



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 Vision

A professional, sustainable pension plan, designed for the future of our members.

Our Mission and Purpose

To deliver to our plan members their pension entitlements.

We will do this by:

- Acting collaboratively with each other, with employers and with the plan sponsor, constantly seeking member-focussed outcomes.
- Prudently investing and monitoring plan assets.
- Delivering timely, accurate information to members, allowing them to make educated, informed decisions.
- Fostering a working environment that attracts and retains motivated, talented people.

Our Values

In our relationships, decisions, words and actions, we are guided by the following values:

- Staying resolutely member-focused; always seeking the best outcomes for our members;
- Acting with integrity, professionalism and excellence;
- Ensuring transparency and accountability to our members and other stakeholders;
- Pursuing and rewarding innovation, in the interests of best outcomes;
- Modelling and fostering collaboration and respectful action as the means of pursuing best member outcomes.

And now a little about us...

Organization Size

With a staff of approximately 55, The Civil Service Superannuation Board (CSSB) is a very diversified and efficient organization that is still small enough to provide that personal interaction and team atmosphere.

Long Service Employees

The CSSB has been a bit of an exception to the statistics that indicates employees tend to change jobs on an average of three to four times throughout their career. There is typically little turnover at the CSSB and many employees that work here stay for a long time. We are now starting to see some turnover with 10 retirements in the last four years. Of those 10 retirements, seven had 15 or more years of service and three had over 30 years with the CSSB. We believe that this speaks volumes about the quality of our organization and the working environment.

Long Service Recognition

Speaking of long service, the CSSB recognizes and rewards employees that reach service milestones starting with the 10 year service mark and continuing every fifth year after that.

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.

Fridays/Mondays Off (not applicable to Investment Staff)

Do you enjoy your long weekends? Now imagine having one every second week! At the CSSB, our workdays are extended from 7:15 to 7:45 hours in exchange for approximately 16 Fridays or Mondays off that start in April and run until November of each year.

Dress Code

Employees at the CSSB are permitted to wear blue jeans providing they are of a darker wash and not ripped, torn or frayed. Staff are asked to use common sense and dress appropriately depending upon their schedule. For example, if you were attending a meeting outside the office, you would be expected to dress in proper business attire.

Fitness Membership

Management recognizes the benefits and importance of a healthy lifestyle. Employees may submit receipts for gym or fitness memberships for partial reimbursement, subject to approval.

Did you know?

- Employees are paid bi-weekly by direct bank deposit on Thursday morning
- Each year all permanent, full time and permanent part time employees will receive a Health Spending Account credit of \$700 to spend on health related expenses
- Our office operates a Coffee/Tea fund, a Toast fund and a Social fund, all of which are optional

In-House MIS Department

We are very fortunate to have an experienced and innovative in-house Management Information Systems (MIS) department where you can literally walk down the hall to address your systems or programming needs. The majority of our systems have been developed in-house and the MIS team is always on the cutting edge of new technologies. The Director of MIS has been with the CSSB for over 30 years.

Vacation (not applicable to Investment Staff)

Vacation accrual rates:

Less than two years service	15 days
Two to nine years service:	20 days
10 – 19 years service	25 days
20 or more years service	30 days

Sick Leave

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

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

Family Related Leave

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

Maternity, Parental and Adoption Leaves

Further details available in our office.

Compassionate Leave

Death of a father, mother, brother, sister, spouse/ partner, child/step-child/ward, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild or a relative who resides permanently with the employee	up to five days
Death of a brother/sister-in-law, niece, nephew or step relation	up to three days
Death of an aunt or uncle	one day
To attend a funeral at a distance. The distance is at the discretion of the General Manager.	up to two more days
Not relating to death of one of the aforementioned, but attending funeral as a pallbearer.	one working day

Severance Pay

Severance payable on retirement:

nine or more years service	one 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

Defined Benefit Pension Plan	^
Life and Dependents' Insurance	^
Accidental Death & Disablement Insurance	*
Employee Assistance Plan (family)	*
Benefits Eligible Following Six 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

What makes the CSSB such a great place to work?

"Interesting work and a positive work environment; support and encouragement from management." Cheryl (13 years of service)	"The support, flexibility, and most of all, the people." Karen (3 years of service)
"The people; family-friendly environment." Ken (31 years of service)	"Continuously learning with the ability to learn in all areas; work ideas and suggestions are always appreciated." Don (36 years of service)

Questions?

Please don't hesitate to contact the staff member who conducted your interview with any questions that you may have regarding any benefit or policy at the CSSB.

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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.