

POLICY 25-08

Employee Benefits

DATE OF ADOPTION:	June 24, 2025	MOTION NUMBER:	25/06/91
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To establish the way in which the Town of Vermilion provides fair and equitable compensation to Employee's as a means of attracting and retaining competent and qualified individuals.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Banked Time is earned time off in lieu of overtime pay.

Benefit Program is a plan by a third party on behalf of the Town that provides benefits to an Employee that are paid by the Employer and benefits to an Employee that are paid by the Employee, as per the terms of the benefit plan at the time of enrollment or as amended from time to time.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Casual Employee is an employee who is hired to work on a call basis and who is not scheduled.

Code is the Employment Standards Code in the Province of Alberta.

COLA is the Cost of Living Adjustment.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is a full-time permanent employee of the Town of Vermilion and does not include casual employees, temporary employees, part-time employees or seasonal employees.

Employer is the Town of Vermilion in the Province of Alberta.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Probationary Employee is an employee on a trial basis for a specified period of time as outlined in their offer of employment and/or employment contract.

Seasonal Employee is an employee who is hired on a seasonal basis with a pre-determined start date and end date.

Supervisor is the person who directly oversees a member of Administration.

Temporary Employee is an employee who is hired on a temporary basis for a full-time or part-time position for a specific job and period of time, or to temporary replace a full-time or part-time position that is vacant.

Town is the Town of Vermilion in the Province of Alberta.

SCOPE

This policy applies to all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Corporate Services
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- This policy hereby rescinds the Employment Compensation and Benefits Policy dated December 20, 2022 – Council resolution 22/12/111.
- **Salary Range**
 - Administration is responsible for establishing the salary grid using the budget figures as approved by Council.
 - The salary grid is categorized based on an Employee's position within the organization and is reflective of market conditions and similar/comparable roles from other Alberta municipalities.

- An Employee's salary will be provided upon hiring with due consideration given to the Employee's qualifications and work experience.
- Movement on the salary grid is based on overall performance as determined by the Employee's Supervisor through annual written performance evaluations. All movement on the salary grid is subject to final written approval by the CAO.
 - In the case of the CAO, the recommendation and approval is by Council.
- There is no guarantee that an Employee will automatically move up the rankings of the salary grid on an annual basis.
- In no circumstance will an Employee's salary exceed the salary grid, unless such increase is provided by way of COLA via Council motion.
- Employee's may appeal their ranking on the salary grid through their Supervisor to the CAO.
- Changes to salary ranges and other areas of compensation such as benefits will be surveyed annually by the Director of Corporate Services.
 - The survey shall examine the overall compensation provided to similar jobs of relatively equal responsibility in comparable municipalities. A recommendation for any changes shall be made to the CAO.

ELIGIBILITY

- Full-time permanent Employee's are entitled to participate in the Town's Benefit Program(s) as administered through Alberta Municipalities, Sunlife and the Local Authorities Pension Plan subject to the terms of those respective plans.
- The Town of Vermilion may also offer other Benefit Programs to Employee's, outside of those named above, which are subject to the terms of those respective plans.
- Eligibility to participate in the Town's Benefit Program(s) shall be outlined in an Employee's letter of offer and/or employment contract and is subject to the applicable payroll deductions.
- In the event of any dispute regarding entitlement to benefits to an Employee pursuant to the terms of a plan underwritten by the Town's benefit provider(s), such dispute is a dispute exclusively between the Employee and the provider.