



**Williams Lake**  
FIRST NATION

**U69  
WLFN  
COMPENSATION  
MANAGEMENT  
POLICY**

January 2024



*CULTURALLY CENTERED – FUTURE FOCUSED*



**TABLE OF CONTENTS**

1. Purpose ..... 3

2. Compensation Philosophy ..... 3

3. Scope ..... 3

4. Review Date ..... 3

5. Roles & Responsibilities ..... 3

6. Remuneration For Elected Officials ..... 4

7. Payroll Administration ..... 4

    A. Base Pay ..... 4

    B. Promotion ..... 6

    C. Cell Phone Allowance ..... 6

    D. Acting Allowance ..... 7

    E. Overtime Pay ..... 7

    F. Standby/On Call Pay ..... 9

    G. Reporting Pay ..... 11

    H. Education & Training Support ..... 12

    I. Work Required Clothing ..... 12

    J. Holiday Bonus ..... 12

    K. Relocation Expenses for New Hires ..... 12

8. Benefits Administration ..... 13

9. Amendments ..... 17

10. Acknowledgment & Agreement ..... 17



## 1. PURPOSE

The determination of salary and benefit entitlements for all individuals employed by the Williams Lake First Nation (WLFN) must be made in accordance with WLFN Compensation Management Policy. The Policy has been developed by WLFN's administration, recommended by the Finance and Audit Committee, authorized by the Chief & Council, and approved for implementation by the Chief Administrative Officer (CAO) and delegated administration staff.

## 2. COMPENSATION PHILOSOPHY

WLFN is committed to providing quality programs and service delivery to WLFN citizens.

The goal of our compensation structure is to attract and retain the best talent and pay fairly. A compensation structure embraces the principles of "equal pay for equal work" and "pay equity" that aligns with the *Canada Labour Code*. The "equal pay for equal work" philosophy ensures that everyone doing the same jobs receive equitable remuneration for their work. "Pay equity" provides for equality in compensation regardless of the employee's gender. Williams Lake First Nation will use market average data from local and Indigenous governments across British Columbia to assess the labour market and assist in setting compensation.

## 3. SCOPE

This policy applies to all the employees of WLFN, regardless of employment status, unless otherwise noted.

## 4. REVIEW DATE

WLFN Compensation Management policy will be reviewed every year after implementation. The jobs will be benchmarked and compared with the market data every three (3) years or as required.

## 5. ROLES & RESPONSIBILITIES

<b>Chief &amp; Council</b>	Responsible for authorizing the Compensation Management Policy, including providing the necessary financial and human resources to implement.
<b>Chief Administrative Officer (CAO)</b>	Responsible for implementing the Compensation Management Policy, including recommending to Chief & Council the necessary budget dollars to carry out its intent; providing guidance and direction on issues that may arise, as required. The CAO may delegate to other WLFN leadership staff to assist in implementing the policy.
<b>Director of Human Resources (HR)</b>	Responsible for developing, reviewing, administering, and directing all matters related to this policy and its procedures, including researching of market data of salary and benefit administration matters; assisting with annual budgeting of salary and benefits programs by closely working with the Chief Administrative Officer (CAO) and the Chief Financial Officer (CFO); and communication of this policy to employees



<b>Director/Senior Managers and Managers</b>	Responsible for adhering to the Compensation Management Policy's principles, objectives, and statements and applicable procedures, including facilitating compliance and consistency in its application; communicating the policy to department staff; and forwarding information on team hires, job transfers, and employee pay changes to the Director of Human Resources for implementation.
<b>Employees</b>	Responsible for being aware of and complying with the Compensation Management policy and applicable procedures, including reviewing their paystub for accuracy and reporting suspected errors to their supervisor as soon as possible. Employees are required to promptly advise Human Resources, and Finance Manager of any personal and/or job changes related to or may affect their salary and/or benefit program.

## 6. REMUNERATION FOR ELECTED OFFICIALS

WLFN elected officials (Chief and Councillors) are not considered Williams Lake First Nation employees with respect to compensation or financial recognition. The Chief is paid a salary, and Councillors are paid a set honorarium. In cases where an elected official is also an employee, their compensation and performance will be managed under WLFN's Employee Handbook and WLFN Compensation Management Policy. Their capacity as a Councillor will be managed under the Remuneration Policy for Elected Officials and governance documents such as the WLFN Financial Administration Law (2018), and the WLFN Land Code (2014).

Periodically, a review of the compensation outlined in the Remuneration Policy for Elected Officials will occur every four (4) years by the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), and the Finance & Audit Committee, making recommendations to Council if applicable.

## 7. PAYROLL ADMINISTRATION

### A. BASE PAY

WLFN employee compensation levels will be based upon:

- The economic constraint of WLFN and the competitive nature of the labor market. This will be determined by reviewing the salary increases granted by comparable employers within the established labor market, and WLFN's fiscal ability to maintain WLFN services at a level consistent with projected revenues.
- A periodic compensation survey of benchmark positions of comparable employers within the established labor market to determine if any job classifications should be reviewed for an equity adjustment in compensation. This is to occur every three (3) years.
- All compensation increases will be based upon merit and can range from 0-10% if merit meets performance expectations.
- The principle of fairness and consistency.



**i. When do you get paid?**

- Payday typically occurs on a Friday, according to a bi-weekly payroll schedule. Should a holiday fall on a payday, the pay will be paid one day in advance. Full details of the breakdown of your salary or wage payment will be shown on your pay stub, which will be made accessible to you electronically before the payday.
- The final pay must be paid to the employee in full within the next regular pay period after the employer ends the employment or if the employee quits.
- There are no pay advances.
- Overpayment of wages shall be recovered by subsequent payroll deduction and shall receive priority over all other deductions other than statutory deductions. Final payments for employees pending termination are not to be released if any overpayment may be created.

**ii. Payroll Deductions**

- Deductions required by law, court order, wage garnishments, or any other legal requirements on payroll shall be made on each pay.
- Statutory deductions shall include, but not be limited to, Federal Income Tax, Canada Pension Plan, and Employment Insurance.
- Premiums and/or contributions will be deducted from each pay once an employee signs up for the group insurance and/or pension plan benefits.
- Travel advance amounts more than travel claims may be recovered through payroll deduction.
- Any other approved payroll deduction contained in WLFN policies.

**iii. Calculating your gross pay**

- To determine your gross bi-weekly pay (before deductions), divide your annual salary by 26.

**Example:** If your annual salary is \$50,000, your gross bi-weekly pay is  $\$50,000 \div 26 = \$1,923.07$  per pay.

- To determine your hourly gross rate of pay, divide your annual salary by 52 to obtain the weekly rate, and then by the number of hours in your standard workweek.

**Example:** If your annual salary is \$50,000 and you work 35 hours a week, your pre-tax rate of pay is  $\$50,000 \div 52 \div 35 = \$27.47$  per hour.

**iv. How do you get paid?**

- WLFN uses direct deposit to electronically transfer your pay to your bank account. Using direct deposit is a condition of employment.
- An employee may modify their banking information by speaking with the Finance Manager. It is important that you keep your current bank account active until you can confirm that your pay is being deposited into your new account.



**v. The Procedure of Salary Increase**

- All positions have been assigned to a pay grade that has a pre-defined minimum, midpoint, and maximum. A range of 80 percent to 120 percent is set around a midpoint target for a given pay grade. An employee's progression through the pay range may be directly related to their performance.
- Employees may receive a percentage increase from anywhere between 0%, 3%, 5%, 7% & 10%, based on an employee's performance and availability of funds in departmental budgets.
- Immediate Managers will submit a "Pay Increase Form" to the Director of Human Resources (HR) before the end of the fiscal that includes a rationale for a recommended pay increase. This form will be reviewed with the Chief Administrative Officer (CAO) and the Chief Financial Officer (CFO).
- New employees can negotiate their pay based on the range provided on the job posting. This allows the freedom to determine where an employee should be placed on the grid based on education, experience, performance, and other relevant criteria.

**B. PROMOTION**

- Employees promoted to a new position will be compensated at least at the minimum salary in the range. In addition, a promoted employee may be subject to a three (3) months probationary period.
- For all pay increases, the immediate Manager will submit a "Pay Increase Form" to the Director of Human Resources (HR) before the end of the fiscal to determine the pay increase and their justifications for it.

**C. CELL PHONE ALLOWANCE**

- Williams Lake First Nation acknowledges that some staff may be required to use their personal cell phone for business use, when not issued a company cell phone. To compensate for this use, WLFN will provide a monthly cell phone allowance to staff that require the use of their personal cell phone. Cell phone allowances must be approved by the Chief Administrative Officer.

	<b>Monthly Reimbursement Maximum</b>
<b>Communications (includes internet and cell phone) for Chief and Council &amp; CAO</b>	\$200
<b>Directors and Senior Managers</b>	\$125
<b>Managers</b>	\$100
<b>Executive Assistants and Other Approved Staff</b>	\$50 - \$75



#### **D. ACTING ALLOWANCE**

- i. The appointment of an acting allowance is the formal recognition of an employee who performs positional duties on behalf of another employee who may be away on a temporary or indefinite basis.
- ii. Appointment of an acting assignment requires recommendations from the Director of HR and CFO and approval from the CAO.
- iii. Employees approved for acting assignments will be compensated in accordance with the wage grid classification of the new role.

#### **E. OVERTIME PAY**

##### **i. When is overtime work expected of an employee?**

- Due to emergencies and operational requirements, employees may **occasionally** need to work overtime hours in excess of their regularly scheduled hours.

##### **ii. How is overtime work approved?**

- All hours worked in excess of the normal workday and workweek, except in the case of an emergency, must be pre-approved verbally by the employee's immediate supervisor to receive banked time in lieu.
- Employees are required to electronically record their overtime hours worked in the BambooHR platform (with a notation detailing the associated task or operational reason) and submit for approval by their immediate manager.
- If it is impossible to obtain prior approval, employees will use their discretion in working the additional hours, and their manager will determine the legitimacy of the overtime claim.
- An employee choosing to work overtime without authorization may not receive any compensation or banked overtime.

##### **iii. How is overtime compensated?**

- Hours worked over eight (8) hours a day and forty (40) hours a week will be compensated in banked time, at the rate of time plus one-half (1.5x) times the regular rate of pay, unless another work schedule agreement is in place.
- On holidays or weekends and anything over twelve (12) hours per day, the pay increases to two times (2x) an employee's regular rate of pay.
- **Note:** For employees who work a seven (7) hour day, the first additional hour of work is compensated at straight time.
- Employees are encouraged to reschedule their workday with their respective leader, (i.e., start later in the day when attending an evening meeting) when feasible to avoid overtime.

##### **iv. Banked time-off**

- Immediate supervisors should be scheduling their own and employee banked time off and managing banked overtime amounts on a regular basis to ensure that banked time is taken as time off in lieu and does not place the



employer at financial risk. **The maximum amount of combined banked overtime is five (5) Days.** Immediate supervisors are required to manage this time to reduce or eliminate the liability to the organization.

- Overtime that remains in a bank at the end of twelve (12) months (end of the fiscal year March 31) must be paid out in cash.

**v. Can an employee refuse to work overtime?**

- An employee may refuse to work overtime to address family responsibilities related to the health or care of any of the employee's family members or the education of any family member under eighteen (18) years of age. However, to refuse the overtime, the employee must first take reasonable steps to carry out the family responsibilities by other means to allow them to work the overtime.
- An employee's **"family member"** is defined by the *Canada Labour Code* Section 174.1 as the following:
  - a. the employee's spouse or common-law partner
  - b. the employee's father and mother and the spouse or common-law partner of the father or mother
    - the employee's foster father and foster mother
  - c. the employee's children and the children, grandchildren, brothers, and sisters of the employee's spouse or common-law partner
    - the spouse of common-law partner of the employee's children
    - a child to whom the employee or the employee's spouse or common-law spouse acted as foster parents, under the laws in force in each province
  - d. the employee's grandchildren
  - e. the employee's brothers and sisters and spouse or common-law partner of the employee's brothers and sisters
    - the employee's nieces and nephews and the spouse or common-law partner of the employee's nieces and nephews
    - the employee's aunts and uncles and the spouse or common-law partner of the employee's aunts and uncles
  - f. the grandfather and grandmother of the employee
  - g. the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother
  - h. any relative of the employee who resides permanently with the employee or with whom the employee permanently resides
  - i. a person under the guardianship or care of the employee or the employee's spouse or common-law partner
  - j. a person who is entirely or substantially dependent on the employee or the employee's spouse or common-law partner for ongoing care and attention

**\*\*In addition, "common-law partner"** as it applies in the above definition of "family member" means a person who has been cohabiting with an individual in a conjugal relationship for at least one year, or who had been so cohabiting with the individual for at least one year immediately before the individual's death.

**vi. Do Senior Managers/Directors receive overtime?**

- A salaried employee classified as a CAO, CFO, Director, Senior Manager, and Manager with WLFN means that they will not be eligible for overtime. Pursuant to paragraph 167(2)(a) of the *Canada Labour Code*, managers are excluded from the hours of work provisions available under Division I.
- The only exception to the overtime rule is when Emergency Management British Columbia (EMBC) has approved overtime compensation for the tasks related to WLFN Emergency Operations Centre (EOC).





- The CAO/CFO/Director/Senior Manager (OT exempt employee) who are required to attend after-hours WLFN Council meetings in the evenings or weekends, will receive “Council Meeting Leave” (in hourly units) equivalent to the time allocated to participating in the after-hours Council meeting.
- After each Council meeting attended, it is the respective employee’s responsibility to notify their immediate manager, Director of Human Resources, and Finance Manager to request the “Council Meeting Leave” hours to be allocated in the digital BambooHR platform and WLFN Leave reports.

## **F. STANDBY/ON CALL PAY**

- i. WLFN regular, part-time, and auxiliary employees who—in addition to their regular work schedule—may be required to be on standby for a possible call-in to work will receive standby pay. Employees without a regular work schedule are expected to work whenever called in and do not receive standby pay.
- ii. In order to meet organizational needs, staff may be required to assignment of an on-call rotation schedule. Immediate managers are responsible for organizing an on-call schedule with departmental staff, and clearly communicating this schedule and on-call expectations with staff.
- iii. Employees in non-exempt positions (positions that are eligible for overtime compensation) are eligible for the standby allowance.
- iv. Only the departmental manager can authorize standby. Employees on standby must adhere to all organizational policies and procedures, including the terms and conditions outlined in this policy.
- v. **Specific Policies**
  - On-call staff will hold an on-call phone for the duration of their shift and are required to answer every call received on the phone during their shift. Should the Employer require an employee to have a pager, beeper, or a cellular phone available during their standby period, then all related expenses for such device will be the responsibility of the Employer.
  - The Employee must be available to respond to call-outs within 45 minutes outside of their regular workday/week.
  - The Employee must be in a sober, working condition and within cell service range for the duration of their shift.
  - One hour is paid for every four hours an Employee is on standby. For example, an employee scheduled for an on-call shift from 8:00am-8:00pm would record 3 hours of on call pay:  
  
*Ex. A 12 hour on call shift ÷ 4 hours = 3 hours on-call pay per shift*
  - If a standby period is booked during a scheduled office closure wherein staff receive regular pay, the Employee will receive their regular pay in addition to their on-call wage. For example, an office closure for Christmas holidays which includes non-statutory office closure dates would support regular pay (on non-stat dates) in addition to on-call pay.



vi. **Rotation**

- The Employee will enter into an agreed upon rotation with their immediate supervisor. If the Employee cannot work their agreed upon rotation, the Employee will coordinate coverage of their assigned shift and notify their Supervisor.

vii. **Consultation/Escalation**

- On-call staff will be supported by a designated on-call Manager, who will be available via phone/email for consultation and support for the duration of the employee's shift.

viii. **Eligibility**

- The employee is required to be available to resolve work-related problems via in-person support, or another means (such as telephone, or computer) outside of his or her regular workday/week.
- The employee is required to carry and respond to a designated on-call communication device (such as a cell phone or pager) as an alternative to being scheduled to work.
- The employee is required to be in a fit working condition for the duration of their on-call shift. This includes abstaining from any and all substance use.
- A return to the workplace may not be necessary in all circumstances. In the event that the employee does return to the workplace, Reporting Pay provisions shall apply.

ix. **Calculating Call-Out Time**

- Usually a call-out requires a separate round trip to the workplace and back home again. This kind of call-out is measured from the time an employee leaves home until the time they arrive back at home (providing the employee travels directly to and from work).
- If the call-out flows continuously into a regularly scheduled shift, the call-out is measured from the time the Employee leaves home until the time their regular shift begins.
- In answering urgent calls that can be resolved remotely (either by phone, email, or a combination of electronic options), time is measured from the moment an urgent report is received, until the Employee completes final documentation of steps taken to resolve the issue.

x. **On-Call Transportation**

- Reimbursement for transportation expenses is provided if travel from home is required to respond to a call-out or to work overtime when convenient public transportation or other transportation facilities are not available.



- A F048 Mileage Claim form and F047 Cheque Requisition form must be submitted following the on-call shift for reimbursement of mileage costs.

xi. **Reporting**

- Following each call-out, the Employee must complete a F246 WLFN After Hours Incident Report Form and submit a detailed report to their reporting Manager.

**G. REPORTING PAY**

- i. The purpose of the reporting pay provision is to ensure that all employees who are called into work, where there are no regularly scheduled hours or outside their regularly scheduled working hours, receive equitable compensation for the out-of-pocket expenses and other costs incurred by having to report to work.
- ii. "Reporting for work" includes:
  - a. Being called back to work after the employee has left the workplace following the completion of regularly scheduled hours,
  - b. Being called in outside regularly scheduled hours (i.e., days off, vacations, public holidays), and
  - c. Being called into work when there are no regularly scheduled working hours.
  - d. Being called to work after being on standby to address time-sensitive issues.
- iii. As described by the *Canada Labour Code*, an employee reporting to work shall be paid for a minimum of three hours of work of regular wages, regardless of whether or not the employee performs any work after reporting to the workplace. Thus, if the employee performs no work, or works for less than three hours, they must still receive three hours of pay at the regular rate of wages; however, if the employee works for more than three hours, then they will be paid for each, and every hour worked.
- iv. It is important to note that reporting pay does not directly affect overtime entitlement; if an employee is called into work in circumstances where overtime pay would usually be paid, then overtime pay must be paid. Reporting pay is only applicable if sufficient hours have not been worked to provide the equivalent of three hours at the regular rate of pay.

**Example Scenarios for Reporting Pay**

Serial #	Scenario	Hours Worked	Entitlement
1.	Employee is requested to come in to work where there are no regularly scheduled hours by a call or request from the supervisor, and <i>reports for work</i>	0 to 3	3 hours at regular rate of wages
2.	Employee is called in to work on scheduled day off, and <i>reports for work</i>	0 to 3	3 hours at regular rate of wages



3.	Employee works a 7-hour day, leaves the workplace, and is called back to work	0 to 3	3 hours at regular rate of wages
4.	Any of the above scenarios	3 or more	Number of hours worked at applicable rate of wages

**H. EDUCATION & TRAINING SUPPORT**

- i. Financial support is available for the employees to participate in required training, job related courses, conferences and other educational activities that will help enhance job skills. Prior approval from the departmental manager is required for enrolling in any education or training activities.
- ii. Reimbursement for registration and conference fees may be granted when employees are required or permitted to attend conferences or similar meetings that directly relate to their job duties.
- iii. If Employees request WLFN financial support for job required training or education, WLFN may request the Employee to disclose any external financial support received, including scholarships, bursaries, or other types of assistance. Training costs may be partially or not at all covered when receiving outside support.
- iv. If WLFN approves and provides financial support for job-related training, education, and professional development, WLFN's administration may require the employee to sign an agreement acknowledging the value of the funding and any applicable conditions. Conditions may include repayment in full in the event the employee leaves WLFN's employment within 6 months of completion of the respective training, education, or professional development.

**I. WORK REQUIRED CLOTHING**

- i. Employees need to be comfortable and safe while on the job. Personal Protective Equipment (PPE), special clothing, and safety equipment required for some jobs are covered by reimbursement or provided by the employer.

**J. HOLIDAY BONUS**

- i. Holiday Bonus is an expression of appreciation for the efforts of all WLFN employees over the past calendar year. This gesture of appreciation is scheduled to occur concurrently with a holiday bonus that has traditionally been provided to WLFN members/citizens annually in December. This will be reviewed on an annual basis.

**K. RELOCATION EXPENSES FOR NEW HIRES**

- i. To support the new hires' relocation from their current place to Williams Lake, BC, the Williams Lake First Nation will provide an allowance of 10% of their annual earnings and it will be given to them on their first pay cheque.
- ii. This allowance is provided to facilitate their employment and help defray the cost of moving expenses.



Serial #	Scenario	Hours Worked
1.	If the new hire quits in the first 6 months	They reimburse 100% of the total allowance received
2.	If the new hire quits in the last 6 months	They reimburse 50% of the total allowance received

## 8. BENEFITS ADMINISTRATION

WLFN provides a complete package of mandatory benefits to all eligible full-time employees who work twenty-four (24) hours per week and are actively at work and are required to participate in the standard benefits program, commencing on the hire date. The only way an employee can waive the Health & Dental benefits is if you are covered elsewhere or through your spouse (if applicable). When a full-time employee signs up for group benefits, they are put into our reduced Employment Insurance (EI) rate program and given one extra day of vacation per year for signing up for benefits (12-month employees only).

The benefits provider has age restrictions including new employees who must be under age sixty-five (65) to be eligible for coverage.

In the event of any inconsistencies between this policy document and a formal plan document, the formal plan document will govern.

### a. Benefit Plan Highlights

Group Life	2X annual earnings Non-Evidence Maximum: \$435,000 Maximum benefit \$500,000 Coverage reduces by 50% at age 65 and terminates at the earlier of retirement or age 70
Accidental Death & Dismemberment	2X annual earnings Non-Evidence Maximum: \$435,000 Maximum benefit \$500,000 Coverage reduces by 50% at age 65 and terminates at the earlier of retirement or age 70 Loss of Use schedule
Dependent Life	\$10,000 Spouse \$5,000 Dependent Children Dependent children eligible from live birth to age 21, or to age 26 and attending a recognized educational facility, or dependent upon the employee because of mental or physical infirmity. Coverage terminates at the earlier of retirement or age 70
Short Term Disability	STATUS – 75% of weekly earnings NON-STATUS – 66.67% of weekly earnings Elimination period: 1-day accident, 8-day sickness Benefit Period: 16 weeks Maximum benefit \$1,000 per week Coverage terminates at age 70
Long Term Disability	STATUS – 75% of monthly earnings



	<p>NON-STATUS – 66.67% of monthly earnings          119-day elimination period          Non-evidence maximum: \$5,000          Maximum benefit \$5,000 per month          Definition of Disability: 2 Years "own occupation" and "any occupation" after that          Coverage terminates at age 65</p>
<p>Extended Health Care</p>	<p>Single or Family coverage / No deductible          100% Coverage of all eligible services          Semi-private hospital, Ambulance Transportation (Ground or Air)          Includes prescription drug card (excludes prescriptions covered through FNHA)          Paramedical Practitioner - \$500 per practitioner per calendar year (Chiropractor, Podiatrist, Naturopath, Osteopath, Audiologist, Clinical Psychologist/Social Worker, Speech Therapist, Acupuncturist, Licensed Massage Therapist/Reflexology, Dietician).          Physiotherapist/Occupational Therapist - \$1,000 per calendar year          Private Duty Nursing - \$5,000 per calendar year          Hearing Aids - \$500 benefit every 60 months          Travel Health Benefits / International Travel Assistance          Coverage terminates at the earlier of retirement or termination of employment (with the exception of Travel Health Benefits/International Travel Assistance which terminates at age 70 including all dependents)          Survivor benefit for 2 years</p>
<p>Vision Care</p>	<p>Single or Family coverage / No deductible          \$300 every 24 consecutive months per person          Frames, lenses, contacts, laser eye surgery (in lieu of glasses/contacts)          One eye exam every 24 consecutive months per person // \$125 Maximum          One eye exam every 12 consecutive months per dependent child // \$125 Maximum</p>
<p>Dental</p>	<p>STATUS          Basic – 100% (first 15% paid upfront) *, Major – 80%, Orthodontic – 50%          NON-STATUS          Basic – 100%, Major – 80%, Orthodontic – 50%</p> <p>Single or Family Coverage / No deductible          Basic and Major combined maximum of \$2,500 per calendar year          Orthodontic lifetime maximum of \$2,000          *Top-up for all eligible Basic Status claims          Current Province of Residence fee schedule. Includes Specialist's fee schedule.          Reimbursement of eligible charges is subject to the coinsurance and plan maximum provisions.          Survivor benefit for 2 years</p> <p>Basic Services          Routine Examinations          X-Rays, Fillings, Extractions          Oral Surgery, Gum Therapy          Space Maintainers, Root Canal          Cleaning and Scaling, Fluoride Treatment</p> <p>Major Services</p>



	<p>Inlays/Inlays Bridges, Crowns, Dentures</p> <p>Orthodontics for children under the age of 18</p>
Employee & Family Assistance Program - CONTACT	<p>CONTACT is a confidential Employee Assistance Program (EAP) and work-life/wellness resource designed to help you and your dependents with a variety of issues, concerns or questions related to work and life. CONTACT offers consultations, information and educational resources, counselling, and personalized community referrals. You can access the program 24 hours a day, seven days a week for support related to:</p> <p><b>LIFE:</b> Stress/Overload, Anxiety, Depression, Grief/Loss, Community Resources  <b>FAMILY:</b> Parenting, Separation/Divorce, Blended Families, Caring for Older Adults, Education  <b>MONEY:</b> Saving/Investing, Debt Management, Estate Planning/Wills, Home Buying/Renting  <b>WORK:</b> Work Relationships, Job Stress/Burnout, Managing People  <b>HEALTH:</b> Fitness/Nutrition, Sleep, Addiction/Recovery, Smoking Cessation          To contact LifeWorks: 1-844-880-9142/ <a href="http://www.workhealthlife.com">www.workhealthlife.com</a></p>

**b. Canada Life Policy**

Eligibility	<p>All employees          Full-time employees: May join on the first day of the month on or after the employee completes 3 months of continuous employment.          Part-time employees: May join on the first day of the month on or after the employee completes 2 years of continuous employment with WLFN, provided that the employee has earned 35% of the year's maximum pensionable earnings in each of the two (2) consecutive calendar years immediately before joining the plan.</p>
Contributions	<p>An amount equal to 3%, 5%, or 8% of the employee's earnings          WLFN matches 100% of employee contributions; Example: Employer Max Contribution 8% + Employee Max Contribution 8% = 16%          Voluntary Contributions over and above the noted 16% up to a max of 18% or \$26,500 for 2018 are not locked in and can be withdrawn at any time.          Employer's contributions are vested, locked in, immediately.          Member required contributions will be locked-in upon completion of two (2) years of continuous membership</p>
Investment Options	<p>Retirement Date Funds (Cadence Funds)          This is about a future date, becomes more conservative the closer to retirement.          Asset Allocation Funds (Conservative, Balanced, Aggressive etc.)          This is about how you "feel" about risk.          This will never change unless you switch your fund to a different asset allocation.          A risk tolerance Questionnaire is required to determine your risk.          Choose your investments.          For those who want to be highly involved in the day-to-day mgmt. of their investments          For those who are experienced in investing</p>



	Rates of return on investments vary depending on the investments selected. There are no guarantees for rates of return, every fund id based on the performance of the fund.
Retirement Plans	<p>Normal retirement age is 65.            Early retirement and access to your pension is age 55.            Postponed retirement date to age 71. You must begin taking income by the December in the year that you turn 71.            Income: you can purchase:            Annuity: guaranteed income that is unaffected by market conditions for as long as you live            Once annuity has been purchased, no changes can be made during your life.            LIF (Locked in Fund): not guaranteed income. You do make investment choices. As a result, your LIF is subject to market fluctuations and the investment choices you make can affect the amount of your retirement income.            LIF offers more flexibility than an annuity; there are annual minimum and maximum limits to the amount of money you can receive from your LIF. Within these limits you can choose your retirement income.</p>
Death Benefit	If an employee dies before any retirement payments are made, the value of the employees account will be paid to the plan Beneficiary. Their options will be mailed to them in an information package.
Contact Details	<p>Phone: 1-800-724-3402            Website: <a href="http://www.grsaccess.com">www.grsaccess.com</a></p>

**c. Other Benefits:**

Employment Insurance	All employees shall have employment insurance premiums deducted from their pay, in accordance with Canada Employment Insurance Regulations.
Canada Pension Plan	All employees shall have Canada Pension Plan premiums deducted from their pay, in accordance with Canada Pension Plan Regulations.
Workers Compensation	All employees shall have their Workers Compensation Board premiums paid by the employer.
Benefits during Maternity, Paternal and Other Leaves	Coverage under the employer's Group Insurance Benefits Plan shall continue during many leave periods (i.e., maternity, parental, leave related to critical illness, leave related to the death or disappearance of a child) providing the employee pays any contributions she or he would normally have paid. The employer shall continue to pay their required share of benefit premiums so long as the employee pays their required premiums. A series of post-dated cheques must be provided before the leave begins.





	Should the employee fail to pay their premiums, benefits coverage will be terminated, and the employee will be notified in writing. Benefits coverage will be reinstated when the employee returns to work and upon reinstatement, the pre-existing conditions provision may apply.
Benefits during Short / Long Term Disability Leave	Costs for extended health and dental benefits will continue while an employee is receiving disability benefits providing the employee pays any premiums he or she would normally have paid. There is a waiver for Life, Dependent Life and LTD. The employer shall continue to pay their required share of the premiums, so long as the employee pays their required premiums. Should the employee fail to pay their premiums, benefits coverage will be terminated, and the employee will be notified in writing. Benefits coverage will be reinstated when the employee returns to work and upon reinstatement, the pre-existing conditions provision may apply. Employees receiving Long Term Disability benefits will have their extended health care and dental coverage terminated after five (5) years.
Compensation for Temporary Increased Responsibility	Where an employee has been requested by the immediate Manager, to temporarily assume the responsibilities of another position and been designated to perform the principal duties of the position for a period of at least ten (10) working days or seventy (70) working hours, they will be paid a higher salary for that period. The amount paid will be within the salary range for the temporary position as authorized by the Senior Manager or Chief Administrative Officer. Employees will not be granted substitute pay for periods less than seventy (70) hours of work or during vacation relief.

**9. AMENDMENTS**

The Chief & Council, Chief Administrative Officer, Chief Financial Officer, Director of Human Resources, and Finance Audit Committee may, from time to time, amend this policy and introduce any measure(s) to ensure efficient, economic, and effective management of WLFN resources.

**10. ACKNOWLEDGMENT & AGREEMENT**

I acknowledge that I have read and understood WLFN Compensation Management Policy and that I have had the opportunity to clarify questions that I have regarding this policy.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_