



EMPLOYMENT POLICY MANUAL

Subject: Payroll Deductions	Approval Date: February 17, 2015	By-Law No. 08-2015
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3.42 PAYROLL DEDUCTIONS

1. POLICY STATEMENT

The Municipality of Red Lake recognizes that from time to time our employees may require financial assistance in the form of a pay advance or loan due to financial necessity. The Municipality will try to work with employees during these times and may provide a pay advance and/or loan following approval, and subject to the terms and conditions of a written agreement.

2. GUIDELINES

2.1 The types of purchases/advances approved by the Municipality are divided into five types:

- A) Purchase of a computer, tablet computer, software, and accessories.
- B) Purchase of a Red Lake Golf Course Membership.
- C) Purchase of vehicle parts or accessories.
- D) Safety Equipment Purchases.
- E) An advance of pay in the case of financial need.

2.2 Before qualifying for any type of payroll deduction the employee must first submit the attached "Employee Payroll Deduction Application" through their supervisor and to the treasurer, for approval. Any applications that are not approved by the treasurer will not proceed to the deduction stage.

2.3 Any and all pay advances or employer purchased personal items are loans and must be repaid in full. The employees receiving the pay advance or Municipal purchased item will be financially responsible for the remuneration in full within a specific timeframe, as agreed upon within the loan agreement.

2.4 The Municipality will extend advances and purchases at 0% interest, however, it should be noted that these loans will remain subject to taxation.



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- 2.5 The Municipality will deduct a set amount of money each pay period from the employee's subsequent paychecks, until the balance owing is paid in full. The amount set for deductions will be agreed upon between the municipal representative and the employee.
- 2.6 In the event that the employment relation is severed for any reason before the remaining balance of the loan is repaid, then the amount owing will be deducted from any severance/notice payments, with any remainder being pursued through legal means if necessary.
- 2.7 This Policy applies to Permanent Full-time, Regular Part Time Employees and Members of Council.
- 2.8 The maximum amount of money owing at any given time from all sources of payroll deductions is not to exceed \$3000, including taxes.

APPENDIX "A"



Employee Payroll Deduction Application

Deduction Type

- Computer Purchase
- Vehicle Parts Purchase
- Employee Pay Advance
- Golf Membership Purchase
- Safety Equipment and Apparel

Personal Information

Last	First	MI		Birth Date	Email
Home Phone		Mobile Phone		Mailing Address	
Department			Position		

Loan Details

Total Amount of Loan Requested	Amount to be deducted from each Pay	Please round the requested loan amount DOWN to the closest \$10. Maximum of 24 months.
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Description of Items to be Purchased

Product Name and Description	Cost

By Signing This Document I confirm that I have received read and undersatnd the Payroll Deducations Policy and I that I am requesting to make a purchase of the above noted items in line with that policy.

Signature of Employee

Date

Signature of Supervisor

Date



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3. EMPLOYEE COMPUTER PURCHASE PLAN

3.1 OBJECTIVE

1. The Municipality of Red Lake offers employees the opportunity to improve their computer skills and knowledge by owning their own equipment. Through this loan plan, employees can purchase hardware and software using an interest-free loan paid back through payroll deduction.

3.2 PROCEDURE

1. Before purchasing the equipment, employees must present a completed and signed Employee Payroll Deduction Application form with details and costs of the equipment, to their supervisor, who will forward to the Treasurer for treasury and CAO approval.
2. If approved by the Treasurer and CAO, the employee will complete the purchase, themselves or through the IT department, and complete the loan agreement with their original receipts attached. The loan agreement will be signed by the treasurer and CAO and will be submitted to Payroll to be processed. Once processed, the loan will be paid to the employee through their next pay and deductions will begin immediately and follow on every pay until the full amount owing has been reimbursed.
3. Any items that do not meet the conditions below will not be approved for reimbursement. When all conditions are met, the loan will be processed via direct deposit on the next payroll.
4. To qualify for reimbursement the following conditions must be followed:
 - A) Maximum amount available for financing is \$3000.00 including HST.
 - B) Maximum financing period is twenty-four (24) months.
 - C) Maximum of one outstanding Computer Purchase at any time.



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- D) Purchase must include a computer (desktop, laptop, tablet), and may include other items such as software, monitors, or related accessories.
- E) The minimum deduction per pay period will be the greater of: \$50 or purchase price divided by 48.
- F) Other items such as TVs, iPods, Phones, Game Consoles, Cameras, etc... do not qualify for this program.
- G) Employees do not qualify for this program if the Computer Purchase Program loan would, in combination with any of the Golf Membership plan, Safety Equipment Plan, Vehicle Parts Plan, or Pay Advance Plan, exceeds \$3000.

5. NOTE: If your employment with the Municipality is terminated for any reason then the full balance owing will be payroll-deducted from your final pay. If there is still an outstanding balance then the remainder will be pursued through legal means if necessary.



**COMPUTER PURCHASE PLAN
LOAN AGREEMENT/PROMISSORY NOTE**

Employee Name:	Employee Number:
Total Amount: (attach original itemized receipt)	

1. I, _____, wish to participate in the Municipality of Red Lake “Employee Computer Purchase Program” and hereby authorize The Corporation of the Municipality of Red Lake to deduct \$_____ per pay until the balance owing is paid in full.

Deductions will begin on _____ and end once the entire amount has been repaid. I understand that if my employment with the Municipality is terminated for any reason prior to completing the repayments, the remaining debt will become due in full immediately and can be deducted from my last pay AND pursued through legal means if required.

2. The approved Employee Payroll Deduction Application Form is attached and hereto forms part of this agreement.

3. The Employee Computer Purchase Plan as set forth in the Payroll Deduction Policy is attached and hereto forms part of this agreement.

I confirm that I have received, read and understand the Payroll Deductions Policy.

Employee Signature _____ Date _____

Witness Signature _____ Date _____

Approvals

Supervisor _____

Treasurer _____

CAO _____



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4. EMPLOYEE GOLF MEMBERSHIP PURCHASE PLAN

4.1 OBJECTIVE

1. The Municipality of Red Lake offers employees the opportunity to improve their fitness, enjoy a great social outing and play Ontario's most northerly 18 hole golf course. Golf is one sport that can be played as a single, foursome or enjoyed by a family making it the ideal stress free activity. For those deciding to play the wonderful game golf, the Municipality offers a fantastic option to employees and their families by purchasing a payroll deduction-based a membership. Through this loan plan, employees can purchase memberships for themselves and their family utilizing an interest-free loan paid back through payroll deduction.

4.2 PROCEDURE

1. Before purchasing the membership, employees must present a completed and signed Employee Payroll Deduction Application form with the details and costs of the membership, to their supervisor, who will forward to the Treasurer for treasury and CAO approval.
2. If approved by the Treasurer and CAO the employee will may complete the purchase, themselves or through the Recreation Department, and complete the loan agreement with their original receipts attached. The loan agreement will be signed by the treasurer and CAO and will be submitted to Payroll to be processed. Once processed, the loan will be paid to the employee through their next pay and deductions will begin immediately and follow on every pay until the full amount owing has been reimbursed.
3. Any items that do not meet the conditions below will not be approved for reimbursement. When all conditions are met, the loan will be processed via direct deposit on the next payroll.
4. To qualify for reimbursement the following conditions must be followed:



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- A) The maximum amount available for financing is not to exceed the cost of a Family membership.
 - B) The term of the loan is to end on the second pay period of October of the year in which it was withdrawn.
 - C) Maximum of one transaction in any 12-month period.
 - D) Purchases must be listed under the annual membership fees of the Rates section of www.golfredlake.com.
 - E) The minimum deduction per pay period will be the greater of: \$50 or purchase price divided by the number of pay periods remaining before October of that year.
 - F) Golfing equipment does not qualify for this program.
 - G) Employees do not qualify for this program if the Golf Membership Purchase Program loan would, in combination with any of the Computer Purchase plan, Safety Equipment Plan, Vehicle Parts Plan, or Pay Advance Plan, exceeds \$3000.
5. NOTE: If your employment with the Municipality is terminated for any reason then the full balance owing will be payroll-deducted from your final pay. If there is still an outstanding balance then the remainder will be pursued through legal means if necessary.



**EMPLOYEE GOLF MEMBERSHIP PURCHASE PLAN
LOAN AGREEMENT/PROMISSORY NOTE**

Employee Name:	Employee Number:
Total Amount: (attach original itemized receipt)	

1. I, _____, wish to participate in the Municipality of Red Lake "Employee Golf Membership Purchase Plan" and hereby authorize The Corporation of the Municipality of Red Lake to deduct \$_____ per pay until the balance owing is paid in full.

Deductions will begin on _____ and end once the entire amount has been repaid. I understand that if my employment with the Municipality is terminated for any reason prior to completing the repayments, the remaining debt will become due in full immediately and can be deducted from my last pay AND pursued through legal means if required.

2. The approved Employee Payroll Deduction Application Form is attached and hereto forms part of this agreement.

3. The Employee Golf Membership Purchase Plan as set forth in the Payroll Deduction Policy is attached and hereto forms part of this agreement.

Employee Name: _____

Names of those on Membership: _____

Amount of Membership to be deducted: _____

To Account: 1-1-700-745

I confirm that I have received, read and understand the Payroll Deductions Policy.

Employee Signature _____

Date _____

Witness Signature _____

Date _____

Approvals

Supervisor _____

Treasurer _____

CAO _____



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5. EMPLOYEE VEHICLE PARTS PURCHASE PLAN

5.1 OBJECTIVE

1. The Municipality of Red Lake understands that motor transport is a necessity of life in Northern Ontario and also appreciates that repair and maintenance costs in rural areas can be prohibitively expensive. For that reason the Municipality offers to allow employees to purchase vehicle parts and equipment through the Municipality so that employees can purchase parts at the best available cost using an interest-free loan paid back through payroll deduction. The Municipality will inform the employee when the parts are received, but it is not responsible for delivery or assembly.

5.2 PROCEDURE

1. Before purchasing the equipment, employees must present a completed and signed Employee Payroll Deduction Application form with details and costs of the equipment, to their supervisor, who will forward to the Treasurer for treasury and CAO approval.
2. If approved by the Treasurer and CAO, the employee will complete the purchase, themselves or through the Operations department, and complete the loan agreement with their original receipts attached. The loan agreement will be signed by the treasurer and CAO and will be submitted to Payroll to be processed. Once processed, the loan will be paid to the employee through their next pay and deductions will begin immediately and follow on every pay until the full amount owing has been reimbursed.
3. Any items that do not meet the conditions below will not be approved for reimbursement. When all conditions are met, the loan will be processed via direct deposit on the next payroll.
4. To qualify for reimbursement the following conditions must be followed:
 - A) Maximum amount available for financing is \$3000.00 including HST.
 - B) Maximum financing period is twenty-four (24) months.



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- C) Maximum of one outstanding Vehicle Parts Purchase at any time.
 - D) Items not directly related to the operation of a commuting vehicle are not to be approved.
 - E) The minimum deduction per pay period will be the greater of: \$50 or purchase price divided by 48.
 - F) Employees do not qualify for this program if the Employee Vehicle Parts Purchase Program loan would, in combination with any of the Computer Purchase Plan, Golf Membership Plan, Safety Equipment Plan, or Pay Advance Plan, exceeds \$3000.
5. NOTE: If your employment with the Municipality is terminated for any reason then the full balance owing will be payroll-deducted from your final pay. If there is still an outstanding balance then the remainder will be pursued through legal means if necessary.



**EMPLOYEE VEHICLE PARTS PURCHASE PLAN
LOAN AGREEMENT/PROMISSORY NOTE**

Employee Name:	Employee Number:
Total Amount: (attach original itemized receipt)	

1. I, _____, wish to participate in the Municipality of Red Lake “Employee Vehicle Parts Purchase Program” and hereby authorize The Corporation of the Municipality of Red Lake to deduct \$_____ per pay until the balance owing is paid in full.

Deductions will begin on _____ and end once the entire amount has been repaid. I understand that if my employment with the Municipality is terminated for any reason prior to completing the repayments, the remaining debt will become due in full immediately and can be deducted from my last pay AND pursued through legal means if required.

2. The approved Employee Payroll Deduction Application Form is attached and hereto forms part of this agreement.

3. The Employee Vehicle Parts Purchase Plan as set forth in the Payroll Deduction Policy is attached and hereto forms part of this agreement.

I confirm that I have received, read and understand the Payroll Deductions Policy.

Employee Signature _____ Date _____

Witness Signature _____ Date _____

Approvals

Supervisor _____

Treasurer _____

CAO _____



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6. EMPLOYEE SAFETY EQUIPMENT AND APPAREL PURCHASE PLAN

6.1 OBJECTIVE

1. The Municipality of Red Lake offers employees the opportunity to buy several items of personal safety equipment (such as coveralls) as a payroll deduction. Furthermore the Municipality also offers employees a selection of Municipal apparel and promotional items that they may purchase through payroll deductions.

6.2 PROCEDURE

1. Before purchasing the equipment, employees must present a completed and signed Employee Payroll Deduction Application form with details and costs of the equipment, to their supervisor, who will forward to the Treasurer for treasury and CAO approval.
2. If approved by the Treasurer and CAO, the employee will complete the purchase, themselves or through their department, and complete the loan agreement with their original receipts attached. The loan agreement will be signed by the treasurer and CAO and will be submitted to Payroll to be processed. Once processed, the loan will be paid to the employee through their next pay and deductions will begin immediately and follow on every pay until the full amount owing has been reimbursed.
3. Any items that do not meet the conditions below will not be approved for reimbursement. When all conditions are met, the loan will be processed via direct deposit on the next payroll.
4. To qualify for reimbursement the following conditions must be followed:
 - A) Maximum amount available for financing is \$3000.00 including HST.
 - B) Maximum financing period is twenty-four (24) months.
 - C) Maximum of one outstanding Safety Equipment or Apparel Purchase at any time.



The Corporation of the Municipality of Red Lake

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- D) Items not directly related to on the job safety or Municipal Apparel will not be approved.
 - E) The minimum deduction per pay period will be the greater of: \$50 or purchase price divided by 48.
 - F) Employees do not qualify for this program if the Employee Safety Equipment and Apparel Program loan would, in combination with any of the Computer Purchase Plan, Golf Membership Plan, Vehicle Parts Purchase Plan, or Pay Advance Plan, exceeds \$3000.
5. NOTE: If your employment with the Municipality is terminated for any reason then the full balance owing will be payroll-deducted from your final pay. If there is still an outstanding balance then the remainder will be pursued through legal means if necessary.



**EMPLOYEE SAFETY EQUIPMENT AND APPAREL PURCHASE PLAN
LOAN AGREEMENT/PROMISSORY NOTE**

Employee Name:	Employee Number:
Total Amount: (attach original itemized receipt)	

1. I, _____, wish to participate in the Municipality of Red Lake “Employee Safety Equipment and Apparel Purchase Plan” and hereby authorize The Corporation of the Municipality of Red Lake to deduct \$_____ per pay until the balance owing is paid in full.

Deductions will begin on _____ and end once the entire amount has been repaid. I understand that if my employment with the Municipality is terminated for any reason prior to completing the repayments, the remaining debt will become due in full immediately and can be deducted from my last pay AND pursued through legal means if required.

2. The approved Employee Payroll Deduction Application Form is attached and hereto forms part of this agreement.

3. The Employee Safety Equipment and Apparel Purchase Plan as set forth in the Payroll Deduction Policy is attached and hereto forms part of this agreement.

I confirm that I have received, read and understand the Payroll Deductions Policy.

Employee Signature _____ Date _____

Witness Signature _____ Date _____

Approvals

Supervisor _____

Treasurer _____

CAO _____



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7. EMPLOYEE PAY ADVANCE PLAN

7.1 OBJECTIVE

1. The Municipality of Red Lake realizes that, from time to time, our employees may require financial assistance in the form of a pay advance due to financial necessity. The Municipality will try to work with our employees during these situations, and may provide a pay advance following approval, and subject to the terms and conditions of a written agreement.

7.2 PROCEDURE

1. The Municipality may provide a pay advance or loan, not to exceed \$3000, upon application and approval. The Municipality will consider length of service, job-performance and previous experience with Payroll Deductions Policy when approving a pay advance. The employee MUST demonstrate financial necessity in order to qualify for a pay advance.
2. Any and all pay advances made by the Municipality are loans, and must be repaid in full. The employee receiving the pay advance will be financially responsible for the remuneration in full within a specific timeframe, as agreed upon within the loan agreement.
3. The Municipality will extend pay advances at 0% interest, however, it should be noted that these advances will remain subject to taxation.
4. All monies paid to the employee for a pay advance MUST be returned to the Municipality through payroll deductions in no more than two pay periods or 31 days.
5. Before receiving a Pay Advance, employees must present a completed and signed Employee Payroll Deduction Application form with details of the advance, to their supervisor, who will forward to the Treasurer for treasury and CAO approval.



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6. If approved by the Treasurer and CAO the employee will complete the loan agreement. The loan agreement will be signed by the treasurer and CAO and will be submitted to Payroll to be processed. Once processed, the loan will be paid to the employee through their next pay and deductions will begin immediately and follow on every pay until the full amount owing has been reimbursed.
7. Any items that do not meet the conditions below will not be approved for reimbursement.
8. To qualify for reimbursement, the following conditions must be followed:
 - A) The maximum amount available for financing is not to exceed \$3000.
 - B) The maximum financing period is to be 1 months.
 - C) Maximum of one transaction in any 12-month period.
 - D) Financial need must be clearly demonstrated.
 - E) Employees do not qualify for this program if the Employee Pay Advance Plan loan would, in combination with any of the Computer Purchase Plan, Golf Membership plan, Vehicle Parts Purchase Plan, or Safety Apparel Plan, exceeds \$3000.
9. NOTE: If your employment with the Municipality is terminated for any reason then the full balance owing will be payroll-deducted from your final pay. If there is still an outstanding balance then the remainder will be pursued through legal means if necessary.



**EMPLOYEE PAY ADVANCE PLAN
LOAN AGREEMENT/PROMISSORY NOTE**

Employee Name:	Employee Number:
Total Amount: (attach original itemized receipt)	

1. I, _____, wish to participate in the Municipality of Red Lake "Pay Advance Plan" and hereby authorize The Corporation of the Municipality of Red Lake to deduct \$_____ per pay until the balance owing is paid in full.

Deductions will begin on _____ and end once the entire amount has been repaid. I understand that if my employment with the Municipality is terminated for any reason prior to completing the repayments, the remaining debt will become due in full immediately and can be deducted from my last pay AND pursued through legal means if required.

2. The approved Employee Payroll Deduction Application Form is attached and hereto forms part of this agreement.

3. The Employee Pay Advance Plan as set forth in the Payroll Deduction Policy is attached and hereto forms part of this agreement.

I confirm that I have received, read and understand the Payroll Deductions Policy.

Employee Signature _____ Date _____

Witness Signature _____ Date _____

Approvals

Supervisor _____

Treasurer _____

CAO _____