

# TOWN OF MULGRAVE POLICY AND PROCEDURES MANUAL

## SECTION B: Finance and Administration

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### B-21 Record of Employment Policy

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Category:	Finance and Administration
Policy Number:	B-21
Effective Date:	May 8, 2012
Approval by Council:	May 7, 2012
Supersedes:	N/A
Amended:	N/A

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#### Title:

1. This Policy is entitled the “*Record of Employment Policy*”.

#### Interpretation

2. The Town of Mulgrave is required, under the *Employment Insurance Act* of the Government of Canada, to provide employees with a “Record of Employment (ROE)” whenever there is an interruption of earnings.
3. Records of Employment are produced by the Ceridian Canada payroll system used by the Town, with input from the Administrative Assistant who is responsible for the Town’s payroll activities.
4. Data concerning the employee’s earnings and insurable earnings are generated by the Ceridian system based on payroll history, and are verified by the Administrative Assistant.
5. Several pieces of data are generated by the Administrative Assistant and are entered into the Ceridian system. These include:
  - a. First day worked and last day worked
  - b. Expected date of recall
  - c. Reason for issuing the Record of Employment
6. After all of the data is entered and the Record of Employment is complete, a copy is printed and given to the Finance Officer or, in her absence, the Chief Administrative Officer for review and initialing.
7. After the Record of Employment has been initialed, the Administrative Assistant releases it on the Ceridian system for submission to Service Canada and a copy is printed for the employee.
8. The initialed copy is kept in the Town files.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider: April 16, 2012

Date of Passage of Current Policy: May 7, 2012

I certify that this *Record of Employment* was adopted by Council as indicated above.

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**Municipal Clerk**

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**Date**