



Churchbridge Credit Union
Bringing Communities Together

Employment Opportunity Member Service Representative

The Churchbridge Credit Union is currently accepting applications for a Casual Member Service Representative (Teller) to provide scheduled and unscheduled relief at all branches of the Churchbridge Credit Union. This position may come with many opportunities for advancement in the future.

Duties: To provide teller duties and customer service to our members including operating a cash drawer, answering member questions and concerns, referring appropriate Credit Union products and services to our members, and helping in the departments as required.

Qualifications: The successful candidates for this position will:

- have successfully completed Grade 12
- have at least one year of cash handling and customer service experience
- be committed to lifelong learning
- will exercise attention to detail
- have strong communication skills
- have basic knowledge of office equipment and filing systems
- have keyboarding and computer skills
- have reliable transportation and be able to travel

Post-Secondary education and previous Financial Services experience would be considered an asset.

Wage Range: From \$19.21 to \$24.63 per hour, plus performance bonuses and other benefits.

To apply for this position please send your resume to:

Connie Olm
Churchbridge Credit Union, Churchbridge Branch
Box 260, Churchbridge, SK S0A 0M0
colm@churchbridgecu.ca

Only individuals who have been selected for interviews will be contacted.



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About Churchbridge Credit Union

The Churchbridge Credit Union is a member owned co-operative that offers a full range of financial products and services to our members. Our credit union was formed in 1945 and has branches in Churchbridge and Langenburg.

Churchbridge Credit Union recognizes our employees as a cornerstone of our credit union. We do much more than offer jobs to our employees: we offer them an opportunity to build a career. Our employees are part of a team of financial service professionals dedicated to providing quality financial solutions to meet the needs of our members. As a team, our employees work collaboratively toward our common goals, while ensuring the credit union's values and cooperative principals are followed.

Our Purpose

We strive to be progressive and dedicated, ensuring our members and our communities are our top priority.

Our Values

Churchbridge Credit Union believes in integrity, community involvement, innovation, teamwork, providing excellent member service, supporting our staff, and the cooperative principles.

Co-operative Principles

As a true co-operative financial institution, Churchbridge Credit Union acts in accordance with internationally recognized principles of co-operation:

Voluntary and Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are organized in a democratic manner.

Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible;



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benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

Autonomy and Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

Education, Training and Information

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

Concern for Community

Co-operatives work for the sustainable development of their communities through policies approved by their members.

Learning and Development

We are committed to ensuring our employees reach their fullest potential. We provide specialized and on-the-job training to new and existing employees, as well as the opportunity for staff to enroll in formal education and professional accreditations through universities or colleges. An annual personal performance plan and ongoing coaching is provided to each employee to ensure both job satisfaction and the highest quality service to our members.

Compensation

We offer competitive compensation and a comprehensive benefits program, which includes the following items:

- Our compensation package includes a fixed base salary, as well as a variable pay plan (profit sharing program).
- Each position in the credit union has a salary range that makes up the fixed base pay. Placement in the salary range of a position is based on an individual employee's knowledge, skills, and abilities. Annually the Churchbridge Credit Union follows recommended increases from SaskCentral to ensure that our compensation levels for all positions remain competitive in the marketplace.
- With our variable compensation program, we consider our corporate and your personal goals to help our organization grow. This program allows everyone to share in the organization's success and encourages ongoing employee development.



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Benefits

Insurance, Health, and Dental

Churchbridge Credit Union offers a full array of benefits and programs for our employees, including:

- Life & Accidental Death and Disability insurance for the employee and their dependents, employee paid;
- Optional additional Life & Accidental Death, Disability insurance, and Critical Illness insurance for employee and dependents, employee paid;
- Short- and long-term disability, employee paid;
- Health, dental, and vision coverage: 90% paid by the employer (based on FTE);
- \$25,000 Critical Illness insurance, 90% paid by the employer (based on FTE);
- Second Opinion consult, 90% paid by employer (based on FTE);
- Employee Assistance Program (EAP) to our employees and their eligible dependents. This is a 24 hour confidential counselling and information service, 90% paid by employer (based on FTE);
- Benefits are available to eligible part time and casual employees.

Superannuation

We offer a defined contribution plan through [CSS Pension Plan](#) (Co-operative Superannuation Society) for all eligible employees after one year of continuous employment in the co-operative system. Contributions range from 6-8% matched by the credit union, based on your eligibility and years of co-operative service:

- 1 – 10 years 6%
- 11-20 years 7%
- 21+ years 8%

The Co-operative Superannuation Society (CSS) was established in 1939 and is one of the oldest and largest defined contribution pension plans in Canada with over \$5 billion in assets. They've grown to serve over 300 employers and 50,000 current and past co-operative and credit union employees across Canada.

Vacation

Churchbridge Credit Union recognizes the importance of employee wellness and, as such, provides vacation leave to employee's as a period of rest away from the work environment. All full-time employees enjoy a minimum of three weeks paid vacation. Part time and casual staff receive vacation pay on each pay cheque or twice per year in June and December.

Years of Employment	Non-Management	Management
Less than 1 to 5 years	3 weeks	4 weeks
6 to 10 years	3 weeks plus 1 day per years of employment beyond 5 years	4 weeks plus 1 day per years of employment beyond 5 years
11 to 14 years	4 weeks	5 weeks



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15 to 19 years	4 weeks plus 1 day per years of employment beyond 14 years	5 weeks plus 1 day per years of employment beyond 14 years
20 years and over	5 weeks	6 weeks

In addition, we offer 1 week unpaid vacation to all employees annually.

Sick Pay

Eligible employees of Churchbridge Credit Union will be provided sick leave for medical appointments, illness, or accident to an employee or their spouse, dependents, or parents. Three sick days per year are provided for family illness or appointments.

Accumulated sick leave credits are earned at the rate of 1.25 days per month for each month of employment (15 days per year for full time). Eligible part time and casual employees sick leave credits will be prorated according to time worked.

After 10 years of employment with Churchbridge Credit Union, if an employee has accumulated 120 hours of unused sick time, they are able to buy out 30 days of sick time for \$1000.

Variable Pay

Based on ROAA formula and as a percentage of earnings for each employee. Based on individual and corporate goals.

Other Employee Benefits

- Free service charges on personal chequing and savings accounts;
- Preferred borrowing interest rates for personal loans and mortgages at a government prescribed rate up to 3X their salary;
- Reduced loan fees;
- Bonus rates on eligible investments of up to 0.50%;
- Cell phone or cell phone reimbursement for eligible employees;
- Housing buyback program;
- Paid study days;
- Staff MasterCard at preferred interest rate;
- \$100 Annual Clothing Allowance for Credit Union Clothing;
- \$200 Wellness Spending Account;
- Free parking;
- Discounted foreign exchange rate;
- Long Service Awards.

Commitment to Community

Our relationship with our members goes beyond providing comprehensive financial services and professional guidance; we are an organization that gives back to our communities and whose



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employee's embrace cooperative social responsibility. Our employees are actively involved in improving the quality of life in our communities through fundraising and volunteer initiatives.

The Churchbridge Credit Union accepts many requests for donations and sponsorships throughout the year. We also are proud to support our local area through out Community Investment Program, which allows us to set aside 1% of our pre-tax profits on an annual basis for substantial donations to nonprofit organizations.

Dress Down Fridays is one of the ways our employees give back to our local charities. Each Friday, staff is permitted to dress in Credit Union branded clothing and jeans for \$1. These funds are then donated to local charities and service groups.

We also encourage our employees to volunteer at Churchbridge Credit Union sponsored events throughout the year. Churchbridge Credit Union employees are provided two paid days annually to volunteer for approved groups and functions during working hours.