

Corporate Policies

SECTION: BENEFITS
SUBJECT: Statutory Benefits

POLICY/PROCEDURE NO. 5.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation shall adhere to all applicable provincially and federally legislated employee benefits. The Corporation is responsible for:

- Collecting deductions and making remittances on behalf of employees, as required;
- Remitting on behalf of the Corporation; and
- Maintaining the required records.

PURPOSE:

To ensure that all employees are aware of the various statutory benefits to which they are entitled.

SCOPE:

All employees and subject to relevant Collective Agreements.

PROCEDURE:

The various Statutory Benefits to which an employee may be entitled to are described as:

1. PAID HOLIDAYS (*See Policy 8.1.0 Paid Holidays*)

Employees will be paid for holidays in accordance with Corporate policy.

2. VACATION (*See Policy 8.2.0 Vacation*)

Employees are eligible for paid vacation days and/or vacation pay in accordance with Corporate policy.

3. ONTARIO HEALTH INSURANCE PLAN

Employees, as residents of Ontario, are members of the Ontario Health Insurance Plan. This plan is funded by means of a payroll tax at no cost to the employee. The plan is the Government of

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Ontario's official health and medical plan covering basic hospital and doctor fees.

4. PREGNANCY/PARENTAL LEAVES (*See Policy 9.7.0 Pregnancy/Parental Leave*)

Full-time and part-time employees are entitled to Pregnancy/Parental Leaves in accordance with applicable provincial legislation and Corporate policy.

5. EMPLOYMENT INSURANCE

Employment Insurance (E.I.) will be deducted from the employee's income by the Corporation in accordance with applicable federal legislation.

6. CANADA PENSION PLAN

Canada Pension Plan (CPP) deductions will be deducted from the employee's income by the Corporation in accordance with applicable federal legislation.

ACCOUNTABILITY:

Payroll Services, in collaboration with the Human Resources Division, are accountable to ensure that all statutory benefits are properly applied in accordance with applicable federal and provincial legislation.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Advisor, Human Resources Division.