

ADMINISTRATIVE GROUP BENEFITS

Date Issued: May 5, 2017

Mandated by: City Manager

Current Revision: May 5, 2017

Cross Reference:

- Non-Union Staff Compensation Policy HUM-003-C
- Opted Out and Excluded Group Benefits Policy HUM-025-C

Next Review: January 1, 2020

Responsibility: Director, People Services

POLICY

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

DEFINITIONS

Administrative Group - a group of employees whose individual position description lists specific accountabilities which include direct staff supervision including performance and recruitment, dealing with issues of a highly confidential nature and/or are excluded from Alberta Employment Standards Code and Regulation Hours of Work definition.

Annual Vacation - time off with pay that employees earn as an entitlement for continuous service.

Bargaining Unit - a group of employees whose individual positions are designated through collective bargaining and are listed in Article #16 – Hours of Work in the current agreement. These positions are defined as “clerical and outside employees” as stated on the Certificate issued by the Alberta Labour Relations Board certifying Canadian Union of Public Employees, Local 30.

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 Director, Human Resources.

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;
- dental plan; and
- extended health care

Leaves of Absence - all leaves with or without pay except for sick leave, vacation and TOIL.

Opted Out and Excluded Group - a group of employees:

- whose individual position description do not list specific accountabilities of direct staff supervision;
- who do not deal with issues of a highly confidential nature;
- who are not excluded from Alberta Employment Standards Code and Regulation Hours of Work definition;
- who are not included in the bargaining unit by definition of “clerical and outside employees” as stated on the Certificate issued by the Alberta Labour Relations Board certifying Canadian Union of Public Employees, Local 30.

Sick Leave - the period of time when an employee is absent from work due to illness or injury, including attending doctor or dental appointments.

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; and
- Boxing Day.

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.

Workers' Compensation - the insurance provided for employees under the *Workers' Compensation Act* of Alberta.

GUIDING PRINCIPLES

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 (except vacation) in excess of 30 days.

- c. 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

Employees are entitled to a day off with pay on or for all statutory holidays.

4. Group Health Benefits

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, with the exception of Life Insurance, Accidental Death & Dismemberment and Long Term Disability (LTD) benefits, which are mandatory for all permanent full-time administrative employees, regardless of additional coverage.

5. Health Care Spending Account

In the first pay period of each year, each eligible permanent full-time employee will be provided with a Health Care Spending Account in the amount of \$500.00 and each eligible permanent part-time employee will be provided with a Health Care Spending Account in the amount of \$250.00. To be eligible for the \$500 or \$250, permanent full-time or permanent part-time employees must have completed the 90 day waiting period for Alberta Blue Cross benefits, have applied and been approved for Alberta Blue Cross benefits, and be actively at work during the first pay period of each year. Actively at work means those employees who are at work for all or a portion of the first pay period of the year and includes those employees who are on maternity or parental leave, LTD, Sick Leave, WCB, vacation or other paid leave. It does not include employees who are on leave without pay within the first pay period of the year. To qualify for reimbursement from the Health Care Spending Account, the expense must meet the following criteria:

- a. A qualifying medical expense under the *Income Tax Act* (Canada).
- b. Incurred after the date the Health Care Spending Account credits (dollars) have been deposited to the eligible permanent employee's account.
- c. Meet the reimbursement criteria, if any, of the employers Alberta Blue Cross group benefits program.
- d. All other sources of reimbursement must have been accessed first. Expenses may be submitted on behalf of eligible dependents.

At the end of the Policy Year, unused Health Care Spending Account credits (dollars) may be carried forward to the next Policy Year. Carried forward credits must be used by December 31st of that year to avoid forfeiture. All provisions of the plan will comply with Canada Revenue Agency's requirements for Health Care Spending Accounts.



6. 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	2.5 days/ 30 days
26 years or more	2.97 days / 35 days

- b. 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.
- c. 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.
- d. 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 General Manager or City Manager, or in the case of the City Manager, by City Council.
- e. Every employee is required to take at least one vacation period of a minimum of five consecutive working days in every calendar year.
- f. Employees are advanced vacation credits, 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.
- g. Vacation credits are not accumulated during periods of sick leave or other leaves (except vacation) in excess of 30 days.

7. 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.

8. 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. The employee is entitled to the leave on any normal working day that falls within the five-day period immediately following the day the death occurred. 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 General 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 Director, People Services.
9. 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.



AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, People Services has the responsibility and authority to implement this Policy and to develop procedures to enact it.

Original signed by Troy Flemming
City Manager