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## Memorandum

TO: Council  
CC:  
DATE: May 2, 2018  
FROM: Mary-Anne Dempster, Director of Corporate Services  
SUBJECT: Employee Benefits Policy Scope Change

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The existing approved policy requires a change to the wording in section 1.2. The overall scope section states that the policy provides standard wording that the policy applies to all employees. However, there are sections that only apply to permanent full time staff. There are three changes required to ensure that the policy is consistent with current practice, table 1 identifies the required changes.

**Table 1**

Current wording	Change
Scope The Employee Benefits Policy applies to all City employees (including full time, part time, temporary, student and co-op placements), but shall not be taken to alter the terms of any Collective Agreement.	Scope The Employee Benefits Policy applies to all City employees (including full time, part time, temporary, student and co-op placements), <b><u>unless specifically noted otherwise,</u></b> but shall not be taken to alter the terms of any Collective Agreement.
Section 1.2 The City shall provide a comprehensive benefit plan covering life insurance, accident and disability insurances, health, drug and dental coverage, paramedical, travel plan and vision.	Section 1.2 The City shall provide <b><u>to all permanent full time employees</u></b> a comprehensive benefit plan covering life insurance, accident and disability insurances, health, drug and dental coverage, paramedical, travel plan and vision.
Section 1.3  The City shall provide an employee assistance program.	Section 1.3  The City shall provide <b><u>to all permanent full time employees</u></b> an employee assistance program.

**RESOLVED THAT** the memorandum from Mary-Anne Dempster dated May 2, 2018 regarding Employee Benefits Policy Scope Changes be received;

**THAT** Policy Number CP2016-007 Employee Benefits Policy be amended as follows:

Scope:

The Employee Benefits Policy applies to all City employees (including full time, part time, temporary, student and co-op placements), **unless specifically noted otherwise,** but shall not be taken to alter the terms of any Collective Agreement.

Section 1.2

The City shall provide **to all permanent full time employees** a comprehensive benefit plan covering life insurance, accident and disability insurances, health, drug and dental coverage, paramedical, travel plan and vision.

Section 1.3

The City shall provide **to all permanent full time employees** an employee assistance program.