



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Benefits Standard Operating Procedure PROCEDURE NO: CS-03-016-02

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 General Guidelines

When we talk about how much an employee of the County earns, we consider our total compensation package as total pay.

The total compensation package is comprised of the following components:

- Base Pay + Group Benefits + Pension+ Extended Health Care Benefits

2.0 Pension Plan

- Employees are eligible for participation in the Local Authorities Pension Plan (LAPP) in accordance with the criteria set out in the Local Authorities Pension Plan Handbook, available from Human Resources and the Finance Department.
- Upon hire, permanent full-time employees must participate in the Local Authorities Pension Plan. Permanent part-time employees and employees who are appointed to term positions of one year plus one day, or more, who are scheduled to work at a minimum the half time equivalent to the related full time position, may choose to participate in the Local Authorities Pension Plan.
- Casual or term employees (who are appointed to positions of less than one year) and seasonal employees are not eligible for participation in the LAPP.
- Permanent staff members who are on Long Term Disability benefits will be permitted to contribute to the Local Authorities Pension Plan (LAPP) up to and including one year following the date the disability began. Lac La Biche County will match at the applicable percentage rates of the employee portion and pay the employer portion of the premium up to and including one year following the date disability began, pending the employee contributes his/her portion. Should the employee return to work, LAPP benefits contributions will be reinstated at the same rate as before the disability began.

3.0 Extended Health Care Benefits

For complete details on the current health and dental benefits plan, please see the Employee Benefits Manual, available from Human Resources and the Finance Department.

- Upon completion of three consecutive months of service, permanent full-time

employees, and permanent part-time employees who are scheduled to work in excess of 30 hours per week, are eligible to receive full benefits in accordance with the current Extended Health Care benefit plan.

- Permanent part-time staff who works a minimum of 15 hours per week shall be eligible for benefits under the current Extended Health Care Benefit Program on a pro-rata basis in the proportion that their weekly hours of work bear to the weekly hours of work of a full-time staff member in a similar position.
- Notwithstanding the above, part-time staff must work 20 hours per week to participate in the current Extended Health Care Benefit Disability Insurance Plan.
- Casual or term employees who are appointed to positions of less than one year and seasonal employees are not eligible for benefits.
- Term employees who are appointed to positions with an expected term of 12 months or more, upon completion of three consecutive months of service, are eligible for benefits, with the exception of 120 days of General Illness.
- Volunteer Firefighters shall be provided with a limited benefits plan under the terms of the County's contract with Jubilee Insurance.
- Permanent employees who are on Long Term Disability benefits will be provided with 100% of premium coverage for health and dental benefits up to a maximum of two years from the date the disability began. The option to continue with health and dental benefits through the current Extended Health Care Benefits Plan; should the permanent employee so choose to enroll, will result in he/she being required to pay 100% of the premiums by means of being invoiced by Lac La Biche County. Under the current Extended Health Care Benefits plan regulations, should the employee choose to terminate health and dental coverage, the employee may not be permitted to reinstate the coverage once they return to work.
- If a new permanent, full-time or part-time employee wishes to do so, the three-month waiting period for benefits coverage, set out above, may be waived upon approval by the Chief Administrative Officer.

4.0 Employee Assistance Program

- Employees, Council members and their immediate families have access to an Employee Assistance Program (EAP). This program offers confidential support services including individual and family counseling, financial and legal counseling and family advisory and health information services. If necessary, the program also provides referral to long term, specialized care.

- Delivery of counseling services under the EAP is provided through a reputable external provider specializing in the provision of EAP programs, namely Shepell-FGI. Employees and their families can access any of the EAP services by calling **1-800-387-4765** (Canada-wide), TDD 1-800-363-6270 (hearing impaired), or you may request an appointment via the internet at www.fgiworldmembers.com.
- The service is provided at no cost to employees or immediate family members and is available to municipal employees eligible to receive coverage under group benefits plans.
- The EAP is a voluntary program that employees should feel free to access at their own choice. There will be no mandatory referral to EAP.
- The program is structured to allow employees choice in how they access EAP. The administration and operation of the program is coordinated through the Chief Administrative Officer (or designate). A brochure providing greater detail on the range of services is available under the EAP is available from Human Resources.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date