



Welcome to the Town of High Level. We look forward to enjoying a mutually satisfactory employment relationship with you during the upcoming years.

UPON COMPLETION OF YOUR 3 MONTH WAITING-PERIOD - Please take the opportunity to review your Employee benefits package (Sun Life Financial), including the EFAP (Employee & Family Assistance Program) as administered by www.shepellfgi.com

I am available to answer any questions you may have, either in person, by phone 821-4007, fax 926-2899, or e-mail kholditch@highlevel.ca

In addition to the benefits outlined in your package, the Town of High Level also provides the following:

- an **annual R.S.P.** contribution of 10% of your base salary
- an annual flat rate **Travel Benefit** (minimum \$1,000 – pro-rated if less than 12 months employment)
- for single employees (or those who opt-out of extended health care and/or dental due to spousal coverage) – the **differential premium** amount to your R.S.P.
- Health Spending account of \$500 per year

Another benefit is, as outlined in the Human Resource Policy, **Personal Days** (1.5 per month for sick or bereavement leave). Any Personal days not used each year are either paid out, or added to your vacation days, at half (i.e. 18 days not used will be paid out at $18 \times 0.5 = 9$ days x hourly wage). **Statutory Holidays** are also detailed in this policy, on page 12.

At this time, Town of High Level staff is not entitled to any discounts, in any of the Town owned facilities, for rental time or programs (i.e. swimming pool or arena). A **Health & Fitness Allowance** of \$300.00 per year, after 1yr of employment, is available upon submission of appropriate receipts. Personal Use of Town equipment is addressed on page 19 of your HR Policy.

Please note that all of our facilities, vehicles and workplace environments are Smoke-Free.

Welcome to our TEAM !!

Karen A. Holditch R.P.R.
Director, Human Resources