

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.11.ON
Section:	Benefits	Issued:	Nov. 22, 2019
Subject:	<b>BENEFITS RELATED TO PART-TIME EMPLOYMENT</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	<b>HR-04</b>
Issued by:	Community Resource Centre	Dated:	Feb 2017

## 1 POLICY

1.01 Part-time employees are subject to the same terms and conditions of employment as full-time employees. Where insured employee benefit programs are available to full-time employees, part-time employees may participate in those, or similar programs, (as outlined below) on a *pro rata* basis, unless specifically excepted by this or any other Statement of Policy and Procedure or by Ontario legislation.

## 2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to ensure that part-time employees are administered fairly and equitably and in a manner that is consistent with the administration of full-time employees.

## 3 SCOPE

3.01 This Statement of Policy and Procedure applies to part-time employees working at least 15 hours per week.

## 4 RESPONSIBILITY

4.01 Supervisors are responsible for ensuring that the administration of part-time employees complies with the intent and terms of this policy.

## 5 DEFINITIONS

5.01 “**Part-time employee**” means an employee who regularly works fewer than **[35]** hours each week.

5.02 “**Eligible employees**” are those who have satisfied all the requirements that apply to full-time employees for entry into a benefit program, or as designated by the **Community Resource Centre**.

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

SPP HR 2.05.ON — Employment Classifications

SPP HR 2.06.ON — Hours of Work

## 7 PROCEDURE

### 7.01 Earnings Related Benefit Levels

(a) Upon satisfying the entry provisions for any benefit plan which relates benefit levels to an employee’s earnings (e.g. group life insurance), part-time employees are eligible to participate in that program under the same terms and conditions as those which apply to full-time employees.

(b) The **Community Resource Centre’s** contribution to the premium will be pro-rated based on the number of hours the part-time employee works in a pay period. For example, 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.