



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.24
EXEMPT EMPLOYEES WORKING CONDITIONS AND BENEFITS	DATE APPROVED: January 18, 2016 AMENDMENTS: October 2, 2017

1. PURPOSE

To outline the working conditions and benefits for full time exempt employees.

2. DEFINITION

“Employee” means an exempt employee excluded from the provisions of a Collective Agreement with the Union. This policy does not apply to bargaining unit employees.

3. POLICY

i. HOURS OF WORK AND OVERTIME

A full time employee’s salary is based on a minimum of thirty-five (35) hours per week, however, it is recognized that overtime will be required from time to time. To recognize this overtime, employees are entitled to compensation for excess hours up to a maximum salary equivalent of seven (7) working days per year at their regular rate of pay.

Unused lieu time may only be carried forward to the following year, and any unused lieu time in excess of the one year carry forward will be paid out.

ii. ANNUAL VACATION ENTITLEMENT

Paid vacation is based upon a calendar year. In the first year of employment, vacation will be on a prorated basis. Paid vacation will be as follows:

After the 1st year of service: 20 days
After the 5th year of service: 25 days

26 days during the 7th year
27 days during the 8th year
28 days during the 9th year
29 days during the 10th year
30 days during the 11th year

Up to two weeks of the annual vacation entitlement may be carried forward to the following year. All employees are encouraged to take their vacation, but any unused vacation in excess of the two week carry forward will be paid out.

iii. **STATUTORY HOLIDAYS**

The Village will observe the following days as Statutory Holidays with pay:

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and any other day proclaimed by the Federal or Provincial or Municipal Government.

When a Statutory Holiday falls on a Saturday or Sunday, or regular day off, employees will receive a regular scheduled day off.

iv. **MEDICAL, DENTAL, EXTENDED HEALTH CARE AND LIFE INSURANCE**

The Village maintains Medical benefits through the Medical Services Plan.

The Village maintains Dental benefits to cover A - 100%, B - 60%, and C (orthodontic) - 50% to a maximum of \$2,500.00 per patient.

Hearing aid coverage shall be provided for employees and dependents in the amount of four hundred dollars (\$400.00) on a five (5) year cycle.

The Village maintains Extended Health Care at a co-insured reimbursement rate of 80% and up to \$500.00 for eyeglasses in a two year period.

Amended
2017.10.02

The Village will maintain \$200,000 Life Insurance coverage for each employee.

The cost of providing these benefits shall be borne one hundred percent (100%) by the employer.

v. **SICK LEAVE AND SHORT TERM DISABILITY**

Amended
2017.10.02

Sick Leave

Employees will be entitled to the following sick leave:

- a. *During the calendar year, the employee shall be granted one and a half (1 ½) days sick leave with pay for every month of service for a total of 18 per year;*
- b. *Any unused sick leave days will accumulate in a sick leave bank to a maximum of up to a maximum of 120 days.*

Short Term Disability Program

The employer will provide a short term disability program through the benefits carrier as per the terms and conditions of the carrier. The premiums for these benefits shall be borne one hundred percent (100%) by the employer.

vi. **OTHER APPROVED LEAVE**

a. **EDUCATION**

Where the Chief Administrative Officer has approved an employee's enrolment in a course with specific application to the employee's current position with the Village, such employee may be granted paid leave.

If an employee is authorized to attend a course at the Village's expense, the employee must reimburse the Village for such expenses if he/she leaves the employment of the Village within two years of completing the course subject to the following:

- i. If the employee leaves within the first year he/she must reimburse 100% of the Village's cost; and
- ii. If the employee leaves after the first year but before the completion of the second year, he/she will reimburse the Village 50% of the costs incurred.

b. **BEREAVEMENT**

An employee is entitled to up to five (5) working days with pay in the case of death of an immediate family member (parent, wife, husband, brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild and grandparent) up to three (3) working days with pay in the case of death of a family member (cousin, aunt, uncle, niece, nephew) and one half (1/2) day mourner's leave.

c. **GENERAL LEAVE OF ABSENCE**

The Chief Administrative Officer may approve, in any calendar year, unpaid leave up to five (5) days upon request of the employee. Each application for leave shall be considered on its merits. Requests beyond five (5) days must be approved by Council.

The employee is entitled to paid leave to serve as a juror or subpoenaed witness in any court. The employer shall pay such employee the difference between the normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and any remuneration received to the Village.

vii. **PROFESSIONAL FEES**

The Village will pay for up to, two annual professional membership dues on behalf of an employee.

viii. **CONFERENCE ATTENDANCE**

The Village may pay the cost of attendance by an employee at two annual provincial conferences. Attendance at a conference outside British Columbia will require specific resolution of Council.

ix. **LONG SERVICE PAYOUT**

Upon retirement, after more than 5 years' service, the employee will be entitled to a long service payout at four (4) days per year. Payout calculations are only based on continuous service as a full time employee with the Village.

x. **PRIVATE VEHICLE USE**

An employee is entitled to mileage allowance for use of their personal vehicle at rates established from time to time by Council.

The Village will pay the difference between "Pleasure Use" and "Business Use" I.C.B.C. rates if use of the employee's personal vehicle for the Village is beyond the limits of "Pleasure Use" insurance.

Personal use of Village vehicles is not permitted unless approved by the Chief Administrative Officer.

xi. **COMMUNICATIONS**

The Village may provide an employee with a cellular device to enhance employee productivity and provide a higher level of service to the public. A cellular device has the ability to receive and send voice, text and/or data without a cable connection.

We recognize that an employee may require the occasional use of the cellular device for personal business as long as it does not interfere with Village business.

xii. OTHER

Length of probation, salary and other items not covered by this Policy may be covered under an Employment Agreement or shall be set by the Chief Administrative Officer and/or Council.

The council may, from time to time, and in its sole discretion, increase the salary of an employee.