
EMPLOYEE BENEFITS & PENSION

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments: 2019-08-08-147, 2020-01-09-011; 2021-12-21-664; 2024-03-05-831

Purpose

The purpose of this policy is to inform employees of their eligibility for health benefits and pension provided by the Village.

Guidelines

HEALTH BENEFITS

The Village will provide a group health benefit plan to all eligible employees. Group plan health coverage and premium rates are negotiated by the Plan Administrator (CAO) and the benefit provider.

1. All permanent employees working a minimum of 20 hours per week are eligible to participate after a 3 month waiting period.
 - a. Council has the authority to waive the waiting period by way of resolution at a Regular Council meeting.
2. Employees with extended health and dental benefit coverage through another benefit provider may request approval from the CAO to opt out of the Village's Benefit coverage.
3. Temporary, Casual and Seasonal employees are not eligible for benefits.
4. Premiums for group benefits are shared 75% by the employer and 25% by the employee for the Extended Health Care, Dental Care and Group Life Insurance.
5. The Village will provide each employee with a group benefits information booklet upon their eligibility for enrollment in the program.

PENSION

The Village will take part in the Local Authorities Pension Plan (LAPP) through Alberta Pension Services or through the Sunlife Group RRSP's and make these plans available to all eligible employees. Participation will only be allowed in either the LAPP or Sunlife Group RRSP, not both.

1. Local Authorities Pension Plan (LAPP)
 - a) Permanent Employees working 30 hours per week or more must enrol in LAPP after completing one year of continuous employment, unless previous enrolled in LAPP.
 - i. Employees previously enrolled in LAPP will be immediately enrolled in LAPP under the Village as long as previous contributions to the plan have not been withdrawn.
 - ii. Employees may be eligible to participate in the buy back program, which includes probationary service as per LAPP regulation.

- b) Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.
2. Sunlife Group RRSP
- a) Salaried Employees may enroll in Sunlife Group RRSP plan after one year of continuous employment.
 - b) Premiums for Sunlife Group RRSP are shared between the employer and the employee using LAPP regulation as a guideline, however percentages will require approval from Council.