



Policy Type: Human Resources

Policy #: HR-700-09

Approved by Council on: June 25, 2018

Human Resources – Employee Benefits

Policy

Benefits are an integral part of the remuneration provided to non-union employees.

Objective

To establish benefits provided by the Town to non-union employees.

Procedure

Permanent Full-Time Non-Union Employees

Currently the following benefits are in effect for permanent full-time non-union employees:

- Group Life Insurance
- Accidental Death & Dismemberment
- Long-Term Disability
- Extended Health
- Dental

All full-time permanent non-union staff are eligible for benefit coverage.

All benefits are provided in accordance with the benefit and insurance carriers and will mirror those benefits negotiated under the CUPE collective agreement.

All benefits cease the day of the employee turning age 65 or when the employee leaves the employ of the Town whichever happens first.



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Human Resources – Employee Benefits cont'd

The Employer will pay 100% of the premiums for Extended Health and Dental Care, Long Term Disability (LTD), Group Life, and AD&D Insurance as provided by the Town's approved plan.

Upon retirement an employee may still participate in extended health care and dental plans until the age of 65. The employee will be responsible for paying 100% of the benefit premiums. Once the employee reaches age 65, all benefit entitlements will be terminated.

Vision Care

Employees, their spouse, children under 18 years of age, and children over the age of 18 and less than 25 who are enrolled in full-time attendance at an accredited school, shall be entitled to reimbursement up to an additional \$100.00 total every two years toward the cost of prescription eye glasses, contact lenses, laser surgery, and the cost of an eye exam. Proof of current enrollment must be provided to the Employer. The cost will be reimbursed only where they are prescribed as the result of an eye examination and the Employee provides a receipt showing that the cost has been incurred and payment made by the insurance carrier to the maximum coverage.

Orthodontic Coverage

An Employees children under 18 years of age, and children over the age of 18 and less than 25 who are enrolled in full-time attendance at an accredited school, shall be entitled to reimbursement of up to an additional \$1,500.00 per child's lifetime for 50% orthodontic coverage. The cost will be reimbursed only where they are performed by a licensed orthodontist and the Employee provides a receipt showing that the cost has been incurred and payment made by the insurance carrier to the maximum coverage.