

Title: Staff Allowances and Reimbursement

Policy No: 2020

Effective Date: October 11, 2023

Motion Number: 23.10.519

Supersedes Policy No: HU 12

Department: Human Resources

Review Date: October, 2026



Legal References:

Not applicable

Cross References:

Policy 1002 "Travel and Subsistence"
 Policy 02-18 "Reimbursement of Moving Expenses"
 Policy 02-17 "Employee Apprenticeships"
 Policy 02-16 "Staff Training and Professional Development"
 Policy 02-06 Criminal Record Check"
 Staff Agreement

Purpose: To establish criteria and guidelines for eligible Greenview Business expenses for which Employees may receive an allowance or reimbursement.

1. DEFINITIONS

- 1.1. **Employee** means all employees currently employed by Greenview, including but not limited to permanent, seasonal, casual, and temporary employees, students, and interns.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Greenview Business** activities intended to achieve the goals and objectives of Greenview.

2. POLICY STATEMENT

- 2.1. Greenview recognizes that some positions require Employees to incur expenses. Expenses shall be reimbursed as outlined in this policy. Any applicable taxes will be deducted as per Canada Revenue Agency guidelines.
- 2.2. Reimbursements and allowances will be processed through Accounts Payable or through Payroll, depending on the expense.
- 2.3. Sufficient funds are to be budgeted to offset all employment related expenses for which Employees may be reimbursed or receive an allowance.
- 2.4. Greenview will provide employment related reimbursements upon proof of purchase by the Employee.

3. PROCEDURE

3.1. Costs that are eligible for reimbursement:

- A) Greenview will reimburse the cost of a medical examination when a medical examination is required to obtain or maintain a Class 1 or Class 3 driver’s license. These expenses are covered by the Employee’s department.
- B) Greenview will reimburse an Employee for the cost of the driving test, knowledge test, and air brake endorsement assessments, to obtain or maintain a Class 1 or Class 3 driver’s license. These expenses are covered by the Employee’s department.
- C) Greenview will reimburse an Employee for the cost of medical documents required for Short Term Disability or Long-Term Disability applications. These expenses are covered by the Human Resources department.
- D) Employees are eligible to be reimbursed for the cost of safety footwear, as per the Staff Agreement. These reimbursements will be covered by the Employee’s department.
- E) Employees are eligible to be reimbursed for the cost of Criminal Record Checks and Vulnerable Sector Checks, as per Policy 02-06 “Criminal Record Check.” These expenses are covered by the Human Resources department.
- F) Greenview will reimburse Employees for membership fees for associations directly related to their job, as per Policy 02-16 “Staff Training and Professional Development.” These expenses are covered by the Employee’s department.
- G) Travel and meal reimbursements are captured in Policy 1002 “Travel and Subsistence.” These expenses are covered by the employee’s department.

3.2. Eligible allowances:

- A) Greenview will pay a set rate of \$25.00 per day to brushing crew Employees for the use of their chain and / or brush saws. Greenview shall supply gas and chains/blades for brushing crew Employees. If a brushing crew Employee prefers to use different chains or blades, they may do so at their own expense.
- B) Greenview will pay equipment operators who park Greenview equipment at their private residence a rate of \$100.00 per month for power supply. This allowance is only eligible from November 1st through March 31st as approved by the manager.
- C) Heavy Equipment Technicians and Heavy Equipment Technician Apprentices are eligible for a Mechanic’s Tool Allowance, as per the Staff Agreement.
- D) Allowances offered to apprentices are captured in Policy 02-17 “Employee Apprenticeships.”
- E) Information regarding Relocation Allowances is captured in Policy 02-18 “Reimbursement of Moving Expenses.” Relocation expenses are covered by the Human Resources department.

4. ROLES AND RESPONSIBILITIES

4.1. Employee Responsibilities:

- A) Keep track of eligible expenses, including receipts.
- B) Submit eligible expense claims to Supervisor/Manager to be paid through accounts payable.
- C) Submit eligible allowance on Timesheet that are paid through payroll.

4.2. Manager, Director, and CAO Responsibilities:

- A) Budget for anticipated allowance and reimbursement costs.
- B) Review and approve eligible expense claims and timesheets.
- C) Ensure new and current staff are receiving any applicable allowances to their position.