

11. Employees on LTD shall have the following options:

- a. Continue their coverage in the Chamber of Commerce Benefit Plan by making arrangements through Management to reimburse the library for the employee and the employer portions of the applicable benefit premiums, or
- b. Be temporarily terminated from the Chamber of Commerce Benefit Plan until their return to work.

12. If SL exceeds three (3) days of consecutive scheduled shifts or the illness requires admission to a medical facility for other than routine out-patient treatment, a licensed medical practitioner's certificate may be required, and a certificate certifying fitness to return to work before the employee will be allowed to return to work.

13. A licensed medical practitioner's certificate will also be required before returning to work after any incident or repeated incident that reflects on the physical or mental ability of an employee to perform their duties.

14. Submit **Form 2.5.8 Sick Leave.**

2.5.9 LEAVE WITHOUT APPROVAL / MISUSE OF LEAVE

1. Any leave taken without Management approval, or any leave utilized for purposes other than for which the leave was granted shall result in corrective and/or disciplinary actions up to and including termination of employment.
2. An employee shall be considered to have abandoned their position if they do not return from a leave of absence on the agreed upon date without communicating delays to Management.
3. An employee who feels they have been improperly terminated can file an Employment Standards complaint.

2.6 BENEFITS / PENSION PLAN

- a. The Library Board deems it important to provide a balanced benefit program to eligible staff.
- b. All employees are subject to the mandatory deductions required through government legislation or court order.
- c. The Library Board offers participation in the Chamber of Commerce Group Insurance Plan, the LAPP (Local Authorities Pension Plan) and a library Flexible Spending Plan.

2.6.1 CHAMBER OF COMMERCE BENEFIT PLAN

1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of twenty (20) hours per week.

- c. must have completed the three (3) months probation period.
- 2. An employee has the right to opt out of joining the benefit plan when they become eligible.
- 3. Benefits currently available through the plan are:
 - Life insurance + Accidental Death & Dismemberment
 - Weekly Indemnity
 - Long Term Disability
 - Dependent Insurance
 - Health Insurance
 - Dental Insurance
- 4. Premiums:
 - Premiums shall be 50% employer paid and 50% employee paid, subject to the exceptions listed in 2.5.6.6 (Unpaid Job Protected Leave) and 2.5.8.11.a (Sick Leave).

Management will review benefits details with employee upon employee joining plan.

2.6.2 CHAMBER OF COMMERCE GROUP REGISTERED RETIREMENT SAVINGS PLAN

- 1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of twenty (20) hours per week.
 - c. must have completed the three (3) months probation period.
- 2. An employee has the right to opt out of joining the group RRSP plan when they become eligible.
- 3. Contributions:
 - Employer will match employee contribution to a maximum of \$50 per month, or as negotiated in contract.

2.6.3 MORINVILLE PUBLIC LIBRARY FLEXIBLE SPENDING PLAN (FSP)

- 1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of thirty hours per week.
 - c. must have completed the three-month probation period.

2. An employee has the right to opt out of joining the FSP when they become eligible.

3. Allocation:

The FSP amount is \$500 per year.

- a. Funds reimbursement for the FSP is subject to Canada Revenue Agency (CRA) guidelines and will be considered a taxable benefit to the employee.
- b. Any unused portion of the account may be carried forward up to one (1) calendar year after which it will be forfeited.
- c. Any employee who leaves their employment with the Morinville Community Library will forfeit all monies left in the account.

4. Claims:

- a. Claims must be accompanied by an official original receipt detailing an item or service purchased and showing the amount paid out.
- b. Claims will be paid to the employee within thirty (30) working days from submission of the paperwork.

5. Categories eligibility:

Categories eligible under the FSP are listed in **Form 2.6.3 Flexible Spending Plan Claim Form.**

2.6.4 LOCAL AUTHORITIES PENSION PLAN (LAPP)

1. Staff eligibility criteria:

- a. must be a permanent employee.
- b. must work a minimum of thirty (30) hours per week.
- c. must have completed the three (3) months probation period.
- d. cannot opt out of joining the pension plan.
- e. cannot be enrolled in the group RRSP.
- f. Should an employee have a reduction of hours to less than thirty (30) hours per week due to temporary measures, the employee shall remain an active member of the plan.
- g. Should an employee have a permanent reduction of hours to less than thirty (30) hours per week, the employee will be terminated from the LAPP plan.
- h. Should an employee be placed on temporary layoff, they shall remain an active member of the plan and be reported to LAPP as a Leave Without Salary (LWOS).
- i. An employee on Leave Without Salary remains an active member of the plan.

2. Pension contributions shall be based on:

- a. basic salary or wages.

- b. payments such as sick pay, bereavement pay, medical appointment for employee and family pay.
- 3. Long Term Disability earnings:
 - a. An employee on LTD is remunerated by the insurance provider and shall be reported to LAPP as a Leave Without Salary (LWOS).
 - b. An employee on LTD who receives partial pay from the Morinville Community Library shall be reported to LAPP as Leave With Partial Salary (LWPS).
- 4. Contributions:
 - a. Contributions will be directly applied to earnings by payroll and will be reflected on the pay stubs.
 - b. Pension plan details shall be made available upon request.

2.7 STAFF TRAINING AND DEVELOPMENT

1. The Library Board recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The library supports learning and development of its staff with levels of financial support which vary depending on budget constraints.
2. Budgeted financial assistance for staff training and professional development approved by the Library Director is available as follows:
 - a. In house training shall be remunerated at the same hourly wage staff currently receives.
 - b. Bursary requests for financial assistance shall be done by completion of **Form 2.7 Bursary Tuition Reimbursement Request Form**.
 - c. For out of house training, financial assistance is available as per **Policy 2.7.1 Transportation and Subsistence**.
3. The proper and adequate orientation of a new employee shall be the responsibility of Management.
4. PROFESSIONAL DEVELOPMENT DAY:

Once a year, \$800 will be budgeted to hold an all-staff Professional Development Day and the library will be closed for the day.

2.7.1 STAFF TRANSPORTATION, SUBSISTENCE & PER DIEM

1. Staff members when on pre-approved library business not part of regular work duties such as a library representative, or attending Professional Development shall be reimbursed at the following rates:
 - a. Meal expenses without receipts shall be paid to a maximum of:
 - \$15.00 for morning meal