

1. Purpose

Northern Lights Library System (NLLS) provides a comprehensive benefits package to eligible employees, ensuring financial security, health coverage, and work-life balance. This policy outlines eligibility requirements, benefit details, and procedures for accessing benefits information.

2. Benefit Eligibility

1. Full-Time Employees
 - Permanent full-time employees are eligible for all benefits upon completing probation.
 2. Part-Time Employees
 - Part-time employees working a minimum of 21 hours per week are eligible for employer-paid health benefits.
 3. Casual & Temporary Employees
 - Casual and temporary employees are not eligible for benefits.
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3. Health & Wellness Benefits

1. Employer-Paid Health Benefits
 - NLLS covers 100% of health benefit premiums for eligible employees.
 - Employees may add dependents (spouse, children) by contacting the Finance Officer.
 2. Short-Term Disability (STD) & Long-Term Disability (LTD) Coverage
 - Participation in STD and LTD coverage is mandatory for all eligible employees.
 - Employees pay 100% of premiums.
 - These programs provide income protection in case of illness or injury.
 3. Mental Health Support
 - Employees have access to mental health resources as part of their health benefits plan.
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4. Retirement Savings Plan (RRSP) Matching

- NLLS offers a Self-Directed RRSP Program, allowing employees to choose their financial institution.
- NLLS provides up to a 5% matching contribution.
- The Executive Committee may review RRSP contribution levels annually based on financial sustainability.

4.1 RRSP Contribution Reporting & Tax Compliance

- Contribution Confirmation: Employees will receive confirmation of RRSP contributions:
 - On their pay stubs, where deductions and employer matching will be listed.
 - Through annual benefits summaries provided by NLLS.
 - Tax Reporting: Employer-matched RRSP contributions will be:
 - Reported on T4 slips as required by the Canada Revenue Agency (CRA).
 - Subject to applicable tax laws and contribution limits.
 - Employee Responsibilities:
 - Employees are responsible for verifying that deposits are made correctly with their financial institution.
 - Any discrepancies must be reported to the Finance Officer for resolution.
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5. Additional Workplace Benefits

In addition to salary and health benefits, NLLS provides:

- 35-hour work week (full-time employees).
 - 18 personal (sick) days annually.
 - 12 statutory and general holidays.
 - Paid time off between Christmas and New Year's.
 - Long-service awards recognizing employee milestones.
 - Professional Development and Education Support for eligible employees.
 - Flexible work schedules when operational needs allow.
 - Remote work options when the position can accommodate it.
 - One (1) day of Volunteer Time Off per year for employees to support community initiatives.
 - Financial support for employee-led social events.
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6. Accessing Benefits Information & Making Changes

- Employees may contact the Finance Officer for:

- Information on health benefits coverage.
 - Adding or removing beneficiaries (spouse, children).
 - Accessing retirement savings plan details.
 - General inquiries related to benefits and eligibility.
 - Employees may opt in, opt out, or modify benefits due to:
 - Annual open enrollment (if applicable).
 - Qualifying life events (marriage, birth, spousal job change).
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7. Payroll Deductions & Tax Compliance

- Mandatory payroll deductions apply to all salary and benefits-related payments, including:
 - Income tax
 - Canada Pension Plan (CPP)
 - Employment Insurance (EI)
 - Employees receiving taxable benefits will be issued the appropriate tax forms for reporting purposes.
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8. Policy Review & Updates

- The Executive Committee will review the benefits policy annually to ensure it remains competitive and sustainable.
- Adjustments to benefits will be made based on financial feasibility, employee needs, and industry standards.

NLLS Board Chair

Date