



## **Terms and Conditions of Employment Policy**

**Last Revision: November 23, 2017**

The terms and conditions of employment for all employees of Family Service Toronto (FST) are set out in:

- The offer letter or employment contract
- FST policies, as amended from time to time
- For unionized employees, the *Collective Agreement*.

New employees will not begin work until the offer letter or employment contract is signed back and personal information required for payroll start-up has been received (such as SIN verification, banking information, TD1, TD1ON forms).

Employees are also subject to applicable legislation and other legal requirements of all relevant regulatory or certifying bodies/associations.

Employees who are required to hold a valid driver's license as a condition of employment will provide their supervisor with a copy of their license and insurance on their date of hire, and each January 1st thereafter. This information will be forwarded to the Human Resources Department and will be retained as part of the personnel file.

No employee shall have perquisites (e.g., fitness club memberships, tickets to cultural or sports events, clothing allowances) that are not related to business requirements.

### **Permanent Employees**

FST defines full time employment as 35 hours per week.

Permanent employees who work 24.5 hours per week or more are entitled to all benefits provided for in the FST Policy Manual (for management and excluded employees) or the Collective Agreement (for unionized employees).

Permanent employees who work 21 hours or more per week but less than 24.5 hours per week are entitled to all benefits, except they are not eligible for Long Term Disability.

Permanent employees who work less than 21 hours per week are not eligible for group insurance benefits.

Permanent employees who work less than full time are entitled to vacation, bonus time, sick leave, pension and other benefits on a pro-rated basis.

### **Temporary, Casual or Contract Employees**

For the purposes of entitlement to benefits, there are three types of temporary, casual or contract employees at FST:

- Fixed term contract – less than six months



- Fixed term contract – six months but less than a year
- Fixed term contract – one year or more

<b>Summary of Temporary, Casual or Contract Employees Terms and Conditions</b>			
<b>Benefit</b>	<b>&lt; 6 months</b>	<b>&gt; 6 months, &lt; 1 year</b>	<b>1 year or more</b>
<b>Group Insurance</b>	N/A	Entitled if work 21 hours a week or more (excluding LTD)	Entitled if work 21 hours a week or more (excluding LTD)
<b>LTD</b>	N/A	Entitled if work 24 hour a week or more (premium paid by employee)	Entitled if work 24 hour a week or more (premium paid by employee)
<b>Vacation</b>	4% vacation pay in lieu of time off	4% vacation pay in lieu of time off	Entitlement same as permanent employees
<b>Bonus Time</b>	N/A	Eligible	Entitlement same as permanent employees
<b>Sick Leave</b>	N/A	Eligible	Eligible
<b>Pension</b>	N/A	Eligible if employment is more than six (6) continuous calendar months with a minimum of 21 hours a week	Eligible
<b>Rate of Pay Based on FST Salary Scales</b>	Not required	Not required	Required

Contract employees for contracts of less than six months are not covered by the Collective Agreement. Contract employees for contracts in excess of six months are covered by the Collective Agreement, unless they are excluded due to the nature of the work.

## **SCOPE**

This policy applies to all FST employees.

## **PROCEDURES**

Human Resources and the Manager are responsible for educating employees about the terms and conditions of their employment as part of their orientation to the organization.