

<b>Manual:</b> Finance	<b>Subject:</b> Salaries, Wages and Employee Benefits
<b>Policy #:</b> 10	<b>Reviewed Date:</b> July 23, 2014
<b>Approved by:</b> Darlene Dale	<b>Next Review date:</b> May 10, 2024
<b>Original Date:</b> January 18, 2002	PAGE 1 of 2

## POLICY STATEMENT

Community Living Belleville and Area believes in paying its staff a fair and equitable salary and benefit package while at the same time maintaining financial stability for the agency as a whole.

## PROCEDURE

1. All rates of remuneration and employee benefits for management employees shall be reviewed annually by the Executive Director.
2. A committee of the Board of Governors shall review the annual remuneration package of the Executive Director.
3. All union contracts negotiated by the management of Community Living Belleville and Area shall be ratified by the Board of Governors.
4. All automatic bank debits for the disbursement of funds for payroll and/or employee benefit purposes shall be subsequently reviewed and approved by:
  - a. Director of Finance;
  - b. Director of Human Resources and Development; and
  - c. Executive Director.
5. Employees will normally be paid by direct deposit to the financial institution of the employee's choice. Employees may request a manual cheque where 8 hours or more of time worked are omitted from their normal pay.
6. All disbursements of funds via cheque must be processed in accordance with **Finance Policy #5** - Cheque Signing Authority and Cash Disbursements.
7. The term "perquisites", or "perks", refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others. A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job and will be approved only in limited and exceptional circumstances.

The following perquisites are not allowed under any circumstance:

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
- Seasons tickets to cultural or sporting events

- Clothing allowances not related to health and safety or special job requirements.
- Access to private health clinics – medical services outside those provided by the provincial health care system or by CLBA's group insured benefit plans.
- Professional advisory services for personal matters, such as tax or estate planning.

They cannot be provided by any means, including:

- An offer of employment letter, as a promise of a benefit,
- An employment contract, or
- A reimbursement of an expense.

Any perquisites must be approved by the Executive Director, except for perquisites for the Executive Director which must be approved by the Board, must be documented in writing and placed in the individual's personnel file for verification and audit purposes.

Summary information on allowed perquisites, but not personal information, will be posted on the Community Living Belleville and Area public web-site on an annual basis.