


Policy Title:	Payroll Policy	
Policy #	S - 2	
Effective Date		
Date Approved		

1.0 POLICY

The Village of Edgerton`s payroll policy establishes the villages commitment to open and transparent payroll practices that support the employee and the employer while ensuring the long-term viability of the village.

2.0 PURPOSE

The purpose of this policy is to establish clear guidelines for deductions, benefits, leaves, pay days, and pay equality.

3.0 DEFINITIONS

Benefits means non-wage compensation provided to employees in addition to their normal wages or salaries. Examples: group health benefits, retirement plans, paid vacation and sick leaves, flexible work arrangements, paid training, service recognition, etc.

Contract Employee A person hired for a short term with specific contract terms including start and end dates.

Pay Periods The dates on which the employee will be paid for hours worked.

Payroll Deductions means amounts collected from employees pay, which are required by legislation, court order, or agreed upon as a term of employment. This includes Canadian Pension Plan (CPP), Employment Insurance (EI), Provincial income tax, wage garnishee, and long-term disability.

4.0 SCOPE

This policy applies to all Village of Edgerton employees who will be receive compensation (pay) for work completed as an employee of the Village.

- 4.1 Reflects the Village of Edgerton commitment to transparency of compensation;
- 4.2 Applies to employees in a formal employment agreement, with the Village of Edgerton;
- 4.3 Ensures the legislative requirements are met to protect the employee and the Village of Edgerton;
- 4.4 Contract employees are exempt from this policy, with the exclusion of pay periods.

5.0 RESPONSIBILITIES

5.1 Council is responsible for:

- a) Ensuring a review of this policy once per council term.

5.2 The Chief Administrative Officer is responsible for:

- a) Administering the Village of Edgerton's payroll policy;
- b) ensuring appropriate administrative procedures are developed, approved, implemented, and monitored;
- c) implementing, monitoring, and evaluating this policy;
- d) ensuring TD 1 forms are updated annual.

6.0 PAYROLL DEDUCTIONS

6.1 Legislative deductions:

- a) Canada Pension Plan – updated each year in January;
- b) Canada Pension Plan 2 – when applicable;
- c) Provincial Income Tax - updated each year in January;
- d) Canadian Income Tax – updated each year in January;
- e) Long Term Disability – updated each year in January;
- f) Wage Garnishee (court ordered, Canada Revenue Agency, Maintenance Enforcement, etc.).

6.2 Optional deductions:

- a) Employees must opt into the programs;
- b) Employer matching RRSP (level are 3%, 5%, 7%);
- c) Increased tax deduction;
- d) Second employer tax deduction.

7.0 BENEFITS

7.1 Employer paid benefits:

- a) Life insurance – through ABmunis insurance program;
- b) Matching RRSP program up to 7% of gross income per year;
- c) Accidental Death and Dismemberment;
- d) Dental plan;
- e) Extended health care.

7.2 Employee paid benefits:

- a) Long term disability

8.0 PAY PERIODS

8.1 Dates of Pay

- a) 15 of the month;
 - 1) unless the 15 falls on a Saturday, Sunday, or Monday in which case payment will be made on Friday preceding.

b) Last working day of the Month.

This policy shall be in effect on the date it is approved by resolution of Council.

Date reviewed	Reviewed by	Roster of actions

Staff compensation policy comes into effect upon signing.

Mayor - Kaylan White

CAO - Nick Frank