

#### **EMPLOYMENT CONDITIONS – BENEFITS**

**HR D9**

#### **INTENT**

The Society is committed to the health and wellbeing of its employees and is therefore committed to the provision of the best extended benefit plan possible within the budget.

#### **POLICY**

All employees of the Society participate in mandatory employment related costs which provide benefits such as Employment Insurance (see Mandatory Employment Related Benefits). All regular full-time staff and regular part-time staff who are scheduled to work a minimum of 20 hours per week qualify for group extended benefits after three consecutive months' employment (see Community Services Extended Benefit Plan). Where the Collective Agreement is in effect, those staff will be governed by the agreement. If employees work both inside and outside of the bargaining unit, the benefits provided under the Collective Agreement will apply provided the employee is regularly scheduled to work a minimum of 20 hours per week.

It is the responsibility of the employee to notify the employer of any changes in beneficiary, marital status, and number of dependants. Any changes will be in effect beginning the first day of the next calendar month. Should the employer become aware of any changes in status which the staff member has failed to provide to the employer, the staff member will be held responsible for any costs incurred by the agency. When partners previously covered under an employee's benefit plan cease to co-exist with the employee it is illegal for the Society to continue their coverage. Therefore, employees must inform the Payroll, Benefits and Accounts Payable Administrator of changes in co-habitation.

#### **PROCEDURE**

1. The employer will distribute the benefit package based on eligibility.
2. It is the responsibility of all employees to return completed forms as soon as possible. Failure to do so may delay implementation of benefits.
3. Once the completed forms have been returned to the Payroll, Benefits and Accounts Payable Administrator, the staff will be put on benefits effective the first day of the fourth month of employment, or the first day of the month following the return of the completed forms, whichever occurs first. Existing employees can be enrolled on the first day of the month following a one month waiting period, if they have held employment for at least three months while ineligible.
4. Staff will be terminated from benefits if hours fall below 20 regularly scheduled hours per week for more than three months, or employment with the agency ends.

#### **MANDATORY EMPLOYMENT-RELATED BENEFITS**

**The following are legislated benefits for all Canadians subject to payroll deduction.**

#### **Canada Pension Plan, Employment Insurance, WorkSafeBC (Workers Compensation)**

It is compulsory that all eligible employees contribute to the Canada Pension Plan and Employment Insurance. All employees are covered by provisions of the Workers' Compensation Act, which provides for benefits in case of on-the-job injuries. The costs of this benefit are borne by the employer.

#### **COMMUNITY SERVICES EXTENDED BENEFIT PLAN**

All full-time staff and part-time staff who are regularly scheduled to work a minimum of 20 hours per week are entitled to extended benefits after three consecutive months' employment which include:

#### **BC Medical Services Plan**

The employer shall pay 50% of the regular premium coverage. Participation is optional. Benefits and premium rates shall be in accordance with the plan's current policy. The staff will be enrolled effective the first day of the fourth month of employment, or the first day of the month following the return of the completed forms, whichever occurs first. Existing employees can be enrolled on the first day of the month following a one month waiting period, if they have held employment for at least three months while ineligible. This is in effect except where the Collective Agreement governs employees.

#### **Group Extended Benefit Plan**

The Group Benefit Plan includes:

- Extended Health Plan
- Dental Plan
- Long-term Disability and Disability Management
- Accidental Death and Dismemberment Insurance
- Life Insurance
- Dependant Life Insurance

Employees who qualify will be put on benefits effective the first day of the fourth month of employment, or the first day of the month following the return of the completed forms, whichever occurs first. Existing employees can be enrolled on the first day of the month following a one month waiting period, if they have held employment for at least three months while ineligible. Participation is mandatory, with the exception that employees may waive the Extended Health Plan and/or the Dental Plan if they are covered under another plan. The employer shall pay 100% of the premium cost with the exception of Long Term Disability premium costs, of which the employer will pay 75%. Benefits, and waiver of benefits, and premium rates shall be in accordance with the plan's current policy. This is in effect except where the Collective Agreement governs employees.

**Disability Management**

When an employee who qualifies for extended benefits has been absent for more than five days the supervisor will advise the Payroll, Benefits and Accounts Payable Administrator. At this point the employee will be referred to the Disability Management Institute. Participation in this program is mandatory for both union and non-union employees.

**OTHER BENEFITS AND INSURANCE**

The following four benefits are available for all employees irrespective of their classification or length of employment.

**a) Employee and Family Assistance Program (EFAP)**

Employee and family assistance program benefits are available for all employees. This is in effect except where the Collective Agreement governs employees.

**b) Liability Insurance**

The Society's liability insurance covers all employees for personal and property damage while performing the Society's business.

**c) Personal indemnity**

Where an employee is charged with an offence resulting directly from the performance of his/her duties and is subsequently found not guilty, the employee shall be reimbursed for legal fees to a limit established by the Board.

**OTHER BENEFITS SHARED BY SCCSS**

**Provincially Regulated Pension - Municipal Pension Plan (MPP)**

The Society provides the Municipal Pension Plan to eligible employees in accordance with the government mandate for employees in the social services sector. This is a cost-shared benefit and employees of Community Services are eligible in accordance with the MPP policy. Terms of the MPP are available from the Payroll, Benefits and Accounts Payable Administrator. This is a mandatory membership for employees who qualify. It is the responsibility of employees to inform Payroll if they are a member of the MPP with another employer.

<b>EFFECTIVE:</b> Dec. 1, 2015	<b>APPROVED BY:</b> Executive Director	
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