



TOWN POLICY

POLICY NUMBER: 1401

REFERENCE:

Council 241.04.99

Council 214.05.07

ADOPTED BY:

Town Council

21 April 1999

16 May 2007

PREPARED BY: Corporate Services

DATE: 21 April 1999

TITLE: **Benefit Policy**

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Policy Statement

The Town of Strathmore will provide guidelines for the administration and control of the various forms of employee/employer benefits.

1. Definitions

1.1 AD&D as outlined in the Sunlife Assurance Manual.

1.2 Council means the Council of the Town of Strathmore, in the Province of Alberta.

1.3 Dental Coverage as outlined in the Sunlife Assurance Manual.

1.4 Dependent Life Insurance as outlined in the Sunlife Assurance Manual.

1.5 Director means all Director level management positions, including the Town Manager.

1.6 Extended Health Care as outlined in the Sunlife Assurance Manual.

1.7 Life Insurance as outlined in the Sunlife Assurance Manual.

1.8 Long Term Disability as outlined in the Sunlife Assurance Manual.

1.9 Short Term Disability as outlined in Sunlife Assurance Manual.

1.10 Supervisor means any Management position that is responsible for supervision of employees.

2. Responsibility

2.1 Town Manager

2.1.1 To present to Council any recommendations for changes in the Benefit Policy.

2.1.2 To administer, interpret, and ensure consistent application of the Benefit Policy.

2.2 Director of Corporate Services

2.2.1 To recommend to the Town Manager any amendments to the Benefit Policy.

2.2.3 To assist directors and employees in the administration and use of the Benefit Policy.

2.3 Directors/Supervisors

2.3.1 To complete all forms, records, and reports respecting the Benefit Policy.

2.3.2 To ensure that employees under their authority are aware of the Benefit Policy.

2.3.3. To ensure that employees complete the required forms and provide the necessary documentation respecting the Benefit Policy.

2.4 All Employees

2.4.1 To be aware of the regulations, policies and procedures outlined in regard to the Benefit Policy.

3. **Employee Health/Insurance Benefits**

3.1 The employee's Alberta Health Care premium will be paid 50% by the Town of Strathmore effective the month following the first day of employment for a full-time employee. The employee's portion is deducted from each payroll payment.

3.2 The employee is required to join the Town of Strathmore's Group Benefits Plan after three months of full-time employment with the Town.

3.3 Should an employee have coverage under another benefits plan, they may opt out of dental and extended health care coverage under the Town's plan.

3.4 The Town contributes to the employee's premium payments as follows:

	<u>Employer</u>	<u>Employee</u>
Extended Health	85%	15%
Dental	85%	15%
Long Term Disability	-	100%
Short Term Disability	-	100%
AD&D	100%	-
Life Insurance	100%	-
Dependent Life Insurance	100%	

4. **Local Authorities Pension Plan (LAPP)**

4.1 A full-time continuous employee of the Town of Strathmore must join the Local Authorities Pension Plan after successful completion of their probationary period. A full-time employee is expected to work at least 30 hours per week.

4.2 Part-time, casual, and term employees cannot join the Local Authorities Pension Plan. Part-time employment is defined as working at least 14 hours but less than 30 hours per week.

4.3 When an employee's probation ends during a pay period the employee will be deemed eligible to start LAPP membership beginning the first day of the next pay period.

5. **End of Policy**