

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-IV-2

Title:

Mandatory Benefits & Payroll Deductions

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Adopted: November 20, 2002

Reviewed: January 2019

Revised: October 15, 2008; December 2014;
March 2015

Policy

In accordance with Federal and Provincial legislation, the Board will make mandatory contributions to Canada Pension Plan, Employment Insurance, and the Employers' Health Tax. Employee contributions to CPP and EI will show as a deduction on the pay stub.

All employees shall be covered under the provisions of the Workers' Compensation Act during the performance of their regular duties. The premiums shall be paid by the Board.

Procedures

1. In accordance with federal law, the Board contributes on behalf of its employees toward the Canada Pension Plan (CPP) and to the Employment Insurance (EI) system of Human Resources Development Canada.
2. The Board shall contribute through an Employers' Health Tax to the Ontario Ministry of Finance, on behalf of its employees as required by current provincial legislation.
3. Deductions shall be made from each pay, where applicable, for Income tax, Employment Insurance and Canada Pension Plan, in accordance with government requirements and schedules.
4. An employee must report immediately to the CEO any injury sustained while at work.
5. Time absent due to injuries sustained on the job and covered by Workers' Compensation shall not be deducted from sick leave.