



Policy 23

NON-UNION STAFF BENEFITS

POLICY PURPOSE

- 23.1 It shall be the policy of the Municipality of the District of Shelburne to have a clear and consistent plan of benefit coverages for all non-union employees respecting medical plan, pension plan, vacation allocation, sick leave, and other appropriate benefits.

POLICY AUTHORITY

- 23.2 Pursuant to the Municipal Government Act of Nova Scotia, Council shall establish a pension plan for all full-time employees in such a manner as Council determines by policy. Additionally, Council may expend money for other remuneration to employees.
- 23.3 Benefit coverages for all non-union employees shall be provided for based on the standards contained within this policy.

POLICY DETAILS - PENSION

- 23.4 Full-time non-union employees hired by the Municipality must participate in the current pension plan in place with the Municipality, subject to the plans terms and conditions. Part-time non-union employees have the option of participating in the pension plan or waiving this option. The employer and employee will contribute equal amounts each pay period based on the employee's gross salary and approved contribution levels. New employees must wait six (6) months before being eligible to participate in the pension plan; such waiting period may be reduced or waived by the Chief Administrative Officer.

POLICY DETAILS - MEDICAL

- 23.5 Full-time non-union employees hired by the Municipality must participate in the current medical plan in place with the Municipality if they do not have coverage through another source or spouse, subject to the plans terms and conditions. Part-time non-union employees have the option of participating in the medical plan or waiving this option. The employer and employee will each contribute 50% of the total cost monthly based on the plan cost. New employees must wait three (3) months before being eligible to participate in the medical plan; such waiting period may be reduced or waived by the Chief Administrative Officer.
- 23.6 Full-time non-union employees hired by the Municipality must participate in the current long-term disability and accidental death and dismemberment plan in place with the Municipality, subject to the plans terms and conditions. Part-time non-union employees have the option of participating in this plan or waiving this option. The employer and employee will contribute 50% of the total cost monthly based on the plan costs, with such allocation of payments at the discretion of the Chief Administrative Officer. New employees

must wait three (3) months before being eligible to participate in this plan; such waiting period may be reduced or waived by the Chief Administrative Officer.

POLICY DETAILS - VACATION

23.7 Non-union employees will be eligible for vacation entitlements based on the following schedule with such entitlements prorated to March 31st in their first year of service and allocated per fiscal year thereafter. Vacation is awarded only when earned through continuous work and not based on time of employment or years of service, after completing the noted timelines below. For example, an employee must complete six years of service to be eligible for 4 weeks of vacation.

Up to One Year of Service	Prorated portion of 3 weeks vacation
One (1) Year to Five (5) Years of Service	3 weeks vacation
Six (6) Years to (14) Years of Service	4 weeks vacation
Fifteen (15) Years of Service and Above	5 weeks of vacation

23.8 Vacation entitlements may be carried over from one year to the next with the approval of the Chief Administrative Officer, but in no case, shall more than five days be allowed. Any unused vacation over this amount at the end of each fiscal year shall be lost.

23.9 In cases where a new non-union employee leaves the employ of another government agency to take a position with the Municipality, the Chief Administrative Officer reserves the right to award vacation entitlements greater than those outlined in this policy when recognition of related service prior to employment with the Municipality is in the best interests of the Municipality and must be made prior to the time of hire.

POLICY DETAILS - SICK LEAVE

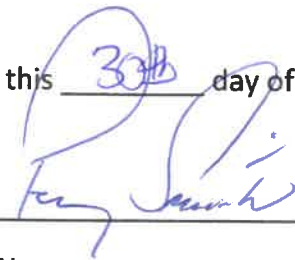
23.10 Sick leave is an acquired benefit that is to be used by employees when time off from work is required due to sickness or injury. Non-union employees shall be entitled to 1.5 days per month of sick leave which can be accumulated up to a maximum of 150 days in total. Sick leave is not to be used for non-sickness related issues and any unused sick leave will not be compensated to an employee upon leaving their employment with the Municipality.

POLICY DETAILS - LEAVE OF ABSENCES

23.11 A leave of absence may be granted to any non-union employee requesting one for personal or professional reasons. Such leave may be granted at the discretion of the Chief Administrative Officer considering the impact that the leave would have on the operations of the Municipality and its ability to continue to provide programs and services to the public. Leave of absences shall be without pay, unless otherwise authorized by Council.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Non-Union Staff Benefits on the 25th day of September, 2017.

SIGNED this 30th day of OCTOBER, 2017



WARDEN



CHIEF ADMINISTRATIVE OFFICER

Approved by Council: September 25, 2017

Effective Date: April 1, 2017

