



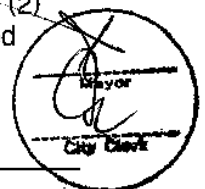
1. PURPOSE

- 1.1 To provide a uniform policy for benefits to employees who work less than 24 hours per week. Eligible part-time employees are to receive prorated benefits provided to comparable full-time employees.
- 1.2 To comply with section 45.1 of the Labour Standards Act (Revised Statutes of Saskatchewan) and applicable regulations.

2. POLICY

Eligibility

- 2.1 To qualify for prorated benefits, part-time employees become an eligible employee when the employee has been continuously employed and accumulated 6 (six) months of worked hours and employed for 26 consecutive weeks and has worked a minimum of 390 hours in those 26 weeks.
- 2.2 The qualifying period is applied to the employee beginning on the employee's date of hire.
- 2.3 After an employee has been employed for one year the employee's eligibility is determined by:
 - 2.3.1 Whereas a employee has worked a minimum of 780 hours in the previous year; or
 - 2.3.2 If the employee had taken a leave for maternity, adoption or parental leave and would have worked 780 hours had such leave not been taken.
- 2.4 Eligibility shall be reviewed in January of each year for all part-time employees.
- 2.5 Prorated benefits offered to an employee may be accepted on a voluntary basis and if waived the employee would not be eligible again until the following January.
- 2.6 When the employer becomes aware that an employee will lose eligibility, the employer shall advise the employee in writing, of the date of the loss of eligibility and shall terminate coverage.
- 2.7 Eligible part-time employees shall be offered Group Life Insurance, Long Term Disability, Dental and the Employee Assistance benefits based on their annual earnings. These benefits are offered together under one plan.
 - 2.7.1 Group Life Insurance – The level of coverage provided would be two (2) times the annual basic salary and the monthly premium will be shared equally by the employer and the employee.



- 2.7.2 Long Term Disability Plan and Dental Plan– The City contributes on a 50% City – 50% employee cost sharing basis to a dental and long-term disability program. Part-time employees will be eligible for single dental coverage only.
- 2.7.3 Employee Assistance Program – employees are to pay the monthly premium and will receive a 5% discount on long term disability premiums.
- 2.7.4 Group Pension Plan - Eligibility for joining the pension plan for part-time employees consists of 24 months of continuous employment and in each of the two consecutive calendar years immediately prior to making application for membership, earnings must be at least 35% of the Year's Maximum Pensionable Earnings under the Canada Pension Plan or the employee has completed at least 700 hours of employment. The pension contributions are to be cost shared, with the City to pay 50% and the employee to pay 50%.
- 2.8 Part-time employees are not eligible to accumulate sick time benefits however, if employees have accumulated sick time as a full-time employee and are now part-time employees and are scheduled to work, then accrued sick time may be used but their will be no further accumulation.

3 RESPONSIBILITIES

- 3.1 The Director of Protective Services is responsible for the review and update of this policy as required.

