

**COMMUNITY LIVING DURHAM NORTH**  
**EMPLOYEE BENEFITS**

Policy No: C-13 (Human Resources)

Effective Date: February 1, 2010

Rationale:

To help ensure that Community Living Durham North retains its status as a responsible corporate citizen and as an employer of choice.

Policy Statement:

CLDN will comply with all relevant legislation and provide its full time employees with a comprehensive benefit package. The benefits afforded to unionized employees are set out in the collective agreement. Regular non-unionized employees will generally receive benefits that equal or exceed those negotiated with our bargaining units.

However, managerial and administrative staff will only accrue vacation pay based upon their active full time employment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
for the Board of Directors

## COMMUNITY LIVING DURHAM NORTH

### EMPLOYEE BENEFITS

Procedure No: C-13-1  
**Employee Benefits**

Effective Date: October 31, 2010

- All full time employees are entitled to a benefit package that is periodically negotiated with the bargaining agent of our unionized staff. Currently, the package includes Health, Dental, LTD, Life Insurance, AD & D and Pension. Benefits take effect after three (3) months of employment.
- Employees will meet with Payroll (or designate) after they have been with the agency for two (2) months to complete all necessary enrolment forms and receive benefit booklets.
- All Employees of the agency will automatically be enrolled in the Group Health Plan even if they have coverage elsewhere as this benefit is 100% paid by the Employer. However, Dental is a shared cost so if an employee has dental coverage elsewhere, they may opt out of this benefit (providing proof of coverage).
- Although Vision Care is generally a component of Group Health plans, CLDN self-insures its Vision Care benefit. This simply means that the agency sets aside funds each month in order to cover the level of claims that we've come to expect. This is cheaper, and the risk is minimal because there is no possibility of catastrophic Vision Care claims. The amount of this benefit is stipulated in our Full Time collective agreement and eligible employees can submit claims on the agency's Expense Claim form (G-1).

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director