

## EMPLOYEE BENEFITS POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 6, 2024

**Date of Most Recent Review/Revision:**

### **Related Policies, Procedures, and Documents:**

- Executive Limitation #2c – Compensation and Benefits
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### **1. Purpose**

- 1.1. This policy outlines the relevant additional employment benefit for eligible positions.

### **2. Definitions**

- 2.1. **Employee:** A paid worker of the Students' Union.
- 2.2. **“Eligible Employee”:** Indicates that an employee may or may not qualify for a benefit depending on the terms of their employment contract.
- 2.3. **Executive Leadership Team:** This employee group consists of the President and Chief Executive Officer, the Vice President positions, and the Associate Vice-President positions.

### **3. Jurisdiction/Scope**

- 3.1. This policy applies to all Students' Union employees.

### **4. Health and Dental**

- 4.1. Eligible employees are eligible for a group benefit plan, as outlined in their employment contract.
  - 4.1.1. Employees may waive coverage if they hold alternative coverage.
- 4.2. Retiree benefits are offered to eligible employees and are equivalent to the plan in place at the time of their requirement.
  - 4.2.1. Retiree benefits are subject to an annual cap.
- 4.3. Spousal coverage is offered for two years following the death of the plan holder.
- 4.4. Spousal or dependents may not be added to the plan after the employee has retired.

### **5. Pension and Registered Savings Plan**

- 5.1. Eligible employees may participate in the Students' Union group savings plan as outlined in their employment contract.

Employees Hired Prior to September 2008

- 5.2. Employees enrolled in the pension plan facilitated by Wilfrid Laurier University prior to September 2008 are eligible to continue participating in that program.

Employees Hired After September 2008

- 5.3. Eligible employees hired after September 2008 may enroll in a group Registered Savings Plan through the Royal Bank of Canada.
- 5.3.1. This Students' Union will match employee contributions up to a maximum of seven (7) percent of the employee's annual salary.
- 5.3.2. Employees may opt-in or opt-out of this plan at any time.

**6. Cell Phone Credit Program**

- 6.1. Eligible employees are entitled to a reimbursement for cell phone usage of up to sixty (60) dollars per month, unless otherwise stated in their employment contract.

**7. Parking**

- 7.1. Eligible employees will be provided with a Wilfrid Laurier University parking permit if available.
- 7.1.1. The conditions of the parking permit benefit are subject to change based on the terms of the Students' Union's Operating Procedures Agreement with Wilfrid Laurier University.

**8. Clothing Purchase Program**

- 8.1. Once per academic term employees are offered a reimbursement of up to seventy-five (75) percent of the cost of one (1) item of Students' Union-branded clothing, up to a maximum of sixty (60) dollars.
- 8.1.1. Clothing must be purchased through an organized staff clothing order or otherwise approved by an employee's supervisor.
- 8.1.2. Employees may pay their outstanding clothing purchase balance through a payroll deduction or e-transfer.

**9. Technology Purchase Program**

- 9.1. Employees are offered the opportunity to "rent to own" technology (e.g. computer) through a payroll deduction contract.
- 9.1.1. A payroll deduction contract shall not exceed thirty-nine (39) payments and must be approved by the employee's supervisor.
- 9.1.2. Any balance on the technology purchase must be paid in full at the end of the thirty-nine (39) payment period.
- 9.1.3. The technology purchase program is offered without any interest charges.
- 9.1.4. The technology will become the property of the employee only after it is paid in full.

## **10. Athletic Facility Membership**

- 10.1. Eligible employees may purchase access to Wilfrid Laurier University Athletics and Recreation Facilities at the same rate charged to university employees.
  - 10.1.1. The conditions of the athletic facility benefit are subject to change based on the terms of the Students' Union's Operating Procedures Agreement with Wilfrid Laurier University

## **11. Educational Assistance Programs**

### Coursework Educational Assistance for the Executive Leadership Team

- 11.1. The President is eligible to receive a reimbursement of up to six hundred (600) dollars per course for a maximum of two courses at Wilfrid Laurier University, unless otherwise approved by the Board of Directors.
- 11.2. Vice-Presidents are eligible to receive a reimbursement of up to six hundred (600) dollars per course for a maximum of two courses at Wilfrid Laurier University, unless otherwise approved by the President.
- 11.3. Associate Vice-Presidents are eligible to receive a reimbursement of up to 600 hundred dollars for a maximum of one (1) course at Wilfrid Laurier University, unless otherwise approved by the President.
- 11.4. Fifty (50) percent of the reimbursable tuition will be released upon proof of course payment.
- 11.5. The remaining fifty (50) percent of the reimbursable tuition will be released upon successful completion of the course requirements.
- 11.6. The reimbursable tuition amount does not include ancillary fees or other incidental costs associated with the courses.
- 11.7. The Executive Leadership Team member shall work with their supervisor to coordinate their course attendance and scheduled workday.

### Professional Development Educational Assistance for the Executive Leadership Team

- 11.8. The Executive Leadership Team is eligible to receive a reimbursement of up to six hundred (600) dollars for approved professional development opportunities.
- 11.9. The maximum number of professional development opportunities eligible for this assistance will be outlined in an employee's contract.

### Coursework Educational Assistance Program for Employees

- 11.10. Eligible employees are eligible to receive a reimbursement of eighty (80) percent for eligible tuition or course fees at Wilfrid Laurier University.
- 11.11. The number of courses eligible for reimbursement will be outlined in an employee's contract or otherwise approved by their supervisor and the Executive Director.
- 11.12. Forty (40) percent of the reimbursable tuition or course fee will be released upon proof of payment.
- 11.13. The remaining forty (40) percent of the reimbursable tuition or course fee will be released upon

successful completion of the course requirements.

- 11.14. The reimbursable tuition or course fee does not include any ancillary fees or other incidental costs associated with the course.
- 11.15. Employees must remain employed by the Students' Union for a minimum of twelve (12) months following the completion of the course to remain eligible for a reimbursement, unless otherwise approved by the Executive Director.
- 11.16. Employees will work with their supervisor to coordinate their course attendance and scheduled workday.

#### Professional Development Educational Assistance Program for Employees

- 11.17. Employees are eligible to receive a reimbursement of six hundred (600) dollars for approved professional development opportunities.
- 11.18. The maximum number of professional development opportunities eligible for this assistance will be outlined in the employee's contract, or otherwise approved by the Executive Director.

#### Employer Initiated Educational Assistance Program for Employees

- 11.19. The Students' Union will reimburse employees for any course, certificate, or license they are required to complete for their role.
- 11.20. Supervisors, in consultation with the Executive Director, will determine if an employee is required to complete a course, certificate, or license.

#### Dependent Tuition Program

- 11.21. An employee's dependent is eligible to receive a reimbursement of eighty (80) percent of undergraduate tuition, up to a maximum of six hundred (600) dollars per course at Wilfrid Laurier University.
  - 11.21.1. The Dependent Tuition Program can only be claimed by one employee parent.
  - 11.21.2. Eligible dependents must be under the age of twenty-four (24), and include an employee's child, stepchild, or common-law child.
  - 11.21.3. Forty (40) percent of the reimbursable tuition will be released upon proof of course payment.
  - 11.21.4. The remaining forty (40) percent of reimbursable tuition will be released upon successful completion of the course requirements.
  - 11.21.5. The reimbursable tuition amount does not include ancillary fees or other incidental costs associated with courses.
  - 11.21.6. The employee will be required to repay the initial forty (40) percent of reimbursable tuition if their dependent does not successfully complete the course requirements.
  - 11.21.7. In the event an employee voluntarily leaves the employment of the Students' Union within one (1) year of their dependent participating in the Dependent Tuition Program, the employee may be required to repay a portion of the benefit.