

## **Windshield Replacement Benefit:**

<b>Date Approved by Board:</b>	Rev 0 – 2011.11.17	<b>Resolution No.:</b>	11-113
	Rev 1 – 2015.03.19		15-035
	Rev 2 – 2015.08.20		15-041
	Rev 3 – 2017.01.26		17-006
<b>Lead Role:</b>	GM	<b>Replaces:</b>	N/A
<b>Last Review Date:</b>	2016.02.01	<b>Next Review Date:</b>	2019.01.26

## **Policy Statement:**

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Beaver Municipal Solutions (BMS) promotes the health, safety and environment. Cracked windshields are a safety hazard. The windshield replacement benefit is intended to reimburse employees for cracked windshields to promote safety awareness and practices on their daily commute to and from work.

## **Guidelines**

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### Eligibility

1. All regular employees as defined in the Employee Handbook (Section 18).
2. All permanent part time employees.

### Calculation

1. The windshield replacement benefit is based on actual cost of replacement, subject to a maximum limit.
2. The maximum limit is \$300 per calendar year.
3. Unused benefits expire at the end of the calendar year.
4. For eligible permanent part time employees, the benefit amount will be pro-rated based on the number of hours worked.
5. Probationary employees will be entitled to this benefit after regularization, unless otherwise noted in the employment agreement.

### Coverage

1. Reimbursement of cracked windshield or side windows is based on actual receipts, subject to the maximum limit.
2. Chip repairs are allowed but deducted from the total benefit.
3. Vehicles must be registered under employee's name and be the employees regular commuting vehicle
4. Vehicles include cars, SUVs/CUVs, pickup trucks and motorcycles.
5. Proof that a BMS truck caused the damage is not required due to practicality.

### Exclusions

1. Claims without original receipts will not be paid.
2. Vehicles not registered under the employee's name are not covered.
3. Leisure vehicles are not covered.
4. Recreational vehicles, boats, snowmobiles etc are not covered.
5. Employees who have BMS vehicles for personal use are not entitled to further windshield benefits as the BMS truck windshields are already covered under repairs and maintenance.

### Implementation

1. Employees must fill out a windshield authorization form.
2. The employee can either arrange to have windshield fixed by BP Glass in Tofield (who will bill BMS directly) or complete an expense claim with original receipts and submit the same to Payroll.
3. Claims will be processed on the next scheduled EFT run by Finance.
4. Windshield replacement benefit is non-taxable.