

**Employee Benefits Policy**

February 2017

**POLICY:**

In addition to salary schedules and pay rates, it is the objective of CRC to provide employee benefits comparable to other organizations and agencies.

**PROCEDURE:**

Employees hired on a continuing basis, whether full time (35 hours per week) or on a part time basis of at least 15 hours per week\*, have the option to enrol in the CRC's benefits plans. These programs include: dental care; extended medical coverage according to plan benefits at the time; and life insurance.

The Board of Directors determines the benefits package and reserves the right to change benefit providers and plan design from time to time, as they deem necessary

Effective the first full pay-period in July 2013, full time enrolled employees will pay 50% of the benefits premiums. The CRC will pay the other 50%.

*\* Part time employees will have the CRC's portion of the premium pro-rated based on the number of hours the employee works in a pay period. For instance, if a part time employee works 28 hours per week (80% of the full time equivalent), the CRC's portion of the premium will be 80% of its 50%, equalling 40% of the total premium. The employee will pay 60% of the premium.*

Full time employees entering the benefits plan prior to July 2013 will pay 50% of the premium from the time of enrolment. Part time employees will pay the percentage as defined above (\*).

When a continuing employee, whether full-time or part time, knows that he/she will be away on extended leave, such as for maternity/parental/adoption leave, medical leave or other leave without pay, he/she must give notice, in writing, at least four weeks in advance of the leave, or as far in advance as possible.

If the employee wishes to maintain employee benefits during the leave period, he/she must:

1. complete the form entitled "*Employee Benefits Plan Maintenance*"; and
2. provide post-dated cheques to cover his/her contributions to the benefit plans during his/her absence.

Cheques are to be dated the first of each month and should be in the amount necessary to cover contributions for the month.

In the event of a partial month's absence, the amount owing will be adjusted accordingly.