



3.5 Employee Benefits and Privileges Policy

Intent

The employer's total compensation package is designed to address the needs of our employees, reward employees for their contributions, stay competitive with the marketplace, and foster a mutually satisfying work experience.

Scope

This policy applies to all eligible employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for further information concerning benefits. Where the Collective Agreement is silent, this policy shall govern benefits and privileges for all employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

Total compensation is comprised of an employee's salary, group benefits, corporate privileges and potentially, bonuses for eligible employees.

Base pay is determined by the following skills, related education, experience, job performance, and position within the company. Base pay may change over time through merit increase, market adjustment, job transfer or promotional increases.

Benefits are provided by a registered service provider and may include:

- Extended Health Care (Vision, LTD),
- Dental Coverage,
- Life Insurance,
- Income Protection.

PLEASE NOTE: The benefit package may include the basic medical coverage under OHIP Ontario, BC MSP or Alberta Health Care Insurance Plan (AHCIP), dependent upon the employee's province of employment. Employees must be participating in OHIP, BC MSP or AHCIP to receive coverage. Staff employed in British Columbia may be responsible for payment of their Provincial MSP premiums.

Eligible employees will receive benefit coverage following three consecutive months of employment. Employee's spouses, common law partners and dependents may also be eligible. Staff are requested to speak to their manager regarding further information on eligibility to receive benefits and the content of the current plan. Employees are required to update their employee information form whenever there are changes in their personal lives that could impact benefit coverage (ie: wedding, childbirth etc.)

The cost of benefit coverage is shared by the employer and its employees; the federal government may consider one or more of the coverages as a taxable benefit, which means you may be charged income tax based on the premiums the employer pays.



The forms required to enrol for company benefits will be provided to you at the time of hire. Upon enrolment into our group benefits plan you will receive a login for online access to your coverage details. Staff are requested to refer to their letter of employment for more detailed information concerning benefit entitlements.

Please note that insurance providers often perform an annual review of benefit plans, and based upon usage and other factors beyond our control, our rates may be adjusted. Should this occur, you will be notified in advance of when the change will take effect on your payroll.

All full-time employees are required to enrol in the corporate benefit plan. If you or your dependents are covered for Extended Health or Dental Care coverage under another group plan, you may elect to opt out of this coverage under our plan. If the other coverage ends, you can enrol for coverage under our plan. Please make sure you notify the payroll department immediately after you cease to have coverage under the other group.

Please review the benefit information package provided by the insurer for specific details on the plan.

Corporate Privileges

As an additional benefit of employment, the company offers facility privileges and discounts for some services, see your direct report for program information.

Travel and Industry Room Discounts

Employees who have completed their probationary period and who have received approval from management for time off may be eligible for employee discounts. To take advantage of this discount the employee should see their direct report for program information.

Employees must receive a reservations voucher from management that includes a confirmation number in order for this rate to be honoured by the destination hotel.

If you are traveling to destinations that do not have participating hotels under the brand you are suggested to call the hotel of your choice prior to your departure in order to determine if they offer a hospitality industry discount rate. Where an industry rate is offered, employees may request a letter from management verifying that they are an employee of the hotel. Please note that not all hotels participate in a hospitality rate program therefore employees are encouraged to make all necessary inquiries prior to booking.