

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



HR-4 Benefits Policy

Department: Human Resources

POLICY OBJECTIVE:

The County of St. Paul recognizes that its employees are its most valuable resource and strives to provide employees with a competitive benefits program.

POLICY STATEMENTS:

1.0 Eligibility

1.1 All ~~full-time~~ employees working thirty (30) hours or more and elected officials are entitled to the following benefits subject to the plan's eligibility conditions **as determined by the County in partnership with its benefit provider:**

(a) ~~Full-time~~ **All eligible** employees must complete a one (1) month waiting period. ~~The waiting period may be waived if transferring from another group;~~

~~Seasonal employees must complete one (1) season of work and return to work the following season.~~

(b) Summer students enrolled in high school or a post-secondary institution are not eligible for benefits;

(c) Elected officials will be eligible immediately upon swearing in.

1.2 The Chief Administrative Officer or their designee have the discretion to waive the benefit **eligibility** waiting period.

2.0 Benefits Provided

2.1 The following benefits are conditions of employment **for eligible employees:**

(a) Extended Health (may opt out);

(b) Dental (may opt out);

(c) Life Insurance; Accidental Death and Dismemberment;

- (d) Long Term Disability (Full-time employees only);
- (e) Employee Assistance Program;
- (f) Local Authorities Pension Plan; and
- (g) Health Care and Wellness Spending Accounts.

2.2 The following benefits are optional at the discretion of the employee and employees will pay 100% of the premiums:

- (a) Voluntary Life Insurance;
- (b) Voluntary Critical Illness; and
- (c) Voluntary Accident.

2.3 The Health and Wellness Spending Accounts provide reimbursement for eligible medical, dental, and wellness expenses with pre-tax dollars. The Canadian Revenue Agency governs administration of the accounts. The County funds the Health Care Spending Accounts with credits which are not taxable to employees. Alternatively, the Wellness Spending Accounts are considered a taxable benefit to the employee and must be claimed. Eligibility criteria will be determined from time to time by the Chief Administrative Officer or their designee.

2.4 ~~Full-time~~ **Permanent** employees will receive a Health and Wellness Spending amount as determined by Council. Seasonal employees will receive 50% of the Health and Wellness Spending amount determined by Council annually.

3.0 Pension

3.1 Eligibility for the Local Authorities Pension Plan is provided in ~~Policy HR-123~~ **the County's Local Authorities Pension Plan Policy.**

4.0 Workers' Compensation

4.1 All employees are covered under Workers' Compensation Board legislation.

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

~~5.0 Seasonal Employees~~

~~a) All seasonal employees aiming to return to work with the County for the following season will be obligated to make a choice between taking no benefits during their lay-off period or taking the entire benefit package during their layoff period including, but not limited to Extended Health,~~

~~Dental, Life Insurance, Accidental Death and Dismemberment, the Employee Assistance Program, and the Health and Wellness Spending Accounts. There will be no option to pick and choose certain benefits. If employees choose to retain benefits during the lay-off period, they will be responsible for paying the employee and employer portions.~~

Council Approval: September 14, 2010
Amended: December 8, 2015
Amended: April 12, 2016
Amended July 6, 2018
Amended: October 8, 2019