

SUBJECT: Employee Status and Benefits	POLICY NO: INT-19	LAST REVIEWED: August 2022
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

Employees are hired under a specific employment status and receive various benefits of employment based on their employment.

Purpose of This Policy

The purpose of this Policy is to:

- Categorize all status groups of employees
- Outline which benefits employees qualify for

Application of This Policy

This Policy applies to all full-time and part-time employees.

Only section 4.1 Parking Pass, and 1.1 Guidelines of this Policy and associated Procedures applies to Executives.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code*.

Related Documents and Legislation

N/A

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-04-30
- Amended 2019-09-09
- Amended 2021-02-15
- Amended 2022-01-31
- Amended 2022-05-02
- Amended 2022-08-21

DEFINITIONS

Sick Plan

The Sick Plan is a plan designed to provide employees with short-term financial protection against loss of wages due to illness. For greater clarity, the Sick Plan does not include coverage for long-term illness or disability protection.

Salaried Employees

Salaried Employees are employees who work an average of 40 hours per week, 52 weeks per year.

Full-Time Hourly Employees

Full-Time Employees are employees who work an average of 35 (or more) hours per week and are regularly scheduled to work full-time shifts.

Part-Time Hourly Employees

Part-Time Employees are employees who work less than 35 hours per week. A part-time employee who is asked to work more than the stipulated hours for a short period of time (due to business conditions and requirements) is still considered a part-time employee working excess hours on a temporary basis.

Casual Employees

Casual Employees are employees who work on an infrequent basis, with not set schedule or hours, being called in as required.

Employee Registered Pension Plan (RPP)

An Employee Register Pension Plan (or RPP) is a plan set up by an employer to provide retirement income to employees. The plan is registered with the Canada Revenue Agency (CRA) to provide tax advantages. Contributions made to an RPP are tax-deductible within certain limits. Investment income is not taxed until it is paid out of the RPP.

Primary Workplace

Every employee and Executive will be allocated a specific campus when hired or elected. This campus will become their primary workplace.

DUTIES AND RESPONSIBILITIES

Executive Director

The Executive Director is responsible for the interpretation and enforcement of this Policy. The Executive Director is also responsible for ensuring that employees have reasonable access and information about their benefits.

POLICY

1. Employees

1.1. Employee Status Groups

- a. Employees shall be categorized into one of the following Employee Status Groups:
 - i. Salaried Employees
 - ii. Full-Time Hourly Employees
 - iii. Part-Time Hourly Employees
 - iv. Casual Employees

2. Employee Health and Dental

2.1. Health and Dental Benefits for Salaried and Full-Time Hourly Employees

- a. The following benefits shall be considered as mandatory for all Salaried and Full-Time Hourly Employees:
 - i. Group Life.
 - ii. Long-Term Disability.
 - iii. Accidental Death and Dismemberment.
 - iv. Employee and Assistance Program (EAP)
- b. The waiting period for mandatory benefits shall be three months of employment as a Salaried or Full-Time Hourly Employee.
 - i. After three months, the employee will be registered in the mandatory portion of the benefits plan with a payment schedule as outlined in 2.1.e and 2.1.f below.

- c. The following benefits shall be considered as optional benefits for Salaried and Full-Time Hourly Employees:
 - i. Extended health and dental coverage
- d. The waiting period for optional benefits shall be three months of employment as a Salaried or Full-Time Hourly Employee.
- e. Upon registration into the benefits plan for Salaried and Full-Time Hourly Employees, BCITSA shall bear 50% of the costs for mandatory and optional benefits on behalf of the employee for the duration of one year. The employee will cover the remaining 50% of the cost during this time. This is regardless of when the employee registers on the plan and applicable to both benefits.
- f. After the completion of one year on the benefits program, BCITSA shall bear the full cost of the benefits program on behalf of the employee.
- g. Should an employee opt to enroll in the optional portion of the benefits plan during an open enrollment period and not during their initial registration, the BCITSA shall bear 50% of the costs for optional benefits on behalf of the employee for the duration of one year. The employee will cover the remaining 50% of the cost during this time.
 - i. After the completion of one year on the benefits program, BCITSA shall bear the full cost of the benefits program on behalf of the employee.

2.2. Health Benefits for Part-Time Employees

- a. The following benefits shall be considered as elective for Part-Time Hourly Employees working a minimum of 25 hours weekly and:
 - i. Extended health coverage
 - ii. Employee and Assistance Program (EAP)
- b. The waiting period for optional benefits shall be one year of employment as a Part-Time Hourly employee, working 25 hours weekly, and completing a minimum of 1000 hours in their first year of employment.

- c. After the completion of their first year of employment as a Part-Time Hourly Employee working a minimum 25 hours weekly and completing a minimum of 1000 hours in their first year of employment, BCITSA shall bear 50% of the costs for all health benefits on behalf of the employee for the duration of one year. The employee will cover the remaining 50% of the cost during this time.
- d. After the completion of one year on the benefits program, BCITSA shall bear the full cost of the benefits program on behalf of the employee.
- e. Dental benefits shall not be provided to Part-Time Hourly Employees.

2.3. Adding or Deleting Dependents from the Dental and/or Health Benefits

- a. Outside of their implementation date, all employees on the Dental and/or Health Benefits will only be allowed to join and/or add a spouse and/or dependents to their plan at specific times during the year.
 - i. Between the first week of January to the last working day of the month, to take effect on February 1st
 - ii. Between the first week of August to the last working day of the month, to take effect on September 1st
- b. Exception will be made for adding a dependent at birth or/adoption and/or removing a spouse and/or dependent due to divorce, separation, or death.
- c. Should an employee want to add a spouse and/or dependent during an open enrollment period, BCITSA shall bear 50% of the costs for the addition of these benefits on behalf of the employee for the duration of one year. The employee will cover the remaining 50% of the cost during this time.
 - i. After the completion of one year on the benefits program, BCITSA shall bear the full cost of the benefits program on behalf of the employee.

2.4. Benefits while on Leave of Absence

- a. Employees who receive paid benefits, taking a leave of absence without pay exceeding 20 business days (4 weeks), will have to **fully pay** for their plan while on leave.
- b. Employees who pay for 50% of their benefits, taking a leave of absence without pay exceeding 20 business days (4 weeks), will have to **fully pay** for their plan while on leave; their half and SA's half.

2.5. Benefits while on Medical Leave or Long-Term Disability (LTD)

- a. Employees who receive paid benefits and have been on a medical leave exceeding a period of two (2) years, will have to **fully pay** for their plan until their return to work.
- b. Employees who receive paid benefits and have been on Long Term Disability (LTD) up to their change of definition date with the benefits provider, two (2) years from the beginning of their LTD, will have to **fully pay** for their plan until their return to work.
- c. Employees in both (a) and (b) above may opt to cancel their benefits at the two (2) year period mark.

2.6. Sick Plan

- a. All Salaried and Full-Time Hourly employees shall be eligible for the Sick Plan.
 - i. An amount equivalent to 3% of the total regular pay including statutory holidays but excluding sick pay paid out shall be contributed to an employee's sick account.
 - ii. Salaried and Full-Time Hourly employees who no longer work a minimum of 35 hours per week, or otherwise become a Part-Time Employee, shall move into the Part-Time/Casual sick plan outlined below.
 - iii. There shall be no required waiting period for the Salaried and Full-Time Hourly sick plan.
- b. Part-Time Hourly and Casual Employees shall be eligible for the BCITSA sick plan as outlined below:

- i.** Part-Time Hourly and Casual employees will be eligible for 5 paid days of sick leave as per the Employment Standards Act ("ESA"), becoming eligible after 90 days of Employment.
- ii.** As per the ESA, these days can be taken within each calendar year and may not be carried over from year to year if left unused for the employment year.
- iii.** Payout for a sick day will be calculated based on a Part-Time Hourly or Casual employee's average day's pay. An average day's pay will be calculated using the following formula:

Total wages/number of days worked = average day's pay

- iv.** Total wages equal the total hours the employee worked for the last 30 days multiplied by their hourly wage.
 - v.** Calculations will be based on days worked during the 30 calendar days before the first day of the leave, inclusive of statutory holidays and paid sick days (overtime is not included).
- c.** Salaried and Full-Time Hourly employees will be given the option of a payout of any unused sick time within their bank that goes over twelve (12) days. The payout shall not exceed six (6) days. Employees may elect this option or keep the hours in their bank. The amount of the banked sick time shall be paid out in pay period #25 of a normal pay year (26 pay periods).
- d.** Employees leaving BCITSA
- e.** Employees who have more than five (5) years of continuous employment and permanently leave BCITSA shall be entitled to a payout of an amount equaling all accrued days that are in excess of six (6) days. For example, if an employee has fifteen (15) days banked, they are entitled to nine (9) days equivalent pay.

3. Pension Plan

3.1. Employee Registered Pension Plan (RPP)

- a.** Salaried or Full-Time Hourly Employees are eligible to join the Employee Registered Pension Plan after twelve (12) months of continuous employment.

- b.** Employees who are part of the Employee Registered Pension Plan shall put in 6% of gross earnings each pay period. BCITSA shall match the 6% contribution of the employee.
- c.** Pension contributions shall vest from the first contribution of the employee.
- d.** The Employee Registered Pension Plan shall be considered an elective benefit at the discretion of the individual employee.
- e.** Should an employee leave their position or otherwise cease their employment with BCITSA, they shall be eligible to receive 100% of the funds contributed to the Employee Registered Pension Plan and shall have 90 days to convert the funds to another locked in retirement account (LIRA).

4. Other Benefits

4.1. Parking Pass

- a.** Part-Time Employees shall be responsible for paying for their own parking passes. Parking passes are available for purchase at the BCIT Parking office and can be purchased up to three months at a time.
- b.** Salaried, and Full-Time Employees shall be eligible to request parking passes from their start date.
 - i.** Salaried, and Full-Time Hourly employees shall be eligible for a reimbursement of half the cost of a parking.
 - ii.** Until an employee can be added to the BCIT parking list, they will need to purchase a monthly parking pass from the BCIT parking office and will be reimbursed for half the cost once they submit their receipt and expense form to the Accounting department.
 - iii.** Parking cost will be determined according to their primary workplace.
- c.** Executives shall be eligible for a reimbursement of half of the cost of parking.
 - i.** Parking cost will be determined according to their primary

workplace.

- d.** If an employee is a full-time student at BCIT, they shall not be eligible for a parking pass through BCITSA.
- e.** Pricing for parking passes is determined by BCIT and any affiliated contractors and is subject to change.

PROCEDURE

1. Parking Pass Protocols

1.1. Guidelines

- a.** Parking hangers shall not be transferrable and shall not be used by individuals' other than the holder of the parking passes.
- b.** If an employee or Executive is found abusing the parking privilege (i.e., lending or sale of pass), they shall be asked to return their parking pass immediately.
- c.** If a parking ticket is issued in the process of abuse, the employee or Executive shall be fully responsible for the payment of the ticket.
- d.** Employees or Executive that are carpooling shall ensure that the parking pass shall only be used when they are present.
- e.** The parking hanger remains the property of BCIT, and any abuse of this privilege could lead to a permanent suspension of the benefits associated with having this pass.
- f.** Employees or Executive shall not tamper with, duplicate, photocopy, or reproduce any portion of the parking pass. Any attempt to do so shall be considered fraud and may have legal ramifications and/or a permanent suspension of the employee's parking privileges.