

8. **Payment of Wages**

(a) **Pay periods**

Employees will be paid twice a month (on the 15th and the last day of the month) by direct deposit according to the Society payroll schedule. The payroll schedule is available to all employees at their various program sites, and on the Spectrum website. Pay periods end on the 8th and 23rd of each month.

(b) **Submission of timesheets**

Time sheets must be submitted to payroll by the immediate supervisor by 10:00 a.m. on the dates specified on the payroll schedule. The supervisor is responsible for ensuring all employees working in their program are paid appropriately. Time sheets submitted after specific time and date will not be processed for that pay period. All questions and concerns regarding pay cheques shall be directed to payroll. All questions and concerns regarding time sheets shall be directed to the employee's immediate supervisor who will contact payroll if necessary.

Employees must sign the timesheet for all shifts worked in order to be paid for those shifts.

Any changes to an employee's payment method (cheque vs. direct deposit), RRSP contributions, or other special requests (eg. lump sum payout of accumulated vacation pay) must be communicated to payroll at least three business days before the end of the pay period. This information should be communicated via email to payroll@spectrumsociety.org.

(c) **Rates of pay**

Employees are paid in accordance with the Society's current pay scales.

Effective April 2024, the following pay scales are in effect:

Position	Start	1,500 hours	3,000 hours	4,500 hours
Asleep Night	19.50/hr	19.65/hr	19.80/hr	20.00/hr
Awake Night	21.45/hr	22.30/hr	23.15/hr	24.00/hr
CSW	26.00/hr	26.70/hr	27.40/hr	28.25/hr
Inclusion Plus Facilitator	28.80/hr	30.10/hr	31.60/hr	32.80/hr
Manager	33.15/hr	33.95/hr	34.75/hr	35.80/hr

i. **Key Worker Role (0.25/hour increase over CSW)**

This position has all the same responsibilities and requirements as the Community Support Worker. In addition, the Key Support Worker has particular responsibilities in relation to one or more individuals in the program which are outlined in the job description.

ii. Managers working line shifts

The Manager rate is intended for the admin / supervision portion of the Manager position and a limited number of line shifts as approved by the Coordinator for purposes of providing oversight to the staff team and effective program monitoring. The number of line shifts paid at the Manager rate will be determined based on the complexity of the program and individual support needs, but will generally not exceed the number of admin / supervision hours allotted, and will only apply to programs that are managed by that Manager. Managers may choose to work additional line hours, in programs they manage or in other Spectrum programs, but these will be paid at the CSW rate.

(d) Wage increments

Wage increments are granted according to the pay scale for each job classification, and after successful completion of the conditions of employment and a satisfactory evaluation. The Co-Directors shall review all rates of pay annually.

(e) Payroll Advances

Payroll advances are a short term solution to a financial emergency for Spectrum employees. They can provide a bridge for the employee to the next pay day when some unforeseen expense arises.

i. Any employee of the Society who has completed their 90 day probation period may get up to two payroll advances each calendar year.

ii. The advance must be deducted from the immediate following payroll.

iii. The advance must be for less than the expected net pay of the following payroll.

iv. Only two advances can be requested each calendar year.

(f) Time Bank

BC Employment Standards requires that employees be allowed to bank hours worked on holidays.

i. The time bank is for accumulation of extra hours that an employee works on holidays or as relief shifts. The time bank cannot be used for regularly scheduled shifts.

ii. The time bank has a cap of 120 hours. If the time bank has 120 hours in it, any hours requested to be banked will be paid out on the current payroll.

iii. The time bank hours accumulated in one year must be used by the end of the next year. Additional hours can be accumulated in the second year, and will be allowed to be carried over to the following year.

(g) Salary for Administrative Positions

For administrative positions where hours are more flexibly scheduled, employees will be paid by salary – a fixed monthly amount, paid half on the 15th and half on the last day of the month.

- i. Focus on accountability: Administrative positions will have job descriptions that define outcomes and deliverables for which the employee will stand accountable. Employees will be expected to schedule their work and manage their time so as to meet and maintain the requirements of the position.
- ii. Vacation time: Salaried employees will be entitled vacations according to the duration outlined in Personnel Policy #17 (Annual Vacations). Salaried employees will not accrue vacation pay, but rather vacations will be taken as paid time off.

Employees will schedule their vacation time with approval from their supervisor. The supervisor will approve any plans for backfilling hours for a salaried employee who is off on vacation.

Salaried employees will take their allotted vacation time in each calendar year, unless approved in writing by the supervisor or H/R.

- iii. Sick time: Salaried employees do not accrue sick time, but will be entitled to take time off when they are ill, within reason. On average, one day per month of paid time off for illness will be considered reasonable. If an employee has a significant illness, he or she should talk to the supervisor and, if needed, submit a request to H/R for additional time off. H/R will review the request with the employee and the supervisor and determine what options are available. The Society will make every reasonable effort to accommodate such requests.

The supervisor will monitor the sick time of salaried employees and approve any plans for backfilling hours for a salaried employee who is off ill.

- iv. Flexible time off: Salaried employees are responsible for managing their work week and will take time off to cover additional hours worked when it is appropriate. Generally such time off will be taken during the same pay period or the following pay period, and will not carry over beyond one month unless approved in writing by the supervisor or H/R. Salaried employees do not accrue hours or days in a time bank.