

Did you know?

- Employees are paid bi-weekly by direct bank deposit on Thursday morning
- We have adopted a business casual dress code
- Our office participates in the All Charities Campaign, which is an annual convenient method of giving to registered charities of your choice
- Each year all permanent, full time and permanent part time employees will receive a Health Spending Account credit of \$350.00 to spend on health related expenses
- Employees have the option to participate in the Canada Savings Bond Program
- Our office operates a Coffee/Tea fund, a Toast fund and a Social fund, all of which are optional

Compassionate Leave

Death of a parent, spouse or child	4 days
Death of brother / sister, ward of employee or relative permanently residing with employee	3 days
Death of grandparent, son/daughter-in-law, brother/sister-in-law, mother /father-in-law	1 day
One day as pallbearer when not relating to death of one of the aforementioned	1 day
Attending a funeral of one of the aforementioned more than 225 kms from employee's home:	up to 2 more days

Severance Pay

Severance payable on retirement:

9 or more years service	1 week per year (max. 15 weeks)
20 or more years service	17 weeks pay
25 or more years service	19 weeks pay
30 or more years service	21 weeks pay
35 or more years service	23 weeks pay

Benefits

Accidental Death & Disablement Insurance	*
Employee Assistance Plan (family)	*
Benefits Eligible Following 6 Months of Service	
Long Term Disability	*
Blue Cross Ambulance/Hospital	*
Dental	*
Vision	*
Drug	*
Health Spending Account	*
Extended Health	^
Travel Insurance (employee)	*
Travel Insurance – family (optional)	^

* Fully employer paid

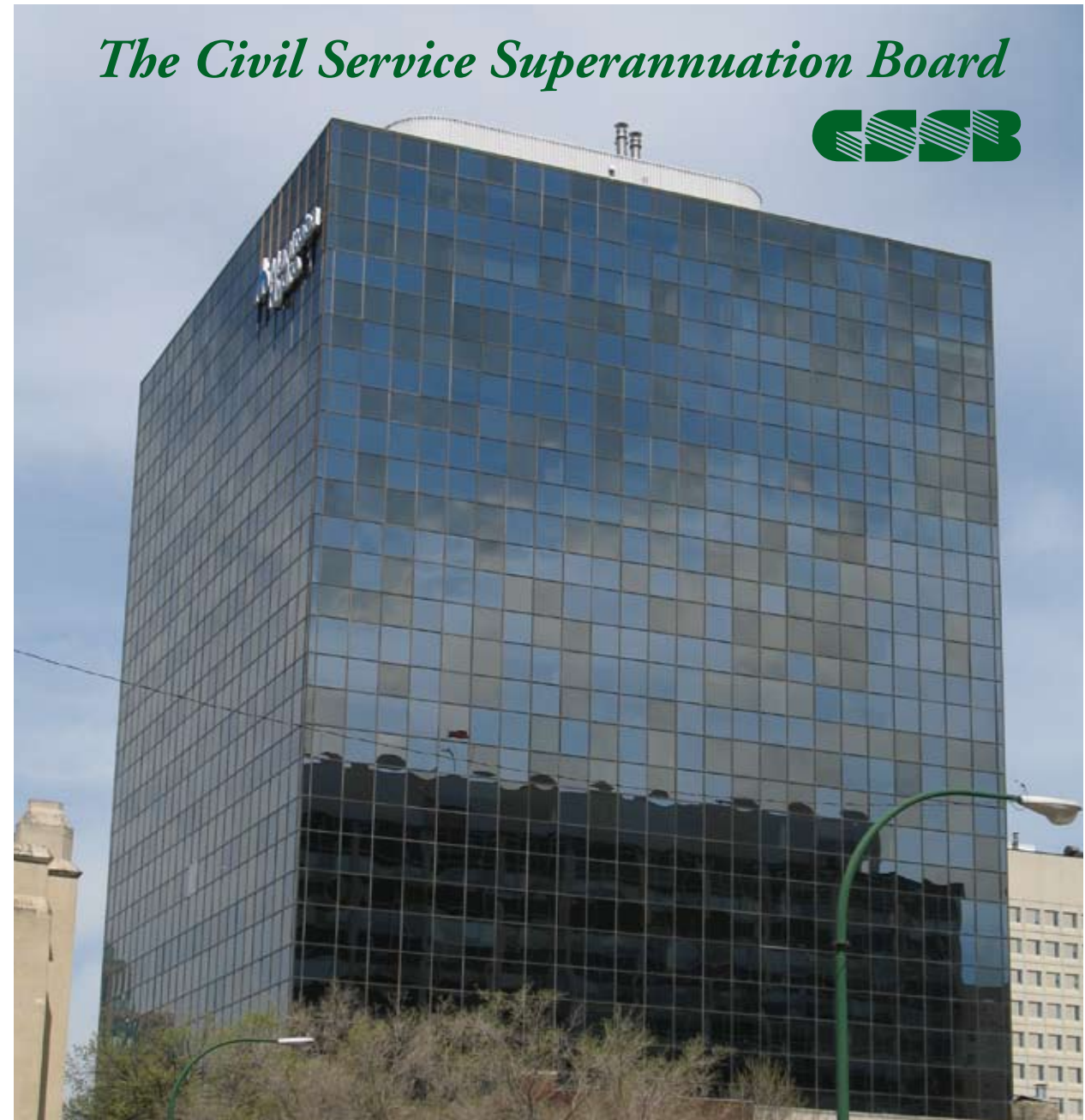
^ Employee paid

Questions?

Please don't hesitate to contact the Payroll clerk or the Human Resource Manager with any questions that you may have regarding any benefit or policy at the CSSB.

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 Winnipeg MB R3C 3T1
 Phone: 204-946-3200 Fax: 204-945-0237

The Civil Service Superannuation Board



**It's not just another job...
 It's a career!**

Who are we?

The Civil Service Superannuation Board, established in 1939, provides investment management, pension and insurance benefits administration and client communication services for approximately 50,000 members and stakeholders of the Province of Manitoba and associated boards, commissions and crown corporations.

Our goals include service quality and accessibility, a commitment to providing benefits, the security of those benefits, and information integrity.

Role and Mission

The role and mission of The Civil Service Superannuation Board is to administer the Plans in accordance with the various acts and insurance policies under its direction and the Minister Responsible, and to provide efficient services and equitable treatment to all members.

Objectives and Responsibilities

The major objectives and responsibilities of the CSSB are to:

- Pay benefits promptly and efficiently, maintain detailed, accurate records of all revenue, expenditure and investment transactions plus employee contributions, earnings, service and interest for each individual member
- Safeguard the assets of The Civil Service Superannuation Fund (the Fund), monitor the return on Fund assets and meet disclosure requirements concerning Fund operations
- Provide direction to employers concerning their responsibility in administering the various benefits
- Inform all members of their benefit entitlements and ensure that their needs concerning benefit information have been satisfied
- Maximize productivity and quality in all segments of the operation
- Practice good governance

Organization Size

With a staff of approximately 50, The Civil Service Superannuation Board (CSSB) is a very diversified and efficient organization that is still small enough to have that personal interaction and team atmosphere.

Long Term Employees

Despite the trend and statistics that point to employees changing jobs an average of 3-4 times throughout their careers, there is generally little turnover at the CSSB. There is a good mix of young, enthusiastic and experienced staff, with an average age of just over 40 years. There are several long service employees on staff, including 13 with 20 or more years and 14 with between 10 – 20 years. We believe that this speaks volumes about the quality of our organization and working environment.

Continuing Education

The CSSB has always been supportive of staff and on-going education and training opportunities. Whether it is attending workshops, seminars or post secondary courses, the Board acknowledges the importance of ensuring staff are up to date with their knowledge and skill set.

Work-Life Balance

The CSSB recognizes that today's families lead very busy lives and is very accommodating to help address the various situations that can arise. There is some degree of flexibility in the workday with some staff starting as early as 7:00 a.m. while others choose to start a bit later and finish work at 5:00 p.m. Two staff members have made special arrangements that allow them to do some of their work from home.

Fridays / Mondays Off

Do you enjoy your long weekends? Imagine having a long weekend every two weeks. At the CSSB our workdays are extended from 7.15 to 7.45 hours in exchange for about 16 Fridays or Mondays off each year, which are taken every second week from April until November.

In House MIS Department

We are very fortunate to have an experienced in-house Management Information Systems department where you can literally walk down the hall to address systems or programming needs. The Director of MIS also happens to be the original architect of our systems and knows it inside and out.

What Makes the CSSB Such a Great Place to Work?

"The people; family-friendly environment."

Ken (21 years of service)

"I like the pay and benefits; the Fridays / Mondays off, and the variety in my workload."

Linda (17 years of service)

"Good benefits, good people, good place to work."

Karen (12 years of service)

Summary of Benefits

This document summarizes benefits provided to full time employees of the CSSB. The information is meant to provide an overview, but does not constitute an official plan text for the various benefits, and does not guarantee that you have any right to receive benefits if your actual situation or the terms of the various plans do not entitle you to that benefit. In the event of any conflict, omission, or discrepancy between this document and the applicable plan text or governing document, your actual employee record and any legal requirements applicable under any of the governing documents as amended from time to time will govern.

Vacation

Vacation accrual rates:

Less than 2 years service	15 days
2 – 9 years service:	20 days
10 – 19 years service	25 days
20 or more years service	30 days

Maternity, Parental and Adoption Leaves

Further details available in our office.

Sick Leave

Sick leave accrual rates (to a max. of 208 days):

First 4 years	4 (3.625) hrs per 80 (72.5) hrs of service
After first 4 years	8 (7.25) hrs per 80 (72.5) hrs of service

Family Related Leave

Up to 5 days per year charged against sick leave; subject to approval.