

Benefits and Corporate Policies

Employee Benefits

Commercial Truck Equipment offers a highly competitive package of benefits and incentives for all full-time employees. The following is only a brief summary, please contact the HR department or ask your supervisor for further details.

Extended Medical, Dental and Disability

Commercial Truck Equipment offers extended health coverage and insurance to all full-time employees, including: extended medical coverage (including travel insurance), dental coverage, short-term disability, long-term disability, paramedical coverage, vision coverage and life insurance. Employees are required to contribute an amount towards the cost of extended benefits every pay period.

- Eligibly occurs after 3 months of full-time employment, further details will be provided at time of enrollment
- Commercial Truck Equipment will also pay 50% of MSP premiums in BC and Quebec and required OHIP premiums in Ontario

* There are no government healthcare premiums in Alberta, Saskatchewan or Manitoba

- Commercial will cease to pay for extended benefits and provincial health premiums if an employee has been receiving WCB or long-term disability for one year or more. Benefits will be terminated one year from the date of disability.
- All employees will be responsible for their extended benefits and provincial health premiums while on any type of leave of absence, for example: WCB, STD, LTD, Maternity Leave, Apprenticeship Training etc.

Company Sponsored RRSP Plan

Commercial Truck Equipment's company sponsored RRSP plan will match employee contributions made up to 3% of earnings as follows:

- Employee contributions of 3% will be matched by the company at 2% after two years of employment
- Employee contributions of 3% will be matched by the company at 3% after three years of participation with 2% matching
- The plan is an unlocked registered retirement savings plan (RRSP) administered by Sun Life Financial and managed by the employee
- Employee contributions are tax deductible

Vacation Pay

Commercial Truck Equipment offers competitive vacation pay to all full-time employees.

- After 1 year of employment: 2 weeks paid vacation
- After 3 years of employment: 3 weeks paid vacation
- After 10 years of employment: 4 weeks paid vacation
- After 20 years of employment: 5 weeks paid vacation

Providing Expert Truck Equipment Solutions Across Canada

www.comtruck.ca

Delta (HO)	604 526 6126	Edmonton	780 468 5151	Woodstock	519 421 4488
Surrey	604 888 0513	Regina	306 721 9575	Quebec	418 653 0000
Calgary	403 253 6421	Winnipeg	204 294 0601		

Employees must take their vacation time during the year. Up to one week of vacation can be carried over to the first quarter of the following calendar year.

Profit Share

Depending on company profitability and at the discretion of management, profit sharing will be paid out to all eligible employees soon after the completion of our fiscal year (approximately June).

In order to be eligible you must be a full-time Commercial Truck Equipment employee for one complete year from your employment start date. During the second year of full-time employment you will qualify for a pro-rated portion of the yearly profit share based on your employment start date.

Example: If your start date was January 22, 2014 for the fiscal year ending May 30, 2015, you would be entitled to 4/12 of a share.

If an eligible employee misses 3 or more days in one month for any reason other than vacation or bereavement they will not qualify to receive the profit share for that particular month.

Annual Hockey Pool Competition

Commercial runs an annual fantasy hockey pool with a prize to the top three participants.

For the 2013/2014 year the top prize is a \$1,000.00 gift card of the employee's choice. Second prize is a premier player team jersey for your home team and third prize is a paid vacation day on the employee's birthday.

Other Benefits

- In addition to all statutory holidays, Commercial provides boxing-day off as a paid holiday for all employees
- To the greatest extent possible each branch hosts an annual summer barbecue and Christmas celebration for all employees

General Corporate Policies

Commercial Truck Equipment has several corporate wide policies. This list is a non-exhaustive supplement to local policies and procedures at the branch level.

Boot Reimbursement

For shop employees, the company will reimburse 100% of certified safety boots to a max of \$85 per year.

Tool Reimbursement

At the discretion of the branch, the company will reimburse 50% of tools required for work up to a maximum benefit of \$200 per year. This must be pre-approved by the employees' supervisor.

Personal Vehicle Usage Reimbursement

If an employee needs to use their own vehicle for company business, please let your supervisor know beforehand. The current automobile reimbursement rates are:

-53 cents per kilometer for the first 5,000 kilometers

-47 cents per kilometer thereafter

Please remember to keep a log and claim the reimbursement with the correct forms.

Sick Days

If an employee is ill, it is understood that individual may not be able to attend work. However, Commercial does not provide formal paid “sick days” as we believe this encourages absenteeism and results in an unfair allocation of work to others.

An employee who is absent for reasons outside of pre-arranged vacation or management approved absence will be deemed to have missed time from work. Hourly employees are not paid for missed time; however, they are permitted to make up for this with approved overtime.

Salaried employees will be paid for an absence (max 2 days without management approval), however, they are *required* to make up the lost time – if this time is not made up, there will be an adjustment to pay with no opportunity to recover earnings.

Commercial will always work with employees to ensure any personal issues are met with reasonable accommodation. Speak with your supervisor if there are issues that may lead to an absence and they will offer any help they can. However, please be aware that chronic or unexplained absenteeism will be logged and may lead to disciplinary action.

Employee Purchases

-Employees may purchase items from the company on an occasional basis

-The price will be cost + 10%

-All purchases are C.O.D.

Employees Working in Shop

Employees are not permitted to work on personal projects on company property without exception. There is no workers compensation coverage for employees working on non-business projects in the shop. Workers compensation protects both the individual and the company from legal action.

Employees Using a Company Vehicle

All employees who use a company vehicle are responsible for any tickets or fines issued while driving the vehicle and any damages to the vehicle due to recklessness. If the vehicle is in the primary care of the employee the employee is responsible for properly maintaining the vehicle as well.