

SCOPE

All employees

RATIONALE

To comply with legislation and provide discretionary benefits.

POLICY

Community Care Peterborough provides mandatory benefits to all paid employees, and also provides additional benefits at its discretion.

PROCEDURES

Statutory Remittances

1. Canada Pension Plan:
CCP will contribute the required employer's share of Canada Pension Plan benefits and remit monthly to Canada Revenue Agency.
2. Employment Insurance:
CCP will contribute the required employer's share of Employment Insurance premiums and remit monthly to Canada Revenue Agency.
3. Employer's Health Tax:
CCP will remit the Employer's Health Tax if required on behalf of all paid employees.
4. Vacation Pay
CCP will contribute at least 4% of the employee's gross wages as vacation pay. This amount may vary by years of service, tenure and position. Policy HR-8-20 details the administration of vacation pay.

Non-Statutory Remittances

5. Workplace Safety & Insurance Board:
All paid employees will be covered by Workplace Safety & Insurance based on their salary and within the standard minimum and maximum assessable earnings levels set annually by Workplace Safety & Insurance Board.

6. OASSIS Life Supplemental Insurance:

CCP pays premiums for all permanent employees for Life Insurance and Accidental Death and Dismemberment. CCP will pay single Extended Health and Dental Insurance Benefits. Family Extended Health and Dental Insurance Benefits are also available and employees will pay premiums through payroll deduction. Family Extended Health and Dental Insurance Benefits can only be waived if dependants are covered by a spousal plan.

Participation by all employees in a Long Term Disability Insurance Program is a mandatory term of employment, and premiums for this coverage shall be paid by the employee 100% through payroll deduction.

All employees have access to qualified counselling professionals and other Resources and supports through Ceridian Lifeworks Wellness.

The Employee Benefit Plan Coverage booklet provides details on current coverage and limitations.

7. Registered Retirement Savings Plan-R.R.S.P.

CCP will make a 5% contribution to a self-directed R.R.S.P. for all employees who have completed their probationary period. Employees on a contract position are not eligible for R.R.S.P. contribution. Payments will only be made to those employees who are in the employ of the agency at the time the payment is made. Payment is made four times per year. The amount paid will be 5% of the employee's regular pay for the twelve (12) month period ending March 31st.

The only method of payment permitted is a payment to the employee's R.R.S.P (e.g. no cash payments).

Approved: 
(Signature-Executive Director)

Date: 6 July, 2018

Reference

HR-8-20 Vacation Policy

Employee Benefits Plan Booklet