

POLICY NUMBER: 96-3

COVERAGE: NON-UNION EMPLOYEES

COUNCIL APPROVAL: APRIL 10, 1996

EFFECTIVE DATE: IMMEDIATELY

REVISED: FEBRUARY 26, 2001

NON-UNION PERSONNEL  
BENEFITS POLICY

**POLICY**

IT IS THE POLICY OF THE TOWN OF WOODSTOCK TO PROVIDE A COMPREHENSIVE BENEFITS PACKAGE TO ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE AGREEMENT. THESE BENEFITS WILL BE REVIEWED ON AN ANNUAL BASIS TO ENSURE THAT THEY ARE CONSISTENT WITH THE RANGE OF BENEFITS PROVIDED IN THE COLLECTIVE AGREEMENTS BETWEEN THE TOWN AND ITS UNIONIZED EMPLOYEES.

## BENEFITS

1. VACATIONS
2. SICK LEAVE
3. BEREAVEMENT LEAVE
4. LONG SERVICE PAY
5. GROUP INSURANCE AND HEALTH PLAN COVERAGE
6. RETIREMENT PENSION PLAN
7. STATUTORY HOLIDAY PAY
8. DEATH BENEFIT
9. CAR EXPENSES
10. PERFORMANCE APPRAISAL
11. RETIREMENT
12. MATERNITY / PARENTAL BENEFIT

1. VACATION

THE VACATION YEAR SHALL BE FROM JANUARY 1ST TO DECEMBER 31ST.

FOR NEW EMPLOYEES, VACATION TO BE EARNED AT THE RATE OF ONE DAY PER MONTH OF EMPLOYMENT UP TO A MAXIMUM OF 10 DAYS FOR THAT VACATION YEAR.

THEREAFTER, VACATION PERIODS TO BE:

AFTER ONE YEAR SERVICE	-	2 WEEKS
AFTER TWO YEARS SERVICE	-	3 WEEKS
AFTER SEVEN YEARS SERVICE	-	4 WEEKS
AFTER FIFTEEN YEARS SERVICE	-	5 WEEKS

VACATION NOT TO BE TAKEN UNTIL AFTER THREE MONTHS SERVICE.

2. SICK LEAVE

SICK LEAVE TO BE EARNED AT THE RATE OF 1.5 DAYS PER MONTH TO A MAXIMUM OF 200 DAYS. LONG TERM DISABILITY COVERAGE IS AVAILABLE AFTER 4 MONTHS CONTINUOUS ILLNESS. QUALIFICATION FOR THIS COVERAGE, PURSUANT TO CURRENT GROUP INSURANCE COVERAGE.

DOCTOR'S CERTIFICATE IS REQUIRED AFTER THREE (3) DAYS SICK LEAVE AND THEREAFTER, AS REQUESTED.

3. BEREAVEMENT LEAVE

NORMAL BEREAVEMENT LEAVE FOR LOSS OF HUSBAND, WIFE, SON, DAUGHTER WILL BE FIVE DAYS WITHOUT LOSS OF PAY. NORMAL BEREAVEMENT LEAVE FOR LOSS OF MOTHER, FATHER, BROTHER, SISTER, MOTHER-IN-LAW, FATHER-IN-LAW, STEPPARENTS WILL BE THREE DAYS WITHOUT LOSS OF PAY. THE DAYS' LEAVE TO INCLUDE THE THREE OR FIVE CALENDAR DAYS FOLLOWING DATE OF DEATH.

4. LONG SERVICE PAY

5 - 10 CONTINUOUS YEARS	-	\$175.00
11 - 15 CONTINUOUS YEARS	-	\$200.00
OVER 15 CONTINUOUS YEARS	-	\$250.00
OVER 20 CONTINUOUS YEARS	-	\$300.00

THIS AMOUNT PAYABLE TO EMPLOYEES IN EACH CATEGORY ON THE FIRST PAY PERIOD IN DECEMBER.

5. GROUP INSURANCE AND HEALTH PLAN

LIFE INSURANCE, ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE TO BE PROVIDED AT TWICE ANNUAL SALARY WITH A MINIMUM OF \$15,000.00. IN THE CASE OF DEPARTMENT HEADS, MINIMUM TO BE \$25,000.00, PAID BY EMPLOYER.

LONG TERM DISABILITY COVERAGE WITH A MAXIMUM OF \$2,000.00 PER MONTH PREMIUM PAID TOTALLY BY EMPLOYEE. THIS IS EFFECTIVE AFTER 4 MONTHS OF CONTINUOUS DISABILITY AND AT SUCH AMOUNTS AS THE PLAN PROVIDES FOR.

HEALTH PLAN, NOT INCLUDING DENTAL, TO BE PROVIDED.

COST OF HEALTH PLAN TO BE SHARED EQUALLY BETWEEN EMPLOYEE AND TOWN, EXCEPT DURING PERIOD OF LONG TERM DISABILITY. IF AN EMPLOYEE IS ON LONG TERM DISABILITY, THE EMPLOYER SHALL PAY THE PREMIUM FOR THE HEALTH PLAN. IF AN EMPLOYEE IS ON LONG TERM DISABILITY AND DIES, THE EMPLOYER WILL PAY THE HEALTH PLAN PREMIUM FOR THE SURVIVOR UNTIL HE/SHE REACHES THE AGE OF 65.

6. RETIREMENT PENSION PLAN

PLAN AVAILABLE AS PER TOWN OF WOODSTOCK PENSION PLAN, REVISED AND RESTATED AS AT JANUARY 1, 1994.

ELIGIBILITY AND PARTICIPATION AS DEFINED IN SECTION 3 OF THE PLAN.

7. STATUTORY HOLIDAYS

PAID STATUTORY HOLIDAYS TO INCLUDE THE FOLLOWING:

NEW YEAR'S DAY	LABOUR DAY
GOOD FRIDAY	THANKSGIVING DAY
EASTER MONDAY	REMEMBRANCE DAY
VICTORIA DAY	CHRISTMAS DAY
CANADA DAY	BOXING DAY
NEW BRUNSWICK DAY	

AN EMPLOYEE IS ELIGIBLE FOR PAID STATUTORY HOLIDAYS AFTER 30 DAYS OF CONTINUOUS EMPLOYMENT.

8. DEATH BENEFIT

ONE WEEK SALARY PER EACH FULL YEAR OF EMPLOYMENT BENEFIT TO THE BENEFICIARY OR ESTATE.

9. CAR EXPENSES

USE OF PERSONAL CAR ON BUSINESS SHALL BE AT THE RATE OF .30 CENTS PER KILOMETRE.

10. PERFORMANCE APPRAISAL AND REVIEW

POLICY 96-2, COVERING PERFORMANCE APPRAISAL SHALL APPLY.

11. RETIREMENT ALLOWANCE

WHEN AN EMPLOYEE HAVING FIVE OR MORE YEARS OF SERVICE RETIRES DUE TO DISABILITY, DEATH OR AGE OR IS LAID OFF, THE TOWN SHALL PAY TO THE EMPLOYEE (OR HIS/HER ESTATE) A RETIREMENT ALLOWANCE EQUAL TO TWO DAYS PAY FOR EACH YEAR OF SERVICE NOT TO EXCEED FIFTY (50) DAYS PAY, OR THE REMAINDER OF THE EMPLOYEE'S ACCRUED SICK LEAVE (WHICHEVER IS GREATER). AFTER 20 YEARS OF SERVICE, THE EMPLOYEE SHALL BE PAID THE ABOVE RETIREMENT ALLOWANCE IF HE/SHE TERMINATES EMPLOYMENT FOR ANY REASON.

12. MATERNITY / PARENTAL BENEFIT

WHEN AN EMPLOYEE IS ON MATERNITY / PARENTAL LEAVE BENEFITS UNDER PROVISIONS OF THE EMPLOYMENT INSURANCE ACT BENEFITS WILL APPLY AS FOLLOWS:

- A. PENSION PLAN SERVICE TO CONTINUE PROVIDED THE EMPLOYEE CONTINUES TO PAY THE PENSION CONTRIBUTIONS REQUIRED. LEAVE OF ABSENCE WILL BE GRANTED IF EMPLOYEE CHOSE NOT TO PAY THE CONTRIBUTIONS.
- B. GROUP LIFE AND AD & D WILL CONTINUE TO BE PAID BY THE EMPLOYER AS NORMAL.
- C. LONG TERM DISABILITY (LTD) AND HEALTH BENEFITS TO CONTINUE AND PREMIUMS PAID BY THE EMPLOYER.
- D. SICK LEAVE AND VACATION CREDITS DO NOT ACCUMULATE.
- E. NO SUPPLEMENTAL EMPLOYMENT.
- F. THE PAYMENT OF THE LTD AND HEALTH BENEFITS BY THE EMPLOYEE IS CONDITIONAL ON THE EMPLOYEE RETURNING TO WORK FOR A MINIMUM PERIOD OF ONE YEAR OR REPAYMENT OF THE COST WILL BE REQUIRED. THIS COST TO BE PRORATED IF RETURN TO WORK IS LESS THAN ONE YEAR.