



**SECTION: Human Resources**

**POLICY: HR 11**

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## **COMPENSATION AND BENEFITS**

### **PREAMBLE**

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

If an employee has questions concerning why deductions were made from their pay cheque or how they were calculated, please contact the Executive Assistant or your supervisor.

### **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 grid is attained, provided there are no significant performance issues.
3. Employees will be paid in accordance with the organization's practice of bi-weekly by direct deposit.
  - Pay stubs will note the pay period for which the wages are being paid, hours worked, gross amount of wages, deductions (including applicable deductions for the employee's share of pension plan and group benefit plan costs), and deposit amount.
  - Statutory deductions for federal and provincial taxes, Canada Pension Plan, and Employment Insurance, all required by law, are deducted from employee earnings.
4. Any change to the salary grid must be approved by the Board of Directors.

## Benefits

Health and Dental Benefits: Contact Brant is pleased to be able to offer a comprehensive benefits program. Contact Brant reserves the right to cancel, revise, or amend any of the benefit plans without notice.

5. Eligible employees, unless otherwise negotiated, will have successfully completed their probationary period, work 30 hours or more each week, and are considered a permanent employee of the agency.
6. All eligible employees must enrol in the group Life Insurance and Long Term Disability (LTD) plans.
7. All eligible employees must enrol in the health insurance and dental insurance plan unless evidence of comparable insurance coverage can be provided.
8. Contact Brant will pay 80% of the premium for benefits.
9. Employees will pay 20% of the benefit premiums; the employees' share of the premiums will be allocated so that they are paying 100% of the LTD, wherever possible, to ensure tax free benefits whenever LTD is collected, 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.
10. Group health benefits currently in place are outlined in the "Benefits Handbook". A Handbook will be provided at time of registration into the plan, and whenever changes to the benefits are made.
11. 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.
12. *Collecting LTD Benefits:* If an employee collects LTD benefits, the benefit provider waives premiums for life insurance and LTD while the employee is on claim. The employee on LTD claim may choose to continue coverage for AD&D, Dependent Life Insurance, Health and Dental Benefits. If they choose to continue benefits:
  - The employee must reimburse Contact Brant for the employee share of premiums. Contact Brant will pay the employer share of premiums for Health and Dental Benefits for up to 1 year on claim; following this, the employee will be responsible to pay all the premiums up to two years on LTD 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.
13. *Pregnancy and Parental Leave:* While an employee is on pregnancy and/or parental leave, the employee can choose to continue or suspend benefits for the duration of the leave.

- a. If the employee chooses to continue benefits, the employee must reimburse Contact Brant for the employee share of the premiums.
- b. If an employee does not want to pay their share of the benefits during the leave, then all benefits will be suspended
- c. 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.

#### Pension Plan:

14. Contact Brant provides a mandatory membership in a pension plan through OPTrust Select for permanent full-time employees. Permanent part-time employees will be offered optional membership.
15. 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.
16. Contact Brant will follow the Employment Standards Act and the OPTrust Select guidelines for payment during any employee leave of absence. During paid leaves of absence, contributions will continue to be made by the employee and employer.
17. When an employee takes an approved unpaid leave of absence, the employee and employer pension contributions may be mandatory or optional, depending on the type and length of the leave.
  - 17.1 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.
  - 17.2 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.
  - 17.3 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.
  - 17.4 WSIB leaves and unpaid sick leaves are optional; if the employee chooses to continue to contribute, the employer also contributes.
  - 17.5 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.

#### Healthcare Spending Account:

18. Contact Brant provides a Healthcare Spending Account ("HCSA") to employees who participate in the Health and Dental Benefit Plan. The HCSA is designed to

help employees offset eligible medical, dental, and vision-related expenses that are not covered under provincial health insurance plans or the company's group benefits plan.

19. *Eligibility:* Employees must be employed and enrolled in Health and Dental Benefit Plan to be eligible for HCSA funds.
20. *Funding:* The HCSA limit is established by the Board during budget development for each fiscal year, up to a maximum of \$300 per year to each eligible employee.
21. *Unused credits:* Contact Brant allows a carry forward of unused HCSA funds for one fiscal year. Any amounts remaining after the carry-forward period will be forfeited and not paid out.
22. *Eligible Expenses:* Eligible expenses are defined by the Canada Revenue Agency (CRA) under the Income Tax Act and may include, but are not limited to:
  - Prescription drugs and medications
  - Vision care (e.g., prescription eyeglasses, contact lenses)
  - Dental services (e.g., orthodontics)
  - Paramedical services (e.g., physiotherapy, massage therapy)
  - Medical equipment and supplies
  - Mental health services (e.g. psychologist, social worker)

*Note: A full list of eligible medical expenses can be found on the CRA website or by contacting the Executive Assistant.*
23. *Claims:* Employees submit HSCA claims using the Expense Report directly to the Executive Assistant. Documentation must include the receipts and a statement from the Benefit Plan that the medical or dental expense was not covered, or the claim exceeded the Benefit Plan limit.
24. *Reimbursement:* Eligible expenses are paid fully, up to the total dollar amount available for the employee in the HCSA.
25. HCSAs are not cash accounts and funds are intended solely for reimbursement of eligible medical expenses. Employees are not eligible to cash out any balance.