



# CITY CRUISES CANADA POLICIES AND PROCEDURES

## POLICY

POLICY: **C-2**  
SUBJECT: **PAY DAY**  
EFFECTIVE: **JANUARY 1, 2022**  
SUPERCEDES: **APRIL 26, 2021**

### POLICY

All crew members of City Cruises Canada will be paid bi-weekly on Fridays.

#### 1.0 GENERAL

- 1.1 All statutory payroll deductions will be made in accordance with applicable laws on every pay. Any additional deductions will be made with the authorization of the crew member.
- 1.2 City Cruises Canada does not advance crew pay.
- 1.3 It is crew member's responsibility to report any errors in pay to the manager. If an adjustment is required, it will occur on the next pay.
- 1.4 In accordance with applicable laws, City Cruises Canada is required to respond and comply with court-ordered payments and wage garnishments when they are presented. Crew members affected by wage garnishments or court-ordered payments will be notified by the Human Resources department of any charge against their wages.
- 1.5 Electronic direct deposit is mandatory for all crew members. If a crew member changes their designated bank or trust company for pay deposits, a new void blank cheque or direct deposit form must be forwarded to the Human Resources department. Crew members should not close their old account until one successful pay is deposited into the new account.
- 1.6 Pay statements will only be distributed to whom has requested.

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**1.7** Pay statements will be available on pay day and will include the:

- pay period start and end date and pay date
- crew member's hourly rate of pay (if applicable) and job title
- gross amount of wages and how it was calculated
- amount and purpose of each earning and deduction code
- net pay amount

Further interpretation of this policy is the responsibility of the Vice President, Employee & Guest Experience. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

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