current Revision: 31.Jan.04

### **POLICY**

City Council believes that administrative staff should receive benefits on an equitable, but not necessarily directly comparable, basis to staff belonging to the bargaining unit. Benefits will be provided to administrative staff as outlined in the guidelines included in this policy.

### **DEFINITIONS**

- *Sick Leave* - the period of time when an employee is absent from work due to illness or injury, including attending doctor or dental appointments.
- *Family Sick Leave* - the period of time when an employee is absent from work to attend to the illness or injury of a spouse, dependent, or parent. Exceptions to the applicable family members may be granted with the approval of the Human Resources Administrator.
- *Statutory Holidays* - the following are statutory holidays recognized under this policy ... New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (first Monday in August), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.
- *Group Health Benefit Plan* - includes the following coverage, the specifics of which may be amended from time to time:
  - life insurance
  - accidental death & dismemberment
  - long term disability
  - Alberta Health
  - dental plan
  - extended health care.
- *Annual Vacation* - time off with pay that employees earn as an entitlement for continuous service.
- *Time Off in Lieu of Overtime (TOIL)* - time off with pay granted to all administrative employees as compensation for overtime that may have been worked. This recognizes that all administrative staff put in some overtime over the course of a year, however, the overtime is not recorded. The amount of TOIL is specified in the guidelines to this policy.
- *Leaves of Absence* - all leaves with or without pay except for sick leave, vacation, and TOIL.
- *Workers' Compensation* - the insurance provided for employees under the Workers' Compensation Act of Alberta.

## GUIDELINES

1. Sick Leave
  - a) Sick leave is earned at the rate of 1½ days for each full month of employment to a maximum of 130 working days.
  - b) Sick leave credits are not accumulated during periods of sick leave or other leaves (excepting vacation) in excess of 30 days.
  - c) An employee granted sick leave is paid for the period of the leave as long as sick leave credits are available. The number of sick leave days paid are deducted from the employees accumulated sick leave credits.
  - d) A permanent employee participating in the City's long-term disability (LTD) coverage may apply for LTD benefits if the illness or disability extends beyond 180 continuous calendar days (130 working days).
  - e) Employees may be required to submit satisfactory proof to the City to substantiate illness or injury. A doctor's certificate will be required to substantiate illness or injury incurred once an employee begins vacation if sick leave is requested.
2. Family Sick Leave  
An employee is entitled to use up to a maximum of six days per year of sick leave for family sick leave.
3. Statutory Holidays
  - a) Employees are entitled to a day off with pay on or for all statutory holidays.
  - b) The list of statutory holidays will be amended to reflect any other day proclaimed a holiday by the federal or provincial governments or by the City Council.
4. Group Health Benefits
  - a) Participation in the group health benefit plans is mandatory for eligible permanent employees unless coverage is provided under another group plan through a spouse or other employer.
  - b) Coverage begins on the first day of the month following three months of continuous full-time service.
  - c) The cost of participating in the group health benefit plans is shared as follows:

<u>Benefit</u>	<u>ER</u>	<u>EE</u>
Life Insurance	75%	25%
Accidental Death & Dismemberment	75%	25%
Long Term Disability	75%	25%
Alberta Health Care	75%	25%
Dental Plan	75%	25%
Extended Health Care Plan	75%	25%

5. Vacation
- a) Employees earn entitlement to vacation in accordance with the following schedule:

**Years of Service**

**Vacation entitlement  
Per Month / Per Year**

1 to 2 years	1.25 days / 15 days
3 to 5 years	1.66 days / 20 days
6 to 15 years	2.08 days / 25 days
16 to 25 years	2.50 days / 30 days
26 years or more	2.97 days / 35 days

- b) Vacation entitlement is calculated from the date the employee commences continuous service.
- c) Where a new employee begins service between the first and 15th day, inclusive, of any month, the first day of that calendar month becomes the effective date of vacation accrual.
- d) Where a new employee begins service between the 16th and last day, inclusive, of any month, the first day of the following calendar month becomes the effective date of vacation accrual.
- e) Employees are not permitted to carry over more vacation entitlement than is earned in one year. Vacation credits in excess of the allowed carry-over of one-year's entitlement will be paid out in the month of December unless prior authorization to exceed the specified carry-over is given by the department manager or City Manager, or in the case of the City Manager, by City Council.
- f) Every employee is required to take at least one vacation period of a minimum of five consecutive working days in every calendar year.
- g) Employees may be advanced vacation credits, if authorized by the department manager, to a maximum of the credits that would be earned by December 31st of that year. If the employee's employment is terminated prior to earning any vacation credits that have been advanced, the employee will reimburse the City for the unearned credits paid. The City may deduct said amounts from the employee's final pay.
- h) On termination of employment, an employee will be paid for any outstanding vacation credits earned to the termination date, calculated as the number of vacation days outstanding times the regular rate of pay at the time of termination.
6. Time Off in Lieu of Overtime (TOIL)
- a) Four working days per calendar year are granted to all administrative staff for leave in lieu of overtime. TOIL is earned at the rate of one-third of a working day for each month of employment.
- b) TOIL must be taken by December 31st of the year following the year in which it is earned or the entitlement is lost.
7. Leaves of Absence
- a) Bereavement leave - an employee is granted a maximum of five regularly scheduled consecutive work days without loss of pay and benefits in the case of the death of a parent, spouse, common-law spouse, brother, sister, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, former guardian, fiancée or any relative who has been residing in the same household. Where the burial occurs outside of the province, the leave may also include reasonable traveling time, not to exceed four days.
- b) Mourner's leave - one-half day without loss of pay is allowed to attend a funeral, providing 24-hour advance notice is given to the supervisor.

- c) Maternity/parental leave
  - i) An employee expecting the birth of a child shall give notice in writing of the fact of her pregnancy to her immediate supervisor at least 12 weeks prior to the expected date of delivery and at least six weeks written notice must be given of the start day of the maternity leave.
  - ii) Maternity/parental leave will cover a period of up to 12 months for the birth or adoption of a child. 15 weeks is the maternity leave portion for a mother giving birth (six weeks of which must be taken after the delivery), and 37 weeks is parental leave, entitled to the mother after delivery, the other parent after the time of birth, or adoptive parents after the time of adoption. Both parents may share parental leave as long as the total parental leave time is not in excess of 37 weeks. In the case where both parents are employees, the employer is not required to grant parental leave to more than one parent at a time.
  - iii) When an employee decides to return to work after maternity/parental leave, at least three weeks written notice will be provided to the employer. On return from maternity/parental leave, the employee shall be placed in her former position. If the former position no longer exists, the employee will be placed in an equivalent position.
- d) Court appearance - an employee required by law to appear in court as a jury member or as a witness is paid the difference between pay received for the court service and the pay the employee would have received based on regular hours of work.
- e) Leaves of absence without pay
  - i) Leaves of absence without pay for periods up to one week may be granted by the department manager.
  - ii) Leaves of absence without pay for periods exceeding one week may be granted by the City Manager. The conditions of the leave will be determined by the City Manager in consultation with the Human Resources Administrator and the employee.

#### 8. Workers' Compensation

When an employee is absent due to a work-related accident covered by the Workers' Compensation Act, the employee will be compensated (in conjunction with Workers' Compensation Board [WCB] compensation) at the regular rate of pay enjoyed prior to the accident for the first four months of absence. Beyond this time, the employee will be compensated (in conjunction with WCB compensation) at the rate of 90% of net earnings as defined by the WCB. The employee may continue benefit coverage during this period with the employee paying 100% of the benefit premiums.

#### **PROCEDURES**

Detailed procedures related to the administration of the group benefit plans are contained in the Human Resources Procedures Manual.

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City Manager