

Policy Title: NON-UNION SUPPLEMENTARY BENEFITS

Policy # E-008

ADMINISTRATIVE PROCEDURES

Effective Date: December 20, 2011

Date approved by Municipal Manager: December 20, 2011

SCOPE

This policy shall apply to all non-union staff members employed by the Municipality.

RESPONSIBILITY

Primary responsibility for the administration of this policy shall rest with the Human Resources Administrator.

Each Director shall be responsible for ensuring the correct application of this policy in respect of any non-union employees for which he or she is responsible.

PROCESS

1. VACATION

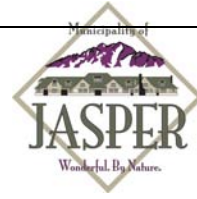
1.1. The following vacation schedule shall apply to non-union personnel:

- During first 3 years of service - 4% of regular gross earnings accrued (approximately 2 weeks)
- After 3 years' service - 6% of regular gross earnings accrued (approximately 3 weeks)
- After 7 years' service - 8% of regular gross earnings accrued (approximately 4 weeks)
- After 12 years' service - 10% of regular gross earnings accrued (approximately 5 weeks)
- After 17 years service - 12% of regular gross earnings accrued (approximately 6 weeks)
- All casual & term employees - 4% of regular gross earnings paid out monthly

- 1.2 Advancement of new employees on this schedule may occur on the recommendation of the responsible Director, and with the approval of the Municipal Manager for an accelerated placement, in recognition of previous experience.
- 1.3 Vacation pay shall accrue and be credited to the vacation bank of each full-time non-union employee on a monthly basis.
- 1.4 A Request for Leave form shall be filled out by the non-union employees seeking to access vacation time, and shall be authorized by their respective reporting supervisor before leave may be taken. Leave time shall be deducted at the employee's current rate of pay against his or her vacation accrual.

2. ACCRUED VACATION

- 2.1. All non-union employees must take a minimum of two weeks' vacation per annum.
- 2.2. A non-union employee's vacation accrual may not at any given time exceed two years of entitlement.



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- 2.3. Any vacation request exceeding four weeks of uninterrupted absence requires the approval of the responsible Director, with such approval not to be unreasonably withheld, subject to the operational needs of the Municipality.
- 2.4. Accrued vacation may be paid out, rather than being taken as time away from work, in extenuating circumstances only. Approval by the Municipal Manager will be required for any accrued vacation pay-outs. "Extenuating circumstances" include but may not be limited to:
 - 2.4.1. Extraordinary work demands due to staff shortages or additional workload.
 - 2.4.2. Extended absenteeism from work due to approved leave for illness or job training.

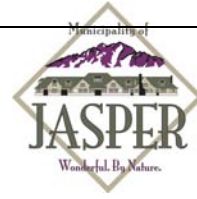
3. NORMAL HOURS OF WORK

- 3.1. The full-time equivalent work week for non-union employees shall be not less than thirty-seven and one-half (37.5) hours per week.

4. TIME IN LIEU OF OVERTIME

- 4.1. Non-union, salaried employees are expected to carry out the duties and responsibilities of their position. Non-union salaried employees are not eligible for overtime payment for additional hours of work, but are encouraged to take time off in lieu of overtime for additional hours of work.
- 4.2. The additional hours worked in excess of the regular hours of work for the position will be recorded on time sheets, with the net amount at the end of each month then being tracked by the Human Resources office.
- 4.3. Time off taken in lieu of overtime during a particular month shall be time within the normal hours of work not worked not accounted for as vacation leave, sick leave, compassionate leave or other leave. These hours will be recorded on time sheets, with the net amount at the end of each month then being tracked by the Human Resources office.
- 4.4. Time in lieu accumulated as of December 23 of each year will be paid out up to a maximum of 40-hours with the December pay cheque on a time-for-time basis.
- 4.5. Time sheets are to be submitted within the schedule established from time to time by the Director, Finance and Administration. Time sheets claiming time in lieu submitted after the deadline in any month may result in the additional time claimed not being eligible.

5. PAID REST PERIODS



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5.1. It is recognized that a rest period or “coffee or juice break” during working hours is of benefit to the employee and the employer. Generally, these periods shall be scheduled midway during the first and second half of each shift. The Director of each department is responsible to coordinate and schedule these work breaks for their department.

6. STATUTORY HOLIDAYS

6.1. The Municipality of Jasper recognizes the following as paid statutory holidays:

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|---|-------------------|
| New Year’s Day; | Heritage Day; |
| Family Day; | Labour Day; |
| Good Friday; | Thanksgiving Day; |
| Easter Monday; | Remembrance Day; |
| Victoria Day; | Christmas Day; |
| Canada Day; | Boxing Day; |
| Recognized provincial or civic holiday; and | |
| Any other public holiday proclaimed by Council. | |

6.2 When a general holiday falls within an annual vacation period, the employee will be credited with or granted an additional day’s holiday.

7. STATUTORY HOLIDAY PAY

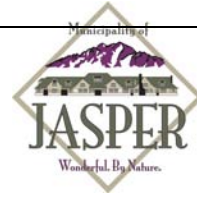
7.1. To qualify for Statutory Holiday pay, a non-union employee must have worked not less than thirty (30) days during the preceding twelve (12) months.

7.2. Statutory Holiday pay will not be paid to an employee who is absent without the consent of the employer on the day before or the day after the Statutory Holiday for which the pay would otherwise be due. In the case of absence on these days because of illness, Statutory Holiday Pay will not be paid unless a certificate from a doctor is produced.

7.3. Non-union employees other than Full-time Continuous employees are not eligible for Statutory Holiday pay and will instead be paid each month at the rate of 4.8% of all gross regular hours worked.

8. COMPASSIONATE LEAVE

8.1. Temporary leave of absence up to a maximum of four (4) working days per year shall be given to an employee, without loss of pay, in the case of serious illness or death of the employee’s parent, guardian, spouse, common law/same sex partner, brother, sister, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, or grandchild.



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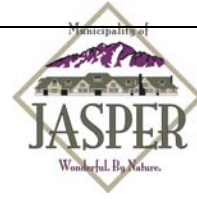
- 8.2. When traveling time is required to attend a funeral service, up to an additional three (3) days may be granted as necessitated by travel, for a maximum of seven (7) days total.
- 8.3. Benefits under compassionate leave will not be effective until the completion of probation.

9. MATERNITY/PARENTAL LEAVE

- 9.1. Eligible employees are entitled to maternity, parental, or adoption leave without pay for a period not exceeding fifty-two (52) weeks in accordance with provisions of the Alberta Employment Standards code.
- 9.2. When possible, the employee will notify the Department Manager of his or her leave requirements three (3) months in advance of the first day of the leave. The employee shall determine the commencement of or return from leave.
- 9.3. In the case of maternity or parental leave, a medical certificate certifying pregnancy and expected date of delivery, shall accompany such notification.
- 9.4. In the case of adoption leave, appropriate documentation shall be provided.

10. SUPPLEMENTARY UNEMPLOYMENT BENEFIT (SUB) PLAN

- 10.1. The Municipality of Jasper has a Supplementary Unemployment Benefit Plan in place for continuous employees that have successfully completed the required probationary period. The objective of this Plan is to supplement the unemployment insurance benefits received by female employees due to valid, health-related reasons related to maternity.
- 10.2. All continuous employees of the Municipality of Jasper who have successfully completed probation are eligible for benefits under this Plan.
- 10.3. The purpose of this Plan is to supplement the employee's regular weekly earnings to a maximum of 95%. If the employee's earnings fluctuate on a weekly basis, the average earnings for the twenty-five (25) weeks immediately preceding the maternity leave will determine the weekly earnings amount.
- 10.4. The benefit will be paid for six weeks. This benefit may be extended beyond six weeks to a maximum of fifteen (15) weeks upon receipt by the Payroll Administrator of written medical documentation acceptable to the Municipality.
- 10.5. The employee shall provide the Payroll Administrator with documentation verifying EI maternity benefit eligibility.



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- 10.6. The Plan is financed by the Municipality of Jasper with the cost being charged to the department budget where the employee is employed.
- 10.7. Payments under the Plan when combined with the claimant's rate of weekly EI benefits will not exceed the claimant's normal weekly earnings from her employment.
- 10.8. Payments under the Plan will not reduce the claimant's accumulated sick leave or vacation leave credits, severance pay or any other accumulated credits from that claimant's employment.
- 10.9. The employee shall not be requested or required to perform work for the employer in order to pay or repay the cost of the supplementary wages. This payment shall be reported as wages.
- 10.10. This Plan was approved by the former Jasper Improvement District Council on July 20, 1999, and continues in effect under the Municipality of Jasper.

11. COMPREHENSIVE BENEFIT PACKAGE

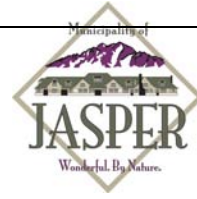
- 11.1. Eligible continuous/seasonal employees may enroll in the comprehensive benefit package. This comprehensive benefit package includes Group Life Insurance, Accidental Death & Dismemberment Insurance, Long-term Disability, Dental Plan, and Extended Health Care.
- 11.2. The Employer will contribute to the premiums of each benefit in concurrence with the CUPE Local #1458 Collective Agreement currently in effect.
- 11.3. Eligibility for enrolment in the comprehensive benefit package will take effect on the first day of the month following successful completion of probation.

12. TERM EMPLOYEES

- 12.1. Term employees REPLACING a permanent position whose incumbent is eligible for all benefits may be eligible for limited benefits subject to specific enrolment qualifications.
- 12.2. Benefits that may be included are:
 - 12.2.1. Sick Leave Accrual
 - 12.2.2. Compassionate Leave

13. LOCAL AUTHORITIES PENSION PLAN

- 13.1. A full-time continuous employee of an approved class must join the Local Authorities Pension Plan. A full-time continuous employee is deemed to be one who works a



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minimum of thirty (30) hours per week and is hired on a continuous basis with no pre-determined end date other than normal retirement.

13.2. A part-time continuous employee of an approved class may join the Local Authorities Pension Plan. A part-time continuous employee is deemed to be one who works a minimum of fourteen (14) hours per week and is hired on a continuous basis with no pre-determined end date other than normal retirement.

13.3. A term employee of an approved class cannot join the Local Authorities Pension Plan. A term employee is an employee with a pre-determined end date other than normal retirement.

13.4. All eligible employees may be employed for a period of up to one year prior to participating in the Local Authorities Pension Plan.

13.5. The "approved classes" of employees are:

- 13.5.1. Administrative
- 13.5.2. Maintenance
- 13.5.3. Accounting/Clerical

14. CANADA SAVINGS BONDS PAYROLL SAVINGS PLAN

14.1. Each year in November continuous employees may purchase Canada Savings Bonds and pay for the bonds by monthly payroll deductions.

15. LONG SERVICE

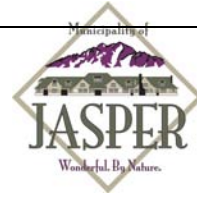
15.1. After the completion of five (5) years' service, and in each subsequent year of service, employees hired before September 1, 1994 shall receive the following long service payment. The long service payment will be calculated on regular, vacation, and general holiday pay, and will be paid monthly.

- 15.1.1. After five (5) years' service: .20¢ per hour
- 15.1.2. After eight (8) years' service .25¢ per hour
- 15.1.3. After ten (10) years' service .30¢ per hour
- 15.1.4. After fifteen (15) years' service .35¢ per hour

16. EXPERIENCE-MERIT INCREMENTS

16.1. Multi-level salary grids are established for staff positions. By this means, the Municipality of Jasper provides opportunities for staff members to receive additional salary on an experience-merit basis.

16.2. Level One is the normal starting level for staff members on appointment to a position. Exceptions may be negotiated with a new employee as part of the letter of offer in



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recognition of superior skills, qualifications, and/or experience through a request by the hiring manager, recommendation by the appropriate Director and approval by the Chief Administrative Officer.

16.3. Progression from one level to another shall take place as follows:

16.3.1. An employee may advance one salary level per year, providing the employee's supervisor conducts a performance evaluation, recommends the change, and has it approved by the department Director and the Chief Administrative Officer.

16.3.2. In exceptional circumstances determined on a case by case basis, accelerated advancement may be granted. Such acceleration requires a request by the evaluating manager, recommendation by the appropriate Director and approval by the Chief Administrative Officer.