

**Title: Human Resources Management
Policy – Continuation of Benefits**

Policy No: 1982

Approval: Town Council

Effective Date: February 8, 2006



Supersedes Policy No: NIL

Policy Statement: The Town of Hardisty believes that it may be necessary and advantageous to allow employees to continue their participation in the Town's group insurance benefit plans and pension plan while on leave.

Purpose: To establish how and when employees can continue their participation in the Town's insurance benefit plans and pension plan while on leave.

Principles:

- 1) Employees in full time permanent positions on leave without pay for twenty days or less shall continue participation in the Town's group insurance benefit plans and pension plan.
- 2) Employees in full time permanent positions on leave without pay for more than twenty days cannot continue participation in the Town's group insurance benefit plans and pension plan, except as provided below.
- 3) Employees receiving weekly indemnity benefits shall continue participation in the Town's insurance benefit plans and pension plan for the period that they are receiving weekly indemnity benefits.
 - a) Continuation of insurance benefits is subject to the conditions stipulated by the benefit plan provider.
 - b) Continuation in the pension plan is subject to the conditions stipulated by the Local Authorities Pension Plan.
 - c) Coverage will be provided on the basis of the earnings of the last pay period prior to the leave.
 - d) The employee shall reimburse the Town every month 50% of his/her Alberta Health Care monthly premium.
 - e) The employee shall reimburse the Town every month 50% of the cost of his/her Extended Health Care monthly premium.
 - f) The employee shall reimburse the Town every month 50% of the cost of his/her Life and Accidental Death and Dismemberment Group Insurance monthly premium.
 - g) The employee shall reimburse the Town every month 100% of the cost of his/her Dependent Life Insurance Coverage monthly premium.

- h) The employee shall reimburse the Town every month 100% of the cost of his/her monthly premium of any additional life insurance purchased by the employee.
 - i) The employee shall reimburse the Town every month for the employee's share of his/her monthly pension contributions.
- 4) Employees receiving long term disability benefits shall continue participation in the Town's insurance benefit plans and pension plan for the period that they are receiving long term disability benefits.
- a) Continuation of insurance benefits is subject to the conditions stipulated by the benefit plan provider.
 - b) Continuation in the pension plan is subject to the conditions stipulated by the Local Authorities Pension Plan.
 - c) Coverage will be provided on the basis of the earnings of the last pay period prior to the leave.
 - d) The employee shall reimburse the Town every month 50% of his/her Alberta Health Care monthly premium.
 - e) The employee shall reimburse the Town every month 50% of the cost of his/her Extended Health Care monthly premium.
 - f) The employee shall reimburse the Town every month for the employee's share of his/her monthly pension contributions.
- 5) Employees on maternity or parental leave may continue participation in the Town's insurance benefit plans and pension plan for the period that they are on maternity or parental leave.
- a) Continuation of insurance benefits is subject to the conditions stipulated by the benefit plan provider.
 - b) Continuation in the pension plan is subject to the conditions stipulated by the Local Authorities Pension Plan.
 - c) Coverage will be provided on the basis of the earnings of the last pay period prior to the leave.
 - d) The employee shall reimburse the Town every month 50% of his/her Alberta Health Care monthly premium.
 - e) The employee shall reimburse the Town every month 50% of the cost of his/her Extended Health Care monthly premium.
 - f) The employee shall reimburse the Town every month 100% of the cost of his/her Weekly Indemnity Benefits Group Coverage monthly premium.
 - g) The employee shall reimburse the Town every month 50% of the cost of his/her Life and Accidental Death and Dismemberment Group Insurance monthly premium.
 - h) The employee shall reimburse the Town every month 100% of the cost of his/her Dependent Life Insurance Coverage monthly premium.
 - i) The employee shall reimburse the Town every month 100% of the cost of his/her monthly premium of any additional life insurance purchased by the employee.

- j) The employee shall reimburse the Town every month for the employee's share of his/her monthly pension contributions.
- 6) Employees receiving Workers' Compensation benefits shall continue participation in the Town's insurance benefit plans and pension plan for the period that they are receiving Workers' Compensation benefits.
- a) Continuation of insurance benefits is subject to the conditions stipulated by the benefit plan provider.
 - b) Continuation in the pension plan is subject to the conditions stipulated by the Local Authorities Pension Plan.
 - c) Coverage will be provided on the basis of the earnings of the last pay period prior to the leave.
 - d) The employee shall reimburse the Town every month 50% of his/her Alberta Health Care monthly premium.
 - e) The employee shall reimburse the Town every month 50% of the cost of his/her Extended Health Care monthly premium.
 - f) The employee shall reimburse the Town every month 100% of the cost of his/her Weekly Indemnity Benefits Group Coverage monthly premium.
 - g) The employee shall reimburse the Town every month 50% of the cost of his/her Life and Accidental Death and Dismemberment Group Insurance monthly premium.
 - h) The employee shall reimburse the Town every month 100% of the cost of his/her Dependent Life Insurance Coverage monthly premium.
 - i) The employee shall reimburse the Town every month 100% of the cost of his/her monthly premium of any additional life insurance purchased by the employee.
 - j) The employee shall reimburse the Town every month for the employee's share of his/her monthly pension contributions.
- 7) Employees on approved leaves without pay for more than twenty days may continue participation in the Town's insurance benefit plans and pension plan for the period that they are on leave to a maximum of thirteen weeks.
- a) Continuation of insurance benefits is subject to the conditions stipulated by the benefit plan provider.
 - b) Continuation in the pension plan is subject to the conditions stipulated by the Local Authorities Pension Plan.
 - c) An employee wishing to continue participation in the insurance benefit plans and pension plans must continue all coverage in effect prior to the commencement of the leave.
 - d) Coverage will be provided on the basis of the earnings of the last pay period prior to the leave.
 - e) The employee shall reimburse the Town every month 100% of his/her Alberta Health Care monthly premium.
 - f) The employee shall reimburse the Town every month 100% of the cost of his/her Extended Health Care monthly premium.

- g) The employee shall reimburse the Town every month 100% of the cost of his/her Dental Care monthly premium.
 - h) The employee shall reimburse the Town every month 100% of the cost of his/her Weekly Indemnity Benefits Group Coverage monthly premium.
 - i) The employee shall reimburse the Town every month 100% of the cost of his/her Long Term Disability monthly premium.
 - j) The employee shall reimburse the Town every month 100% of the cost of his/her Life and Accidental Death and Dismemberment Group Insurance monthly premium.
 - k) The employee shall reimburse the Town every month 100% of the cost of his/her Dependent Life Insurance Coverage monthly premium.
 - l) The employee shall reimburse the Town every month 100% of the cost of his/her monthly premium of any additional life insurance purchased by the employee.
 - m) The employee shall reimburse the Town every month for the employee's share of his/her monthly pension contributions for the first year and for the employer's and employee's share of his/her monthly pension contributions thereafter.
- 8) Note that the Town is only responsible for the employer's portion of the monthly pension contributions for a total of one year of service of all leaves.