

		POLICY
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SECTION: HUMAN RESOURCES	NO: HR-BE-04
REFERENCE: BENEFITS	Date: May 11, 2020
	Next Review Date: May 2022

TITLE: Benefit Changes for Non Union Employees

1.0 Purpose

- 1.1 The purpose of this policy is to provide a process for benefit increases for all permanent non union employees.
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2.0 Minimum Parity

- 2.1 Where collective agreements reflect changes to benefits (increases in the areas of benefits, vacation entitlement, sick leave entitlement, etc.), it will be left to the discretion of the CAO to adopt the additional benefit(s) to all permanent non union employees.
- 2.2 The Manager of Human Resources shall make the necessary changes to all applicable policies as directed by the CAO.
- 2.3 All permanent non union employees will be advised accordingly by the Human Resources Department.
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3.0 Additional Benefits

- 3.1 Where further enhancements are recommended, the Manager of Human Resources shall prepare the necessary documents, comparisons, and reports, etc. and direct such matters to the CAO. The final recommendations will be brought forward to City Council for approval.

History			
Approval Date:	May 17, 2010	Approved by:	By-law 3774-2010
Review/Amendment Date:	April 1, 2014	Approved by:	CAO renamed to from HR-PE-03
Review/Amendment Date:	March 20, 2017	Approved by:	CAO
Review/Amendment Date:	June 22, 2020	Approved by:	By-Law 4743-2020

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