

REMUNERATION POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Remuneration Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	<i>N/A</i>
<i>Students</i>	<i>N/A</i>
<i>Curriculum</i>	<i>N/A</i>
Approval Date & Board Motion Number	1/26/2023 Motion#012-2023
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Previous Versions	Date initially approved: 3/8/2000 Date of last revision: 1/20/2023

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Kenjgewin Teg welcomes new employees and wants them to enjoy their work, receive good job satisfaction, and share in the rewards of a job well done. Overall procedures are required to ensure an orderly method for the overall benefit of all employees within the Organization.

2.0 Definitions

“remuneration” the act or fact of paying an equivalent to for a service, loss, or expense:
recompense, pay

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 The objective is to promote an understanding among staff and management as to the basis of remuneration.

Salaries

4.2 Salaries for permanent employees hired shall be approved by the Board of Directors and will commensurate with qualifications and experience.

4.3 All staff shall be paid on a bi-weekly basis, in accordance with the financial policy.

Salary increases and increments

4.4 After one year of employment will be based on the following.

- Availability and confirmation of funds;
- Recommendation by the President who shall establish the annual increase percentage rate.

4.5 The approved Job Classification System may be obtained through the Director of Human Resources for additional information and reference.

Minimum Wage

4.6 Kenjgewin Teg will comply with the general minimum wage rate established through the Employment Standards Act of Ontario.

Benefits

4.7 Kenjgewin Teg shall pay the approved employer share of all mandatory benefits required by law. The mandatory employee’s portion will be deducted from the employee’s bi-weekly payroll based on current Canada Revenue Agency rates.

4.8 Concluding a three-month waiting period, full-time employees working a minimum of 37.5 hours per week and part-time employees working a minimum of 21 hours per week, who are employed on a regular basis as part of operations, are required to participate with the group benefits program; exemption (waiving coverage) from the mandatory Health Services portion of the group benefits plan is only permitted upon proof of equivalent spousal or other coverage.

4.09 The Kenjgewin Teg approved group benefits program includes:

- A. Mandatory benefits as provided through Kenjgewin Teg’s approved benefits provider, with 50% of the cost of premiums being paid by Kenjgewin Teg, as per the following table:

BENEFIT PLANS	BENEFIT PREMIUMS
Basic Group Life Insurance	Paid 50% by the employer and 50% by the employee

Accidental Death & Dismemberment	
Health Services – Health & Dental	Paid 50% by the employer and 50% by the employee
Long Term Disability	Paid 50% by the employer and 50% by the employee

B. Optional Retirement Savings Plan, which is deducted at a percentage rate of gross earnings and an equivalent amount, is paid by Kenjgewin Teg to a maximum amount of 7%.

4.10 For employees that are certified teachers registered with the Ontario College of Teachers, Kenjgewin Teg shall pay the approved employer share of mandatory Ontario Teachers’ Pension Plan (OTPP). The mandatory employee’s portion will be deducted from the employee’s bi-weekly payroll effective as of the employment start date and will be in accordance with current OTPP rates.

Workplace Safety Insurance Board

4.11 Kenjgewin Teg staff are covered under the Workplace Safety Insurance Board.

4.12 In the event of an accident and an employee becomes injured while on duty, the supervisor must complete the accident report form as soon as possible and submit it to the Director of Finance or Director of Human Resources.

Severance Pay

4.13 Kenjgewin Teg shall pay a minimum severance pay an amount in accordance with Canada Labour Code.

Vacation Pay

4.14 Where an employee is terminated for any reason and he/she has accrued annual leave, the employee shall be paid an amount equal to the leave at their present normal rate of pay.

4.15 For new employees who work 12 months or less, they will be entitled to 6% vacation pay (in lieu of annual leave credits) during the time of employment.

4.16 The vacation pay earned in each pay period will be paid on the scheduled pay days bi-weekly for the first 12 months only.

4.17 After 12 months of employment, upon the employee’s anniversary date, employees begin receiving annual leave credits (advanced to them for the anniversary year) per the leave credit schedule as per the Staff Leave Policy, and will no longer receive vacation pay.

Bonuses

4.18 The President may recommend to the Board of Directors employee bonuses in consideration of exceptional work performance, special calls of duty or meritorious conduct on the part of the employee.

Acting Pay

4.19 When an employee is called upon to act in the place of a vacant position, and acting at full capacity, for a period exceeding ten consecutive working days, that employee may receive enhanced pay subject to the following conditions:

- A. Where the employee meets the basic qualifications for the supervisory position, i.e. certificates, licenses, diplomas, the employee may receive 100% of the rate of pay for the position.
- B. Where the employee does not meet the basic job qualifications, the employee will receive partial pay enhancement equal to half the difference in pay between the employee's regular rate of pay and the rate of pay for the position.
- C. Where an employee has been determined to be eligible, acting pay will commence on and from the 11th working day.
- D. The President will make determination of employee eligibility for either full or partial acting pay.
- E. When the employee who has been away from the position returns to their regular duties, the said employee who has been fulfilling the position will also return to their regular duties and regular pay scale.

Bonded

4.20 It shall be the responsibility of the Board of Directors with the recommendations of the President to determine if an employee should be bonded and the amount of the bond required.

4.21 Kenjgewin Teg will pay the premium for such a bond.

Travel Expenses

4.22 All overnight travel must be approved and authorized by the immediate supervisor.

4.23 A travel advance to cover costs of public transportation, meals and accommodation will be given to an employee travelling for business purposes.

4.24 Travel allowance shall be provided for all authorized travel in the following manner:

- A. Travel by public transportation must be made in the most direct route and only economy class shall apply unless otherwise approved by the immediate Supervisor.
- B. A record of destination, departure and arrival times, mileage covered must be submitted by all employees for all vehicles used on business.

- C. Mileage rates shall be reimbursed from the point of departure, usually from organization or residence, whichever is closer.
- D. Employees using their own vehicle on business, will be reimbursed according to mileage rates established by the most recent financial policy. The equivalent airfare shall be paid if the mileage exceeds the cost of airfare.
- E. Dispensing of travel claims must be made in consideration of cost effectiveness to the current budgets.
- F. New Travel rates may be reviewed by the Board on April 1 of each fiscal year.

4.25 In the event, changes to the schedule have been made, it is the responsibility of each individual employee to make the necessary changes or cancellations regarding any and all reservations, that are no longer required.

4.26 It is also the employee’s responsibility to make the necessary arrangement by the most economical means available at the time of booking.

Hospitality Expenses

4.27 Hospitality expenses (excluding alcohol) may only be extended upon prior approval of the President. Hospitality expenses are identified as business-related luncheons or dinners.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<p>Policy #4.0.1 Salaries Policy #4.0.2 Benefits Policy #4.0.3 Workplace Safety Insurance Board Policy #4.0.4 Severance Pay Policy #4.0.5 Vacation Pay</p>
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	Policy #4.0.6 Bonuses Policy #4.0.7 Acting Pay Policy #4.0.8 Bonded Policy #4.0.9 Travel Expenses Policy #4.0.10 Hospitality Expenses Kenjgewin Teg Financial Policy
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P4.0 Remuneration</i>
<p><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></p>	