



**SECTION: Human Resources**

**POLICY: HR 07**

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## **COMPENSATION AND BENEFITS**

### **PREAMBLE**

Contact Brant will comply with all federal and provincial legislation with respect to statutory benefits.

### **POLICY**

**Contact Brant employees will be compensated in accordance with a pay scale approved by the Board of Directors.**

**Contact Brant will provide additional benefits for staff as approved by the Board of Directors. Contact Brant may change the design of benefit plans, premium-splitting arrangements, or benefit carrier at its discretion.**

### **PROCEDURE**

#### **Compensation:**

1. Upon creation of a new position, the position will be situated within the Contact Brant compensation scale. The placement on the scale will be recommended by the Chief Executive Officer to the Board of Directors considering education and experience requirements of the position, responsibilities, working conditions and advice of funding bodies.
2. Permanent employees who successfully complete their probationary review will be eligible for a salary grid increase annually thereafter until the maximum salary rate is attained.
3. Staff will be eligible to move up the salary grid provided there are no significant outstanding performance issues.
4. Any change to the salary grid must be approved by the Board of Directors.
5. Employee pay will be directly deposited into their bank account on a bi-weekly basis.

#### **Benefits:**

For purposes of this section an eligible employee is one who has successfully completed their probationary period, works 30 hours or more each week, and is considered a permanent (non-contract) employee of the agency, unless otherwise negotiated.

1. All eligible employees must enrol in the group Life Insurance and Long Term Disability (LTD) plans.
2. All eligible employees must enrol in the health insurance and dental insurance plan unless evidence of comparable insurance coverage can be provided.
3. Contact Brant will pay 80% of the premium for benefits.

4. Employees will pay 20% of the benefit premiums; employees' share of the premiums will be allocated so that they are paying 100% of the LTD to ensure tax free benefits, with any remaining employee share of the premium allocated next to Life Insurance and Accidental Death and Dismemberment (AD&D) premiums, and finally to health benefits.
5. Group health benefits currently in place are outlined in the "Group Insurance Benefits Handbook". A Handbook will be provided at time of hiring and whenever changes to the benefits and Handbook are made.
6. If an employee collects LTD benefits, the benefit provider waives premiums for life insurance and LTD while the employee is on claim; however premiums for AD&D, Dependent Life Insurance, Health and Dental Benefits must be paid to keep these benefits in force. The employee on claim will be responsible to pay the premiums for AD&D and Dependent Life Insurance if they choose to continue this coverage. Contact Brant will pay the premiums for Health and Dental Benefits for up to 1 year on claim; following this, the employee will be responsible to pay these premiums up to two years on claim. Contact Brant reserves the right to discontinue premium payments for any plan member who does not return to work if/when they are deemed ineligible for Long-Term Disability benefits, Workers Compensation, or Employment Insurance sick benefit. At that point any options available to the employee will be governed by the policy contract and/or procedures of the insurance company.
7. While an employee is on maternity leave, the employee can choose to continue or suspend benefits for the duration of the maternity leave.
  - a. If the employee chooses to continue benefits, the pre-maternity premium sharing arrangement will continue, with the employee paying their share of the premiums directly to Contact Brant. If an employee continues benefits and becomes disabled during their maternity leave, the beginning of the elimination period for LTD is the employee's intended return to work date.
  - b. If an employee does not want to pay their share of the benefits during the maternity leave, then all benefits will be suspended.
8. The Board will annually review Benefits, including costs and the impact to the budget. Contact Brant will provide reasonable notice to employees if any changes are to be made to benefit plans, premium splitting arrangements or the benefit carrier.

**Pension Plan:**

1. Contact Brant provides a mandatory membership in a pension plan through OPTrust Select for permanent full-time employees. Part-time and contract employees will be offered optional membership.
2. Contact Brant and the employee each contribute 3% of gross pay. The employee's 3% will be deducted from each payroll and Contact Brant will submit the payment to OPTrust Select.
3. Contact Brant will follow the Employment Standards Act and the OPTrust Select guidelines for payment during any employee leave of absence.
  - a. During paid leaves of absence, contributions will continue to be made by the employee and employer.

- b. When a member is absent from work on an approved unpaid leave of absence, the member and employer pension contributions may be mandatory or optional, depending on the type and length of the leave.
- Contributions by employer and employee are mandatory for all approved unpaid leaves of 30 calendar days or less. The employee and employer each pay their required contributions for the period of the leave upon the employee's return to work, or at termination if the employee does not return to work.
  - All contributions for statutory leaves that are more than 30 days in duration are mandatory for both the employee and employer unless the employee elects in writing to opt out.
  - For unpaid leaves not covered by the Employment Standards Act (e.g., unpaid personal emergency leaves, extended parental leave), it is optional for the employee to continue contributions. If the employee chooses to continue contributions during this period, the employee pays both the employee's and employer's contributions.
  - WSIB leaves and unpaid sick leaves are optional; if the employee chooses to continue to contribute, the employer also contributes.
  - If an employee is off on Long-Term Disability, the employer pays both contributions until the earliest date the employee (i) ceases to be disabled, (ii) turns 65, or (iii) ceases employment.