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	PAY	PO-HR-CORP-013	
		PAGE	REVISION DATE
		1 OF 6	5-SEP-2019

PAY

Approved by: CEDA Executive Team 5-Sept-2019

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1. Purpose

The Pay Policy (the “Policy”) has been developed to represent CEDA’s commitment to pay all employees accurately, in a timely manner and in accordance with relevant legislation, agreements and contracts of employment.

2. Scope

This policy is applicable to all CEDA employees.

3. Accountabilities

3.1 Corporate Payroll

- Will comply with all legislative requirements and employer responsibilities.
- Will calculate, deduct and remit all statutory payroll requirements in accordance with federal and state laws.
- Manage the payroll work flow to ensure efficient and timely payroll processing.
- Audit the entry of hours worked in the administrative system.
- Review completed payrolls.
- Act as a resource for employees and leaders when there is a question about pay discrepancies.

3.2 Leaders

- Supervisors are responsible for collecting, approving and submitting their employee’s time to payroll.
- Act as a resource for employees and payroll when there is a question about pay discrepancies.
- Understand, be familiar with, and comply with this policy.

3.3 Human Resources

- Responsible for assisting employees with completing all payroll or benefits forms and responding to questions about their employment records.
- Interfacing with payroll regarding employee payroll files.
- Upon receipt of appropriately authorized information, will update employee electronic human resources and payroll records in an accurate and timely manner.
- Promote all applicable legislative codes, regulations and practices/procedures.

3.4 Employees

- Understand, be familiar with, and comply with this policy.

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4. Definitions and Acronyms

CEDA means CEDA and its subsidiaries - all entities forming part of the CEDA group of companies.

EMPLOYEE means any person employed by CEDA on a permanent full or part-time basis.

LEADER means any person who has direct accountability for an employee or group of employees and may include, but is not limited to: service line manager, supervisor, site supervisor, foreman, etc.

OVERPAYMENT means a payment of wages that is greater than the amount earned.

PAY PERIOD means the week or two-week period, according to CEDA's payroll schedule for which employees receive earnings.

PAY DAY means the day, according to the payroll schedule, the payment is made to the employee for a specific pay period.

5. Policy

CEDA's payroll obligations will be met in accordance with the following:

- All payroll related payments will be made by direct deposit according to the approved annual payroll schedule.
- An annual schedule is published establishing payroll dates to ensure that pay is processed in a timely manner.
- Off cycle payments may only be made in extenuating circumstances with CEO, COO or CFO approval.
- Under no circumstance will advances on wages or loans to employees be made.
- New employees will not be entered into the HRIS/Payroll system until a completed new hire package has been received by the Employee Resource Center.

5.1 Payrolls

CEDA has established four payrolls geared to union, salaried and hourly-paid employees:

- The bi-weekly payrolls begin at 12:01 a.m. Sunday and runs fourteen (14) consecutive days.
- The salaried payroll begins at 12:01 a.m. on Thursday and runs fourteen (14) consecutive days.
- The weekly payroll begins at 12:01 a.m. Sunday and runs seven (7) consecutive days.

5.2 The Work Week

The standard work week in British Columbia and Ontario will mean the period between midnight on a Saturday and midnight on the following Saturday unless otherwise required by client agreements.

The standard work week in Alberta and Saskatchewan will mean the period between midnight on a Sunday and midnight on the following Sunday unless otherwise required by client agreements.

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5.3 Payroll Deductions

Statutory deductions required by law and deductions authorized by collective agreements, or as agreed to by the employee for items such as the group insurance program or the retirement savings plan, will be withheld from employee's earnings.

Wage garnishments are legal documents typically issued by Canada Revenue Agency, Family Maintenance Orders or Court Orders. CEDA must comply with garnishment orders and will begin deductions from employees, without notice, as soon as the documentation has been received.

5.4 Direct Deposit

Payments are issued to the designated financial account(s) on the scheduled pay date. Fund availability may vary by institution.

Changes to bank accounts for direct deposit can be submitted by email to erc@cedagroup.com at least seven (7) business days prior to pay day. For employee security, bank information will not be accepted over the telephone.

Employees can access direct deposit pay statements online through the payroll self-service software.

5.5 Retroactive Pay

When employees are promoted, reclassified, provided compensation changes and/or transfers the effective date of the change must be processed effective the beginning of the next pay period to avoid retroactive pay adjustments.

CEDA's intent is to ensure that employees receiving a compensation change will be paid at the new rate on the following payroll run, provided that all necessary documentation has been correctly completed and submitted for processing before the pay period cutoff date, according to CEDA's payroll schedule.

Any decision to backdate a change to compensation will require the approval of the CEO, COO or CFO at CEDA in advance of the offering, verbal or otherwise. HR must receive authorization prior to entering any retroactive payment for employees into the HRIS/Payroll system.

Retroactive salary adjustments, if approved, will be included in the employee's next regularly scheduled pay cheque.

5.6 Overpayments and Underpayments

Administrators, leaders and employees are all responsible for identifying overpayments and underpayments. If an error is discovered, the individual must immediately inform payroll. Payroll will calculate the amount of the overpayment or underpayment and notify HR.

Overpayment is a debt and must be repaid. In situations where an overpayment has occurred, the manager is to discuss the issue and the repayment options with the employee. Once an agreement is reached, a repayment schedule and authorization is to be provided to payroll.

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Payroll adjustments for underpayments will generally be processed during the next scheduled pay period. Due to the cost and complexity of running a payroll process, off cycle adjustments are rare and, based on the adjustment circumstance, may require the approval of the CEO, COO or CFO.

6. Confidentiality

All non-electronic employee payroll information will be kept in a locked facility to ensure the security of that information.

7. Supporting Documents

8. Interpretation and Updating

9. Revision Record

Revision Date	Section Affected	Changes Made

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