

COUNTY OF ST. PAUL #19

Policy Number

PER-4

Title
Benefits

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Date Approved

April 11, 2006

Policy

All employees working 30 hours or more and elected officials are entitled to the following benefits subject to each plan's eligibility conditions:

A) Groupsource Ltd. Partnership

The following benefits are conditions of employment subject to the following effective dates of coverage:

Full Time Employees

- Complete a 1 month waiting period
- Waiting period can be waived if transferring from another group

Seasonal Employees

- Complete 1 season

Elected Officials

- No waiting period

- 1) Life Insurance; Accidental Death & Dismemberment
- 2) Long Term Disability
- 3) Employee Assistance Program

The following benefits are optional at the discretion of the employee:

- 4) Extended Health
- 5) Dental
- 6) Voluntary Life Insurance
- 7) Voluntary Critical Illness
- 8) Voluntary Accident
- 9) Health Care and Wellness Spending Account

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B) Groupsource Ltd. Partnership

The Health Care and Wellness Spending Account provides reimbursement of eligible Medical, Dental and Wellness expenses with pre-tax dollars. CRA Guidelines govern administration. Employer funds the account with credits which are not taxable to employees. The account will be prorated for seasonal employees. The County will be adding the wellness portion of the account as of January 1, 2015

C) Local Authorities Pension Plan (Excluding Elected Officials)

Membership is compulsory for full-time permanent employees. Full time under membership rules, means the employee regularly works not fewer than thirty (30) hours per week, over the period deemed by the employer to be a normal working year.

D) Sick Leave

Full-time employees are allowed to accumulate a total of 1.5 days sick leave per month to a maximum of eighteen (18) days per year. Permanent part-time/seasonal employees are allowed sick leave entitlement on a pro-rated basis.

Sick leave days may be accumulated up to one hundred twenty (120) working days.

E) Workers Compensation

All Employees are covered as per Workers' Compensation Board legislation.

All employees must report all work-related injuries to the immediate supervisor and in turn to the County Office/Shop within seventy-two (72) hours of the accident/injury.

Premiums

The Employee portion of the premium will be deducted from their cheque, and the County of St. Paul shall pay the Employer portion. The Employee-Employer ratio for the premium will be:

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Benefit	Employer %	Employee %
- Extended Health	80	20
- Group Life	80	20
- Accidental Death & Dismemberment	80	20
- Long Term Disability (Full-time Employees only)	80	20
- Dental	80	20
- Voluntary Life		100
- Voluntary Accident		100
- Voluntary Critical Illness		100
- WCB	100	
- Employee Assistance Program	100	
- Health and Wellness Spending Account	100	

All Councillors may participate in the eligible benefits with the County at the same premium ratio as Employees.

During periods of layoff for those returning seasonal employees and those on maternity leave, the County of St. Paul will allow members to remain under the Employers plan for Groupsource benefits. Employees will pay full premiums and leave post dated cheques with the payroll department.

	Date
Approved by Council	September 14, 2010
Amended	March 13, 2012
Amended	