

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Compensation & Benefits
<b>ORIGINAL DATE:</b> May 20, 1999	<b>POLICY AREA:</b> Compensation & Benefits
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-5.0
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB) will seek to retain its employees through a combination of working conditions, opportunities for advancement, recognition, and staff remuneration.

RRDSSAB will identify and record the employer costs of all employee benefits, paid on behalf of RRDSSAB employees, through the budgeting process.

## Procedure

1. Human Resources will ensure that each RRDSSAB employee is be provided with compensation, vacation and benefit information in writing, at the time of hire and as changes are implemented.
2. Employee's must complete appropriate forms and follow proper procedure, in order to secure time off from work.
3. Information on benefits provided through the benefit carrier is listed in the specific benefit carrier booklets and in relevant *Staff/Collective Agreements*. Employees who have a change of address, phone number or additions/deletions to their benefits must notify Human Resources as soon as is reasonably possible.
4. All employees will be paid on a bi-weekly basis, via direct deposit into a bank account of their choice.
5. Each employee will be provided with a detailed pay statement on a workday prior to the deposit which will include, at minimum, the following information:
  - a) pay period for which the wages are being paid;
  - b) wage rate;
  - c) gross amount of wages;
  - d) amount and purpose of each deduction\*; and
  - e) net amount of wages.

\*Only deductions required by law or court order or for which we have received written authorization from the employee will be deducted from an employee's earnings.

6. Employees who have a change of address, phone number or name change will notify Human Resources as is reasonably possible.
7. Employees wishing to change the bank account into which their deposit is made must provide a minimum of three weeks' notice of the change. In addition, it is strongly recommended that the employee leave both the old and new accounts open until the first deposit is made into the new account.
8. Where an employee terminates, all monies owing will be deposited into the employee's account either seven (7) days after the date of termination or on what would have been the employee's next regular pay day, whichever is later, per the *Employment Standards Act*.