

EMPLOYEE BENEFITS, WELLNESS AND RECOGNITION

Policy Number:	14.124.01
Policy Review:	Every 3 Years or upon Legislative Change
Policy Owner (Dept.):	Human Resources
Reference(s):	Benefit provider contracts

1. PURPOSE OF POLICY

- 1.1. This policy defines employee status, outlines benefits offerings, eligibility criteria, participation requirements and cost share arrangements. Additionally, outlines wellness and recognition initiatives for City employees.

2. POLICY STATEMENT

- 2.1. The City acknowledges the importance and value of providing comparable, fair and sustainable Benefits, Wellness and Recognition programs for employees. As a component of the City’s compensation package, the benefits program is designed to address the greater needs of its employees by providing benefits and programs that are beneficial to their health and well-being.

3. APPLICABILITY

- 3.1. This policy applies to all City employees that meet the eligibility criteria as noted throughout the policy. In the event of a discrepancy between this policy and the benefit plan documents, the terms of the benefit plan documents shall prevail.
- 3.2. In the case of Lacombe Police Association employees where there exists a conflict or reference to any term or offering within this policy, the terms of the Lacombe Police Association collective agreement shall prevail.
- 3.3. This policy has limited application to the Lacombe Fire Department Paid On-Call Force.
- 3.4. This Policy comes into effect upon approval of Council.

4. NON-COMPLIANCE

- 4.1. Non-compliance with this policy may lead to a breach of contracts with benefit providers, and liability resulting from late or non-enrollment of employees in benefits and or pension plans.

5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **Casual Employee:** an employee working a variety of hours and shifts and normally scheduled based on operational requirements, programs, for relief purposes such as short term sick, vacation relief or during times of increased workload.
- 5.2. **Grant Employee:** an employee hired under the terms of a grant. Application of this policy will be limited for Grant Employees.
- 5.3. **Paid On-Call Fire Employee:** an employee accepted to the ranks of the Paid-On Call Force with Lacombe Fire Department.
- 5.4. **Permanent Full Time Employee:** an employee hired for an ongoing position, working full time hours (37.5 – or 40 hours per week), where there is no end date of employment.
- 5.5. **Permanent Part Time Employee:** an employee hired for an ongoing position, working regularly scheduled hours of less than full time hours per week, where there is no end date of employment.
- 5.6. **Probationary Employee:** a newly hired employee within their probationary period.
- 5.7. **Seasonal Employee:** an employee hired to work the regularly scheduled daily and weekly hours of work for a defined season. Seasonal positions have a specified term which ends automatically with no requirement for notice, payment in lieu of notice, or consideration of rehiring in subsequent seasons. Any extension of the term of the position must be in writing and mutually agreed by the City and the employee.
- 5.8. **Term Certain Employee:** an employee filling a position with an end date, - generally for a leave replacement or is project based. Term certain employees are entitled to limited offerings within this policy and entitlements are specifically referenced.

6. ROLES AND RESPONSIBILITIES

- 6.1. Council
 - 6.1.1. To consider and approve material changes to the terms of this policy save and except any legislated or regulatory changes.
- 6.2. Chief Administrative Officer
 - 6.2.1. To enter into agreements on behalf of the City with third party providers of benefits programs.
 - 6.2.2. To support compliance with the terms of this policy, guidelines and procedures.
 - 6.2.3. To promote employee wellness in the workplace.
 - 6.2.4. To encourage and provide recognition of staff at all levels within the City.
- 6.3. Directors

- 6.3.1. To support compliance with the terms of this policy, guidelines and procedures.
- 6.3.2. To promote employee wellness and work life balance in the workplace.
- 6.3.3. To encourage and provide recognition of staff within their departments.
- 6.4. Managers and Supervisors
 - 6.4.1. To support compliance with the terms of this policy, guidelines and procedures.
 - 6.4.2. To promote employee wellness and work life balance in the workplace.
 - 6.4.3. To encourage and provide recognition of staff within their departments.
- 6.5. Human Resources
 - 6.5.1. To administer the Employee Benefits, Wellness and Recognition programs for City employees.
 - 6.5.2. To provide information on employee benefits and wellness initiatives.
 - 6.5.3. To support wellness initiatives.
 - 6.5.4. To ensure competitiveness in benefit coverage and costs through regular marketing.
 - 6.5.5. Ensure this policy meets legislative standards.
- 6.6. Employee/s
 - 6.6.1. To comply with this policy.
 - 6.6.2. To access and avail themselves and their families of the opportunities and coverages provided for which they are eligible.

7. POLICY DETAILS

- 7.1. Group Benefits
 - 7.1.1. Eligibility
 - 7.1.1.1. All permanent full-time, permanent part-time and term certain employees (with a minimum one-year term) working a minimum of 18.75 hours per week are eligible for group health and dental benefits offered by the City upon commencement of employment.
 - 7.1.1.2. Term certain employees are not eligible for short term disability (STD), long term disability (LTD) benefits or eligible to participate in the Local Authorities Pension Plan (LAPP). Term certain employees (with a minimum one-year term) are eligible for the Sick Leave accrual plan in accordance with the Attendance & Leave Policy and guidelines.

7.1.2. Participation

7.1.2.1. All eligible permanent employees are required to participate in group life insurance, accidental death and dismemberment (AD&D), short term disability insurance (STD) and long-term disability insurance (LTD). Employees may opt out of extended health care and dental benefits if they have alternative coverage.

7.1.3. Contributions

7.1.3.1. Group, Dependent Life Insurance, and Accidental Death and Dismemberment

7.1.3.1.1. For permanent and term certain employees (with a minimum one-year term), working a minimum 18.75 hours per week, the City shall contribute 100% towards the total benefit premium costs.

7.1.3.2. Short Term Disability Insurance (STD)

7.1.3.2.1. For eligible permanent full-time and permanent part-time employees working a minimum 18.75 hours per week, the City shall contribute 100% towards the total benefit premium costs. The employee will receive these premium costs as a taxable benefit.

7.1.3.3. Long Term Disability Insurance (LTD)

7.1.3.3.1. For eligible permanent full-time and part-time employees working a minimum 18.75 hours per week, the employee shall contribute 100% towards the total benefit premium costs.

7.1.3.4. Extended Health and Dental Benefits

7.1.3.4.1. For eligible permanent full-time, permanent part-time and term certain employees (with a minimum one-year term), the City shall contribute 80% towards the total benefit premium costs. The employee shall contribute 20% towards the total benefit premium costs.

7.1.3.5. Employee and Spouse's Optional Life Insurance

7.1.3.5.1. For eligible permanent and term certain employees (with a minimum one-year term), working a minimum 18.75 hours per week, the employee shall contribute 100% towards the total benefit premium costs.

7.1.3.6. Other Optional Plans

7.1.3.6.1. In an ongoing effort to meet the changing needs of our employees, the City may from time to time offer optional insurance plans. Participation is voluntary, and the cost of any premiums shall be paid 100% by the employee.

7.2. Pension Plan(s)

7.2.1. Local Authorities Pension Plan (LAPP)

7.2.1.1. Eligible employees shall participate in the Local Authorities Pension Plan (LAPP), with contribution by the employee and the City determined in accordance with the provisions of the Plan. Enrollment in LAPP is mandatory for all eligible permanent employees working a minimum of 30 hours per week on an ongoing basis.

7.2.1.2. Registered Savings Plan (RSP): For permanent employees, including Rehired Retirees, working a minimum of 30 hours per week on an ongoing basis and not eligible to participate in LAPP, the City will contribute to the employee's RSP, an amount equal to what City's LAPP contributions would have been.

7.2.2. APEX Supplementary Pension Plan (APEX)

7.2.2.1. Management employees (CAO, Directors, Managers) may choose to participate in the APEX supplementary pension plan sponsored by the Alberta Urban Municipalities Association (AUMA) in accordance with the rules of the Plan.

7.2.3. Special Forces Pension Plan (SFPP)

7.2.3.1. Eligible employees of Lacombe Police Service shall participate in the Special Forces Pension Plan, with the contribution by the employee and the City determined in accordance with the provisions of the Plan.

7.3. Employee and Family Assistance Program (EFAP)

7.3.1. The City provides an Employee and Family Assistance Program (EFAP) for employees, Paid On-Call Firefighters and their families. The EFAP is provided through an independent third party and is a confidential service that offers assistance and provides confidential counseling services for all of life's challenges, including lifestyle coaching and counselling to assist with health, life balance and careers.

7.4. Wellness Spending Account

7.4.1. As part of the City's Health and Wellness program the City will reimburse permanent employees (except members covered by the Lacombe Police Association's collective agreement), once a calendar year, for participation in or

purchase of equipment for qualified sports, leisure or cultural activities and programs. The annual amount of reimbursement is set through the annual budget process.

7.5. Pool Pass

7.5.1. Employees and Paid On-Call Firefighters are eligible for an annual pool pass free of charge. Employees and Paid On-Call Firefighters wishing to upgrade to a family pass, shall pay the difference between an annual family pass and an annual single pass.

7.6. Impairment

7.6.1. The City of Lacombe recognizes the use of alcohol, prescription medication, drugs (legal or illicit) can adversely affect job performance, the work environment and the well-being of others. The City is committed to providing a safe and healthy workplace.

7.6.2. The City prohibits the use, possession, unauthorized distribution, offering or sale of legal or illicit drugs, unauthorized prescribed medicine, and alcoholic beverages while on City business, in City supplied vehicles, premises or worksites. From time to time the City may authorize or sponsor social events with valid liquor permits.

7.6.3. Employees taking prescription medication that impacts or has the likelihood of causing a level of impairment as a result of the prescribed medication, are required to advise their Manager/Supervisor. The Manager/Supervisor shall be responsible to temporarily reassign the employee or duties where the risk for injury or accident cannot be mitigated due to the impairment.

7.6.4. All employees are expected to:

7.6.4.1. Report to work fit for duty and remain fit for duty while on City business, premises and worksites.

7.6.4.2. Perform their job in a safe manner.

7.6.4.3. Report instances where it is believed a fellow worker may be impaired.

7.6.5. Employees are encouraged to seek assistance before their performance is negatively impacted by the use or abuse of drugs legal or illicit, or alcohol. Employees should know the City supports recovery, rehabilitation and return to work of employees who are, or become alcohol or drug dependent.

7.6.6. Access to confidential assessment, counseling, treatment and aftercare services is available to employees through the City's EFAP.

7.6.7. Leave to attend treatment programs will be supported and provided through the Attendance and Leave Policy.

7.7. Uniforms

- 7.7.1. Uniforms will be supplied when employees are required to perform a significant portion of their duties in public areas and uniforms are required to readily identify the staff as City representatives.
- 7.7.2. Employees in areas such as Fire Services, Enforcement, Parks and Recreation are required to comply with Departmental clothing/uniform provisions.
- 7.7.3. Should the clothing be mutilated, destroyed or damaged while on duty or from excessive wear beyond the employee's control, the same shall be replaced by the City after inspection and approval.
- 7.7.4. Minor repairs, such as missing buttons and miscellaneous stitching are the responsibility of the staff member who was issued the clothing.
- 7.7.5. Employees are responsible to ensure that all clothing/uniforms are maintained and presentable when reporting for work.
- 7.7.6. Any uniform/clothing or equipment issued by the City is to be used for City purposes only and will be replaced as required, subject to the condition and return of the item.

7.8. Footwear

- 7.8.1. In accordance with Occupational Health and Safety Regulations, employees may be required to wear C.S.A. approved protective footwear appropriate to the hazard and nature of the job being performed. When required to wear C.S.A. approved protective footwear:
 - 7.8.1.1. Employees will come prepared for work having appropriate C.S.A. approved footwear.
 - 7.8.1.2. Permanent employees (post probationary) may claim a total subsidy of up to \$150.00 per calendar year upon receipt of proof of purchase.
- 7.8.2. While lifeguarding, staff must wear appropriate non-slip footwear. Employees may apply for reimbursement once per calendar year upon receipt of proof of purchase. The annual amount of reimbursement is set through the annual budget process.

7.9. City Bucks

- 7.9.1. Eligible employees are provided with an annual City Bucks amount to be used towards purchasing City branded materials. The amount of the City Bucks perquisite is set through the annual budget process. Eligible employees include permanent employees and casual employees working a minimum of 15 hours per week over the course of the calendar year.

7.10. Employee Recognition

7.10.1. This program acknowledges and appreciates the special contributions that employees make to our City. It builds a sense of pride, accountability and ownership as well as promotes and celebrates a positive work culture that fosters employee involvement. Acknowledgement encourages dedication, communication, creativity, flexibility, engagement, leadership, risk taking and entrepreneurial spirit. While the City has developed more formal service awards, we continue to encourage other acknowledgements such as verbal praise, cards and notes.

7.10.2. Informal or Significant Life Event Recognition

7.10.2.1. The informal program acknowledges day to day accomplishments through gestures of appreciation, communication and feedback. It can be used every day by senior leadership, Managers, Supervisors and peers to acknowledge contribution of individuals, teams and work groups. Appreciation can include verbal acknowledgement, an email, card or some small tangible gift.

7.10.2.2. City departments receive an annual budget of \$50 per employee for the purposes of informal recognition.

7.10.3. Formal Recognition

7.10.3.1. Formal recognition is structured, scheduled activities or events with specific criteria to recognize employee contributions and achievements. The City demonstrates formal recognition through such programs as Long Service awards and Retirement gifts.

7.10.4. Long Service Program

7.10.4.1. Long Service Awards will be given to all employees and Paid On-Call Firefighters at the completion of each five-year interval of service.

7.10.4.2. Length of service for service recognition shall be based on calendar length of service with the City including temporary, casual, seasonal, volunteer, paid on-call and permanent service. Approved leaves of absence will be included in the calculation of length of service under this policy.

7.10.4.3. Awards will be presented at an annual City event to employees and Paid On-Call Firefighters completing their respective levels of service by December 31st of the current year.

7.10.4.4. Long Service Awards are as follows:

Years of Service	Gifts/Awards
5	Pin and \$100 gift certificate
10	\$100 value award and \$150 gift certificate
15	\$100 value award and \$200 gift certificate
20	\$100 value award and \$300 gift certificate
25	\$100 value award and \$400 gift certificate
30	\$100 value award and \$500 gift certificate
35+	\$100 value award and \$600 gift certificate

7.10.4.5. Retirement Gift

7.10.4.5.1. Employees with a minimum of five (5) years continuous service who retire from employment with the City will be recognized with a parting gift according to the following:

Years of Service	Gift
5+	\$100 gift
10+	\$150 gift
15+	\$200 gift
20+	\$250 gift
25+	\$300 gift
30+	\$350 gift
35+	\$400 gift

7.10.4.5.2. Upon retirement funds will be provided by the City to a maximum of \$400 to offset the costs of a retirement celebration.

8. END OF POLICY

Original Signed

Signature of Mayor

May 26, 2020

Date

Original Signed

Signature of CAO

May 26, 2020

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description

Review History

Date of Policy Owner's Review	Description/Action Taken or Required