

Section: <b>E</b>	Policy Number: <b>E-017</b>	Approval Date: <b>Feb. 21, 2007</b>
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## **BENEFIT PLANS**

Community Living-Central Huron provides various Benefit Plans for its employees. The Terms and Conditions of the Master Plans and Policies with respect to Benefit Plans, shall govern administration, application and eligibility to such plans. The Agency will adhere to both the Privacy and Confidentiality Policy with respect to administering benefit plans. Non-compliance with the Benefit Plans Policy is subject to discipline, up to and including dismissal from the Agency's employ.

Information on benefit coverages, eligibility, costs, claims procedures, etc., are available from the Administrative Coordinator and/or the booklet or brochure provided by the Carrier. When an employee is off on Workers Safety and Insurance Board (WSIB) or a Short or Long Term claim through the Benefit Carrier, the Administrative Coordinator will be the primary contact to both the employee and WSIB/or Agency Benefit Carrier. Employees who are approved for and received Long Term Disability Benefits (LTD Benefits) shall cease to be entitled to Extended Health Care (EHC) and Dental Care Benefits through the Agency's Benefit Plan, effective two (2) years from the date the employee was approved for LTD Benefits. Employees who are approved for and received WSIB Benefits shall cease to be entitled to Extended Health Care (EHC) and Dental Care Benefits through the Agency's Benefit Plan, effective two (2) years from the date of accident or injury. Also, it is the employee's responsibility to respond within the timeframes determined by WSIB or the Agency Benefit Carrier for providing medical information/documentation.

The Administrative Coordinator will notify employees in writing of their eligibility for benefits and provide all necessary enrolment cards/applications/forms to satisfy all submission time frames. It is the responsibility of the employee to complete applications/forms and return them to the Administrative Coordinator within the specified timeframe for eligibility.

Employees are required to contact the Administrative Coordinator to discuss their eligibility, changes in status, change in address and the administration of the various benefits. Should an employee not wish to participate in a Benefit Plan offered by Community Living-Central Huron, they must provide the Agency with a letter noting the offer and refusal. Should an eligible employee decline benefits, or if benefits are not granted by the Agency's Benefit Carrier, Community Living-Central Huron does not provide any salary compensation for not participating in the benefit.

Community Living-Central Huron has the authority to change the carrier of any Benefit Plans.

Related Policies:

- Confidentiality (A-003)
- Privacy (A-004)
- Hiring Policy (E-002)
- Employee Records Policy (E-004)
- Staff Orientation (E-005)
- Retirement (E-015)