1.0 Purpose

The purpose of this procedure is to ensure that all staff are compensated on the basis of fair and competitive wages/salaries and cost-effective benefits.

2.0 Responsibility

This is a shared responsibility of the Head of HR, HR Manager and HR Administrator, who shall be responsible for ensuring that the procedures that follow are effectively carried out.

3.0 Procedures

3.1 Compensation/Payroll:

The Head of HR ensures that a competitive compensation system including salary scales reflects the conditions of the market established.

The CEO approves salary scales.

The HR Manager maintains and ensures that the appropriate salary scale is assigned to each job/position.

The Head of Finance ensures that department's budget includes appropriate provisions for salaries and salary adjustments.

The HR Director is responsible for preparing the payroll either semi-monthly or monthly through direct deposit. The following may be included in the compensation package:

➢ Base wages.
➢ Overtime.
➢ Premium Payments.
➢ Incremental Pay Increases.

3.2 Benefits:

The Head of HR ensures that the company offers a benefits package which is competitive within the local labor market, and which takes into account the need to maintain affordability within the organization's financial disposition.

HR Director is responsible for:

➤ Benefit administration (Enrollments, departures, etc.).

➤ Ensuring staff members are fully aware of the rights and obligations pertaining to benefits.

➤ Assisting staff members and answers benefit related queries.

4.1 Forms (to be updated with NCPL Insurance docs)

➤ CG Atlantic Link sent to employee to complete.

➤ CFAL Pension Plan Application Form *

➤ CFAL Change in Contribution Form *

➤ CFAL Termination of Benefits Form *

➤ CFAL Change in Beneficiary Form *

➤ CFAL Client Updates Form *

➤ CFAL Request for Withdrawal Form*

Forms used are from an external company. (CFAL)