

#	Policy Title
CM-000	Compensation Management Table of Contents
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Section/Number: Compensation Management - 001	Approval Date: (DD/MM/YY)
Subject: Employee Documentation	Amendment Dates:
Policy	
Employee documentation will be conducted on or before the employee's first day of work.	
Definitions N/A	
Guidelines	
<ol style="list-style-type: none"> <li>1. The Community Government is responsible for informing new employees of their benefits and entitlements.</li> <li>2. Employees will be informed which benefits are compulsory and which are optional.</li> <li>3. Deductions will automatically be taken from the employee's pay.</li> <li>4. The Payroll Officer will ask the employee to bring the following certificates and information to the documentation session: <ol style="list-style-type: none"> <li>4.1. Certificates of Birth or equivalent, Adoption, Marriage and/or Divorce Certificates if required for benefits purposes</li> <li>4.2. Copies of degrees, certificates and diplomas if appropriate.</li> </ol> </li> <li>5. During the documentation session, employees will be provided with information concerning their salary, increments, benefits, insurances, allowances and deductions.</li> <li>6. Employees will be advised of the rates, premiums, and amounts for the following and will be asked to complete the necessary forms for other source deductions: <ol style="list-style-type: none"> <li>6.1. TD1</li> <li>6.2. Income Taxes</li> <li>6.3. Employee contributions to Community Government benefits.</li> </ol> </li> <li>7. Employees will be provided with information concerning leave entitlements.</li> <li>8. Employees may be asked to complete additional forms and applications as required.</li> <li>9. Employees will sign the Community Government Documentation Form stating that: <ol style="list-style-type: none"> <li>9.1. the employee has been provided the required documents and information from the Community Government</li> <li>9.2. that they have provided the required documents and information to the Community Government.</li> </ol> </li> </ol>	
Attachments Documentation Form	
References N/A	

Logo

Community Government Name

## Community Government Documentation Form

This is to confirm that the following documents have been provided to, discussed with and received from the undersigned employee.

Documents Required from the Employee:

Document	Received	Not Applicable
Signed Letter of Offer		
Signed TD1 Form		
Signed Benefits Forms		
Marriage Certificate		
Dependents(s) Birth Certificate(s) or Equivalent		
Adoption Certificate(s)		
Divorce Certificate		
Education Certificate (Degree, Diploma, etc.)		
Occupation Certificate (Journeyman Certificate, HEO Certificate, etc.)		
Required Safety Certificates (First Aid, H2S Alive, etc.)		
Driver's License (Identify Required Class)		
Other:		
Other:		
Other:		

Documents to be provided to the Employee:

Document	Provided	Not Applicable
Job Description		
Compensation Information (Salary and Allowances)		
Performance Review Process		
Insurance and Benefits Information		
Employment Policies and Procedures		
Other:		
Other:		
Other:		

\_\_\_\_\_  
Payroll Officer Name

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Payroll Officer Signature

\_\_\_\_\_  
Employee Signature

Section/Number: Compensation Management - 002	Approval Date: (DD/MM/YY)
Subject: Employee Records	Amendment Dates:
<p>Policy</p> <p>Employee records are maintained for all Community Government employees. All information contained in the employee records is maintained in strict confidence and will only be released to authorized individuals under appropriate circumstances as outlined below.</p>	
<p>Definitions</p> <p>Delegated Employee – The Employee who has been delegated responsibility for Personnel Administration (i.e. the Payroll Officer).</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Information concerning an employee must be contained on the Personnel File in order to be considered part of the employee’s official record of employment. <ol style="list-style-type: none"> <li>1.1. Information contained in the Personnel File will include: <ol style="list-style-type: none"> <li>1.1.1. Interview Rating Forms, Reference Checks and Criminal Records Checks (to be contained in sealed envelopes)</li> <li>1.1.2. Personal Information including legal name, address, banking information, marital status/records and names of dependents</li> <li>1.1.3. Pay information, paysheets and payroll records</li> <li>1.1.4. Leave information and leave forms</li> <li>1.1.5. Disciplinary documentation.</li> </ol> </li> </ol> </li> <li>2. Personnel files must be maintained in a locked and secure file cabinet under the control of the Delegated Employee. <ol style="list-style-type: none"> <li>2.1. No other employee files or records are to be maintained.</li> <li>2.2. Managers/Supervisors are not to maintain duplicate personnel files.</li> </ol> </li> <li>3. Information that is not contained on the Personnel File cannot be used for any reason.</li> <li>4. Personal information will be maintained in a separate area of the file. <ol style="list-style-type: none"> <li>4.1. The Delegated Employee is responsible for ensuring that personal information about an employee is not supplied to other employees in the organization.</li> </ol> </li> <li>5. Employees are entitled to review their Personnel File by making an appointment with the Delegated Employee. <ol style="list-style-type: none"> <li>5.1. Employees must be accompanied by the Delegated Employee while reviewing their Personnel File.</li> <li>5.2. Employees are not entitled to review Interview Rating Forms, Reference Checks or Criminal Records Checks.</li> </ol> </li> </ol>	

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| <p>6. Employees are entitled to make copies of information, other than as stated in Clause 5, but are not entitled to remove or alter any documents or information.</p> <p>7. Supervisors may view performance-related or disciplinary documents on the Personnel Files of employees which they supervise.</p> |
| <p>Attachments</p> <p>N/A</p>  |
| <p>References</p> <p>N/A</p>   |

Section/Number: Compensation Management - 003	Approval Date: (DD/MM/YY)
Subject: Payroll Administration	Amendment Dates:
<p>Policy</p> <p>Employees will be paid on a bi-weekly basis based on their current rate of pay.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees will be paid on a bi-weekly basis based on their rate of pay.</li> <li>2. The Community Government will take all required and appropriate deductions.</li> <li>3. Managers will provide the Payroll Officer with time sheets for all employees in their program area specifying the total number of hours worked for the pay period:             <ol style="list-style-type: none"> <li>3.1. Hours of work will include any authorized absences such as vacations or sick leaves</li> <li>3.2. Unauthorized leave or leave without pay will not be included in the total hours of work for the pay period.</li> </ol> </li> <li>4. The Payroll Officer will arrange for completion of pay based on the number of hours worked and the appropriate rate of pay.</li> <li>5. The Payroll Officer will make all required and appropriate deductions and remittances to the authorized agency including, but not limited to, Income Tax, Canada Pension Plan and Employment Insurance.</li> <li>6. The Payroll Officer will arrange for pay to be electronically deposited into the employee's account or will arrange for preparation of pay cheques.</li> <li>7. The Payroll Officer will provide employees with salary information each pay day.</li> <li>8. The Payroll Officer will prepare Payroll Verification Reports and distribute the reports to Managers each pay day.</li> <li>9. Managers will verify and return the Payroll Verification Reports, identifying any discrepancies or errors.</li> <li>10. Employees will be advised of discrepancies and/or errors and arrangements will be made to adjust payments as required.</li> </ol>	

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Community Government Name

Attachments
N/A
References
N/A

Section/Number: Compensation Management - 004	Approval Date: (DD/MM/YY)
Subject: Pay Levels	Amendment Dates:
<p>Policy</p> <p>All employees will be paid at the appropriate pay level in accordance with the approved salary scale.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Council will approve a salary scale and pay level for each position.</li> <li>2. The salary scale will be reviewed on a regular basis and at least every four years.</li> <li>3. All employees will be paid according to the approved pay scale.</li> </ol>	
<p>Attachments</p> <p>Approved Salary Scale</p>	
<p>References</p> <p>N/A</p>	



Section/Number: Compensation Management - 005	Approval Date: (DD/MM/YY)
Subject: Pay Levels	Amendment Dates:
<p>Policy</p> <p>An employee holding a position that has a minimum and a maximum rate of pay may be granted annual increases in pay until he/she reaches the maximum for the position.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Annual increments are granted to employees in recognition of service and satisfactory performance.             <ol style="list-style-type: none"> <li>1.1. An employee may be granted one pay increment per year based on the employee's performance until the maximum is reached.</li> </ol> </li> <li>2. A pay increment is directly related to performance and will not be processed unless a satisfactory performance appraisal is completed.</li> <li>3. The increment date is based on the anniversary date of the employee's appointment and will be granted on the first day of the month in which the employee was hired.</li> <li>4. Increment dates will be postponed by all leaves of absence with the exception of a leave of absence less than six months.</li> <li>5. An employee's increment may be withheld by the Senior Administrative Officer (SAO) based on poor performance.             <ol style="list-style-type: none"> <li>5.1. Employees must be notified in writing by the SAO if the increment is to be withheld.</li> <li>5.2. There must be sufficient documentation on the Employee's Personnel File to warrant withholding the increment.</li> </ol> </li> <li>6. If the increment is to be withheld, the employee will be informed of the date of the next review which will be no later than twelve (12) months from the date the increment is denied.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Compensation Management - 006	Approval Date: (DD/MM/YY)
Subject: Acting Pay	Amendment Dates:
<p>Policy</p> <p>Employees will be provided with Acting Pay when they perform the duties of a position at a higher rate of pay on an acting basis for a period of three or more consecutive business days.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) has authority to approve acting appointments and acting pay.</li> <li>2. Acting pay will only be provided in cases where an employee acts in a position at a higher rate of pay for three or more consecutive business days.</li> <li>3. Acting pay for all employees will equal an additional 10% of the acting employee's regular salary added to the current salary for the period of the acting appointment.</li> <li>4. Employees are provided with acting pay from the day they are approved for the acting appointment.</li> </ol>	
<p>Attachments</p> <p>Acting Appointment Form</p>	
<p>References</p> <p>N/A</p>	

## Community Government Acting Appointment Application

This is to confirm that:

\_\_\_\_\_

Employee (please print)

\_\_\_\_\_

Title

will be temporarily appointed to perform all or a preponderance of the responsibilities in the following position.

\_\_\_\_\_

Title

for the period from \_\_\_\_\_ to \_\_\_\_\_.

The employee will be entitled to a 10% increase from his/her regular rate of pay during the acting period.

Senior Administrative Officer

\_\_\_\_\_

(Signature)

Employee

\_\_\_\_\_

(Signature)

Section/Number: Compensation Management - 007	Approval Date: (DD/MM/YY)
Subject: Group Benefits	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide Group Benefits to eligible employees through the (Name of Carrier - i.e. Northern Employee Benefits Services).</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Payroll Officer will explain the Group Benefits Plan to all new employees and respond to inquiries from employees concerning the plan.</li> <li>2. The Payroll Officer will check the individual employee deduction amounts on payroll and will track payment amounts.</li> <li>3. Monthly statements will be filed in the Accounts Payable File of the (Carrier).</li> <li>4. The Payroll Officer will submit Employee Enrollment forms for any new employees to the Carrier. <ol style="list-style-type: none"> <li>4.1. A photocopy of the Enrollment Form will be placed on the Employees Personnel File.</li> </ol> </li> <li>5. Employees are not eligible for Group Benefits until after 3 months of employment, or at the discretion of the Employer.</li> <li>6. The Payroll Officer will enter and confirm appropriate deductions and payments as they relate to the payroll system.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Compensation Management - 008	Approval Date: (DD/MM/YY)
Subject: Vacation Travel Assistance	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide Vacation Travel Assistance to offset the cost of vacation travel incurred by employees.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Permanent employees are entitled to Vacation Travel Assistance once each fiscal year after six months of employment with the Community Government.</li> <li>2. Full-time employees are entitled to an amount of <b>(input amount of Vacation Travel Allowance)</b> once each fiscal year. <ol style="list-style-type: none"> <li>2.1. Vacation travel assistance will be pro-rated and dispersed on each pay cheque.</li> </ol> </li> <li>3. Part-time employees are entitled to an equivalent amount pro-rated to their hours of work.</li> <li>4. Vacation Travel Allowance will be paid on the employee's anniversary date.</li> <li>5. Upon termination of employment, or at the conclusion of a set contract term of employment, the employee is entitled to Vacation Travel Allowance benefits on a pro-rated, annual basis to the date of termination or conclusion of the contract.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Compensation Management - 009	Approval Date: (DD/MM/YY)
Subject: Northern Allowance	Amendment Dates:
<p>Policy</p> <p>The Community Government will offset the cost of living incurred by employees by providing a Northern Allowance.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees will be provided with a Northern Allowance of (amount of housing allowance) per annum.</li> <li>2. The allowance will be pro-rated to an hourly rate by dividing the annual rate by the standard yearly hours.</li> <li>3. The allowance will not be paid for periods of overtime or periods of leave without pay.</li> <li>4. In the year of hire and the year of termination the Northern Allowance will be pro-rated on a calendar basis.</li> <li>5. The Northern Allowance will be pro-rated and dispersed on each pay cheque.</li> <li>6. The Payroll Officer will be responsible for ensuring that the appropriate amount of Northern Allowance is paid out on the employee's pay.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Compensation Management - 010	Approval Date: (DD/MM/YY)
Subject: Retirement Plan	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide a Retirement Plan to employees in order to attract, retain and recognize staff members.</p> <p><b>Please note – the retirement/pension plan will depend on the benefit carrier or pension plan provider (i.e. NEBS) and this policy should be adjusted accordingly.</b></p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Permanent, full-time employees have the option to participate in the Community Government Retirement Plan <b>(or the Northern Employees Benefits Services (NEBS) program if it is available)</b>. <b>(Note – some benefit plans are not optional)</b></li> <li>2. The Community Government will provide an annual matching contribution, once a year, at a rate of 100% of a qualified investment purchased by the employee, subject to a maximum of 50% of the prescribed <i>RRSP dollar limit</i> for the calendar year as defined in Section 146(1) of the <i>Income Tax Act</i>.</li> <li>3. The matching contribution is payable to the employee at his or her request or where any portion of the annual matching contribution causes the employee to exceed his or her RRSP deduction limit for the year and is taxed at source.</li> <li>4. All contributions by the Employer shall be computed on a pro rata basis for term of employment from the date of anniversary for the employee.</li> <li>5. The Community Government reserves the right to change the retirement plan from time to time.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Compensation Management - 011	Approval Date: (DD/MM/YY)														
Subject: Move In/Move Out Expenses	Amendment Dates:														
<p>Policy</p> <p>The Community Government will offset the cost of removal in and out for employees relocating from another community.</p>															
<p>Definitions</p> <p>N/A</p>															
<p>Guidelines</p> <p><b>Move In Expenses</b></p> <ol style="list-style-type: none"> <li>1. Move in expenses may be provided by the Community Government for employees moving from another community.</li> <li>2. Move in expenses will be negotiated on a case-by-case basis.</li> <li>3. If the employee resigns or is terminated prior to six months service, the money paid for move in assistance will be recovered from the employee.</li> <li>4. In no case will a move be paid for without the prior authority of the Senior Administrative Officer (SAO).</li> </ol> <p><b>Move Out Expenses</b></p> <ol style="list-style-type: none"> <li>5. Move out expenses may be provided and will be negotiated on a case-by-case basis.</li> <li>6. Move out expenses are limited to the lesser of the cost of moving, in the most economical manner or 6,000 pounds per employee and an additional 500 pounds per child, to the community where the person was hired or to Edmonton, whichever is less.</li> <li>7. Move out expenses, if provided, will be pro-rated as follows: <table border="1" data-bbox="451 1516 1167 1764"> <thead> <tr> <th>Length of Service</th> <th>Entitlement</th> </tr> </thead> <tbody> <tr> <td>Less than 3 Years</td> <td>None</td> </tr> <tr> <td>3 Years but less than 4</td> <td>50%</td> </tr> <tr> <td>4 years but less than 5</td> <td>60%</td> </tr> <tr> <td>5 years but less than 6</td> <td>70%</td> </tr> <tr> <td>6 lears but less than 7</td> <td>80%</td> </tr> <tr> <td>8 years or more</td> <td>100%</td> </tr> </tbody> </table> </li> <li>8. This benefit must be exercised within one (1) month of leaving the Communtiy Government's employment.</li> </ol>		Length of Service	Entitlement	Less than 3 Years	None	3 Years but less than 4	50%	4 years but less than 5	60%	5 years but less than 6	70%	6 lears but less than 7	80%	8 years or more	100%
Length of Service	Entitlement														
Less than 3 Years	None														
3 Years but less than 4	50%														
4 years but less than 5	60%														
5 years but less than 6	70%														
6 lears but less than 7	80%														
8 years or more	100%														



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Community Government Name

Attachments
N/A
References
N/A

Section/Number: Compensation Management - 012	Approval Date: (DD/MM/YY)
Subject: Severance Pay	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide severance pay in accordance with the Employment Standards Act.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. An employee who is laid off after one or more years of continuous employment shall be entitled to severance pay calculated as the sum of: <ol style="list-style-type: none"> <li>1.1. two weeks' salary for the first year of continuous service</li> <li>1.2. two weeks' salary for the second year of continuous service, and</li> <li>1.3. one additional week's salary for each additional year of continuous service.</li> </ol> </li> <li>2. Severance pay will be paid to a maximum of twelve weeks, unless provided otherwise by an employment agreement with the employee and the Community Government.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>NWT Employment Standards Act</p>	