SUSSEX POLICY

Subject	Number
WORKPLACE UTILITY DEDUCTION POLICY	P-14
Date May 15, 2023	**Approved by** COUNCIL [X] OTHER(S) [ ] **Date** February 16, 2015
Signature	**Date of Revision** May 03, 2023
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General

1. This policy is entitled "Workplace Utility Deduction Policy"
2. This policy shall apply to all full-time employees of the town of Sussex.
3. For the purpose of this policy an elected Councillor or Mayor shall be considered an employee.
4. This policy shall be administered by Town Administration – Finance Department.

Purpose

Sussex is committed to providing an orderly payment system for all employees to enable a payroll deduction pursuant to the Municipal By-laws related to utility fees charged by Sussex as amended by Council from time to time and shall be inclusive of any discounts if payments to each employee's accounts are current and not in arrears.

This policy is designed to provide an orderly payment method through payroll deduction for the utility fees charged to each employee's primary residence connected to the Sussex Municipal Water and / or the Sussex Municipal Sanitary Sewer System.

Objectives

The objectives of this program include:

- orderly payment method through payroll deduction for the utility fees charged to each employee's primary residence connected to the Sussex Municipal Water and / or the Sussex Municipal Sanitary Sewer System.
- This Policy provides each employee a method / system to pay in advance for services provided by the Town.

Benefits

- Supporting employees in making financial choices for their primary residence connected to the Town owned systems.

Participation

- Participation in the Town's Workplace Utility Deduction Policy is strictly voluntary.

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Incentives

Municipal employees who choose to participate in our workplace utility deduction program should benefit by the discounts provided to each resident of Sussex connected to the utility systems for current utility accounts not in arrears for their primary residence connected to Town owned Utilities.

Policy Guidelines

1. **Supporting Employee Participation in a unified Workplace Utility Deduction Policy.**

   Incentives

   a. This policy is designed to provide an orderly payment method through payroll deduction for the utility fees charged to each employee's primary residence connected to the Sussex Municipal Water and / or the Sussex Municipal Sanitary Sewer System.

   b. This policy shall be administered by Town Administration – Finance Department.

   c. Upon payroll deduction, each deduction shall be receipted to the Utility account by Town Administration of each employee and the reconciliation of payments shall be shown on the utility billing to each employee's primary residential property.

   d. The utility discounts, if any, and in accordance with the Town's current Water and Wastewater By-laws, schedule of fees as amended form time to time.

   e. The deductions shall be amended annually upon the setting of the annual water and sewer rates ass approved by Sussex Council.

Budget

There is no budget necessary for this policy.