

Lib-06-009

Section: Tofield Municipal Library Staff

Title: Employee Benefits

1. All qualifying employees are covered under the Workers' Compensation Act.
2. Health benefits will be offered to employee(s) as follows:
 - a. Extended Health Benefit Plan
 - i. Employees pay 30% and the library pays 70% of the benefit premium. Employees agree to have their portion deducted from their paycheck.
 - ii. Employees are responsible for ensuring contact information is up to date.
 - iii. Changes to participation in the program must be submitted in writing to the Library Manager.
 - b. Self-Directed Retirement Savings Plan
 - i. A Registered Retirement Savings Program is available after three months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date that regular employment started with the library board.
 - ii. The library shall contribute and match up to five percent (5%) of each employee's gross regular salary/wage. Contributions by both employee and employer shall be deposited monthly by the library into a registered retirement plan savings account through a Canadian financial institution.

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