

**EMPLOYMENT CONDITIONS – SALARY, WAGE
AND BENEFIT ADMINISTRATION**

HR D10

INTENT

To establish the frequency and method for employees to receive payment for their services. Salary, wage rates and benefits will be determined using the following guidelines:

- adherence to Employment Standards Act and terms of funding agreements;
- adherence to goal of recruiting and retaining the most qualified staff by providing salary and wage rates and benefits comparable to sector standards;
- adherence to collective agreement where applicable.

POLICY

For each month worked, every effort will be made to pay employees by the eighth day of the following month for hours worked and at the rate set out in the letter of appointment or Employment Update Form agreement. Employees other than those working on a casual/on-call basis may request an advance equal to or less than one half (1/2) their monthly net pay on their earnings to be available on the 24th of the month worked.

Compensation and benefits for the Executive Director will be set by the Board of Directors. All other salary and wage rates and benefits are set by the Executive Director using the Pay Scale Guidelines as a benchmark.

Payroll or personal cheques will not be cashed by the employer.

PROCEDURE

1. Employees complete a timesheet and submit to their supervisor on the first of each month.
2. Supervisors are responsible to check and sign the timesheet and submit it to no later than the second of each month.
3. If employees work in more than one program they must copy and submit all their timesheets to each supervisor for information purposes.
4. Employees will receive advances and end of month payment via direct deposit. The deposit is made shortly after midnight on the 24th of the month and the eighth day of the following month. Payroll deposit information will be emailed to employees at the time of deposit.
5. In some cases cheques will be issued. If an individual other than the employee is to pick up the employee's pay cheque, that person must satisfactorily provide authorization from the employee. If requested, the individual receiving the pay cheque must be prepared to show identification and sign for the pay cheque received.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually