



**HR-11 BENEFITS FOR EXCLUDED EMPLOYEES
DIRECTOR OF HUMAN RESOURCES**

POLICY TITLE	HR-11 Benefits for Excluded Employees
POLICY HOLDER	Director, Human Resources
ORIGINAL DATE	October 17, 1992
REVIEW DATE	September 19, 2015
REVISED DATE	February 29, 2016
NEXT REVIEW	September, 2018

POLICY


The College will maintain and promote a competitive benefit package which includes but is not limited to the following components for its excluded managers and excluded confidential employees;

- Medical
- Yukon Travel Assistance
- Leaves
- Pension
- Other benefits to support employee wellness and development

Employee benefits are seen by the College as a significant component of the total compensation package which is designed to allow the college to attract and retain exemplary employees.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the *29* day of *February*, 2016.



President, Yukon College

February 29, 2016

Date

1.0 PURPOSE

To describe the breadth of benefits available to excluded managerial and excluded confidential employees. To identify where additional benefit information may be sought. The policy also identifies the committees which advise and recommend changes to the benefit programs.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

College Strategic Directions
Collective Agreement
HR-19 Excluded Management and Confidential Staff Compensation
Code of Conduct
Yukon Employment Standards Act

3.0 SCOPE

All excluded employees.

The College President negotiates his/her compensation and benefit package directly with the Board of Governors.

4.0 DEFINITIONS

Benefits: programs and initiatives, other than direct compensation, which may provide value to an employee during their employment with the college.

Excluded confidential employee: An employee who is not covered by a collective agreement and who, by the nature of their role, will have access to confidential college information including employee compensation, attendance, disciplinary and performance records or competitively sensitive proprietary information.

Excluded managerial employee: An employee who is not covered by a collective agreement and is responsible for areas where personal information or competitively sensitive information is managed.

5.0 PROCEDURES

Committees representing both unionised and excluded employees will provide guidance to the college in the development and transformation of new or existing programs related to Benefits, Pension, Training and

Development. A member of the Human Resources team will participate in each of these committees.

Executive management and confidential excluded employees shall be entitled to all benefits and levels contained in the current Benefits Policy.

Access to benefits vary according to the service being provided and the procedures prescribed by the service provider. For the most current access or interpretation please contact Human Resources Staff for assistance.

Vacation Leave carry-over of up to ten (10) days may be considered if the carryover is due to operational requirements. (See section 8 for details.)

A complete list of benefit programs is included in Section 8.0 Appendices.

6.0 PROBLEM SOLVING

Excluded confidential or managerial employees are encouraged to discuss benefit entitlements or issues with their immediate supervisor or their Human Resources Advisor.

7.0 FORMS

Application for Group Coverage

Application for Optional Group AD&D Coverage

Application for Optional Life Insurance & Good Health Questionnaire

Dental Claim form

Healthcare Expenses Statement

Plan Members Claim for Long Term Disability Benefits

Staff Development and Training Application Package (individual and group)

Yukon College Employees' Pension Plan Considerations for New Employees

Pension Plan Enrollment

8.0 APPENDICES

Medical:

- Extended Health and Vision Care 100% employer paid premiums*
- Dental Care 50% employer paid premiums*
- Long Term Disability Insurance 75% employer paid premiums *

- Life Insurance 4 times salary to a maximum of \$500,000 75% employer paid premiums *
 - Accidental Death and Dismemberment Insurance 4 times salary 100% employer paid premiums *
- *employer co-pay percentages and fees vary according to program and are subject to change based on claim experience.

Wellness:

- Yukon Travel Assistance: (see Collective Agreement)
- Employee Assistance Plan (see HR Policy 08)

Leaves:

- Vacations along with Management Travel and Management Personal leaves are required to be scheduled subject to the operational capacity of the work unit and taken in the current accrual year. Unused vacation accruals for that year will be paid out at the end of the fiscal year.
- The following procedures are enacted to address the unfunded liability of vacation carry-over in an orderly manner.
 - i. The total of hours carried over in vacation, management travel plus management personal leave accrued up to June 30, 2016, will be depleted by the lesser amount of the current balance or 10 days, each year, until the entire banked carry-over has been depleted. Any portion of the 10 days unused in that year will be paid out at the end of the fiscal year. If due to operational requirements, an excluded employee has been unable to take their full vacation entitlement plus management travel and personal leave entitlement for that year, up to ten (10) days carry-over may be approved by the Senior Executive Committee member that supervises that area. That carry-over will be used in the following year or be paid out at the end of that year in conjunction with any other unused vacation for that year.
 - b) For the last Pay Period in June, commencing 2017, the number of days being carried-over, not to exceed 10, must be communicated by the Senior Executive Committee member responsible for the area to the Human Resources Department by email to: late_leave@yukoncollege.yk.ca.

- Vacation entitlements are based on years of service;
 - 1 – 3 years employment; 20 days per year
 - 4 – 9 years employment; 25 days per year
 - 10 – 14 years employment; 30 days per year
 - 15 - 19 years employment; 35 days per year
 - 20 + years employment; 40 days per year
- Christmas Break (College Closed) no deduction from leave balance
- Court Leave (see Collective Agreement)
- Education Leave (see HR Policy 07)
- Excluded Management Personal Leave: 5 days, each year, in lieu of overtime (required to be taken in the year accrued or paid out at the end of the fiscal year)
- Excluded Management Travel Time: 3 days each year, in lieu of overtime (required to be taken in the accrual year or paid out at the end of the fiscal year)
- Excluded Confidential staff are entitled to overtime provisions (see Collective Agreement)
- Injury on Duty (see Collective Agreement)
- Long Service Vacation Leave (see Collective Agreement)
- Maternity, Parental, Adoption leave (see Collective Agreement)
- Prepaid Leave Plan (see HR Policy 23)
- Special Leaves: (see Collective Agreement)
- Sick Leave: (see Collective Agreement)
- Personal and Other Leaves Without Pay: up to one year maximum, subject to operational requirements. Must be approved by the applicable Senior Executive Committee member, with final approval by the Director HR.

Training and Development:

- Employee Staff Computer Purchase Plan (as per the Staff Computer Purchase Policy HR-09)
- Staff Training and Development Fund (see Collective Agreement)
- Tuition Reimbursement Program (see Collective Agreement)
- Entitlement to Courses at the College (see Collective Agreement)
- Entitlements of Children, Step-children and Spouses (see Collective Agreement)

Pension:

- RRSP college coordinated plan with Great West Life
- Yukon College Employees' Defined Benefit Pension Plan (a two (2) year waiting period required for eligibility. Employee may then "buy back" the waiting period time).

Severance on Resignation, Retirement, Layoff:

- Retirement Allowance: after 5 years of service, \$1,000 per year in a management position excluding any leaves without pay and deferred leaves, pro-rated for partial years.
- Resignation, Retirement or Death: for sick leave payouts and severance same as Collective Agreement, however, without a requirement for 5 years of service to be eligible.
- Layoff Entitlements for Excluded Management: 1 week notice (or pay in lieu of notice at the employer's discretion) for each year of employment in a senior management capacity and payout of accumulated vacation, personal, long service and travel time. Severance and payout of sick leave, same as Collective Agreement without requirement of 5 years of service for sick leave payout; plus after 5 years of satisfactory service, up to 1 year of outplacement counseling and assistance to a maximum cost of \$1,000.
- Layoff Entitlements for Confidential Excluded Staff: same as the Collective Agreement.

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Excluded Employee Benefits
 Number: HR-11
 Submitted by: Brian Bonia, Director Human Resources

List those consulted with in preparation of this policy:

Name	Department	Date
HR Advisors and Clerks	Human Resources	Sept 2015
Dir Finance	Financial Services	Sept 2015

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	September 23, 2015	December 2015	
All excluded Staff to be consulted on proposed changes.	December 2015	January 2016	An additional meeting which resulted in a carry-over provision.
SEC for Final Review	January 2016	February 2016	Multiple consultations