



PERSONAL ATTENDANT CARE INC.

1650 DUNDAS ST. E. SUITE 200

WHITBY, ON L1N 2K8

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Operational Procedure Number 6:22

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DEPARTMENT		Human Resources
SUBJECT		Paid Hours and Allowances
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER	<i>S. Carter</i>
EFFECTIVE DATE		September 2009
REVIEWED BY (Title & Signature)		Pamela DeRaaf, CHRP Human Resource Manager
REVIEW DATE		New

OPERATIONAL PROCEDURES

Preamble

Personal Attendant Care Inc. is in compliance with the Employment Standards Act and the Collective Agreement in payment of hours worked and appropriate and approved allowances.

Procedures

Paid Hours / Over Time

1. Personal Attendant Care Inc. will pay employees for the time spent performing their assigned duties as authorized by the Supervisor/Manager. Authorized hours are established on the employee schedule and/or employment contract.
2. Personal Attendant Care Inc. discourages overtime work out of consideration for the needs of employees to have sufficient relief and rest. However, it may occasionally be necessary for employees to work overtime.
3. Extra time and overtime **must be** approved by the Supervisor/Manager. Payment of overtime is in accordance with the Employment Standards Act.
4. The time scheduled and actual time used will be documented in the designated boxes on the "Payroll Chart".
5. All pay charts must be submitted to the office before 1300 hrs on the Monday prior to the Friday payroll deposit date. Pay charts received after this time will be marked late and will NOT be paid until the following pay period.
6. The Payroll Coordinator tracks receipt of payroll and the Supervisor/Manager then verifies and signs and returns to the Payroll Coordinator for payment.

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Seniority

1. One year seniority equals every eighteen hundred twenty (1820) hours worked.
2. Temporary employees hired under government assisted programs, educational programs, or other organizations:
 - Will not accumulate hours of work unless they are employed as a regular employee.
 - Hours of work will commence to accumulate at the hire date as a regular employee.
 - There will be no retroactive hours of work.
3. Human Resources Department is responsible to track and post seniority hours (only post for unionized employees.)
4. Seniority hours continue to accumulate for Workers Safety Insurance Board and Maternity leave.
5. If an employee resigns, accumulated seniority will be null and void. If re-employed no seniority hours will be retroactive.
6. If an employee is promoted to another position accumulated seniority will remain the same and carried over to new position; unless otherwise specified under revised contract.

Claiming Mileage

Compensation is provided to employees required to utilize their vehicle for Personal Attendant Care Inc.'s business to cover the cost of fuel and vehicle operation.

1. Document your kilometers on the payroll chart.
2. Document the kilometer usage by rounding the number down or up, for example if you travel:
 - Between 3.1 and 3.4 kilometers, then claim 3.0 kilometers
 - Between 3.5 and 3.9 kilometers, then claim 4.0 kilometers
3. Take the most direct route from client to client. Utilizing Map Quest is advised.

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4. Unionized and Administrative employees are to follow guidelines set out in the Collective Agreement for claiming mileage.
5. Any employee living outside of the Durham Region will start clocking kilometers at the Durham Region borderline.
6. If an employee moves away from their home, into another area of the Durham Region and wishes to keep their consistent clients, they must start clocking the kilometers in the town that their clients live in; only upon authorization from the Human Resource Manager.

Audit and Review

All expense and payroll claims are subject to audit and review. Discrepancies may result in restitution and disciplinary action.

Attached Forms

- Payroll Chart 6(u)
- Payroll Mileage/Audit 6.1(b)
- Restitution Schedule 6.1(c)