

Corporate Policies

SECTION: BENEFITS

SUBJECT: Employee Group Benefit Plan

POLICY NO.: 5.2.0

EFFECTIVE DATE: December 12, 2006

PAGE: 1 OF 5

SUPERCEDES POLICY DATED: October 2002

APPROVED BY: Council CWB25-2006

POLICY STATEMENT:

The Corporation recognizes the need to provide insured benefit coverage for employees in the areas of:

- ☐ Extended Health Care
- ☐ Dental
- ☐ Vision
- ☐ Life Insurance
- ☐ Short-term Disability
- ☐ Long-term Disability

The Employee Group Benefit Plan ("Plan") is both comprehensive and competitive in nature and may be amended from time-to-time to meet the needs of both the Corporation and its employees.

In addition, the Plan provides coverage for eligible dependents including:

- ☐ Spouse/Common-Law spouse
- ☐ Children up to the age twenty-one
- ☐ Full-time Students age 21 to 25 (documentation required)
- ☐ Overage dependents that are incapable of supporting themselves due to a physical/mental disorder

PURPOSE:

The provision of insured benefits as described in the Employee Group Benefit Plan is twofold in that it:

1. Addresses the health care needs of the Corporation's employees; and
2. Aids in the attraction of new employees and the retention of existing employees.

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Highlights of the Group Benefits Plan will be provided by the Corporation to employees at the time of hire; transfer to full-time status or in the case of a substantial change to the benefits plan. Additional copies are available from the Human Resources Division upon request.

SCOPE:

All eligible full-time, non-union employees will be enrolled in the benefit plan.

Benefit coverage will end upon termination of employment, retirement at age 65 or beyond or as stated in the policy provisions.

Early retirees, may be eligible for continuation of Health, Dental and Vision coverage (only) to 65 if they meet the following criteria:

- Are 55 or greater, have 10 years of continuous employment and must be in receipt of an OMERS pension.

Early retiree that do not meet the above criteria may be eligible to purchase retiree benefits to 65.

Life Insurance, STD, LTD and AD&D cease upon termination and retirement. Life Insurance can be converted to a private policy.

PROCEDURE:

1. DESCRIPTION OF THE COMPONENTS

a. Extended Health Care

The Corporation pays for 100% of the monthly premium costs on behalf of eligible employees and their eligible dependants. The plan covers private hospital accommodations, medical costs and prescription drugs.

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b. Dental

The Corporation pays for 100% of the monthly dental premiums for employees and their eligible dependants. Employees and their eligible dependants are covered under the current Ontario Dental Association (O.D.A.) fee schedule.

c. Combined Vision Benefit

The 24-month maximum as per the Benefits Plan may be used for:

- Glasses, contact lenses, eye examination and/or laser eye surgery

d. Life Insurance

i. Basic Life

The Corporation pays for Basic Life Insurance on behalf of eligible employees as defined by the Policy. The benefit for Basic Life Insurance is paid at a rate of two (2) times the employee's yearly gross base salary.

ii. Accidental Death and Dismemberment

In the event of an accidental death or injury, the plan provides for additional insurance. The Corporation on behalf of eligible employees pays for premiums for this benefit.

iii. Optional Life

Optional Life Insurance, for an employee and/or spouse may be purchased through the Group Plan. Costs for optional life premiums are the sole responsibility of the employee. Optional Life Insurance rates are based on age, gender and smoker status.

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Optional Life insurance may be purchased at time of hire or at any other period as provided under the Policy.

Medical evidence for insurability is a requirement of the Plan. Costs associated with the obtainment of the medical evidence are the sole responsibility of the employee.

e. *Income Replacement (See Policy 9.2.0 Long Term Disability)*

The employee is responsible for payment of 100% of the premium for Long-Term Disability. Accordingly, should this benefit be drawn upon, in accordance with Income Tax laws applicable at the time of publication of this policy, the income received is non-taxable.

Benefits are paid in accordance with the terms of the Plan and are made to eligible employees to a prescribed monthly maximum. The Corporation is not responsible for adjudicating claims. Any dispute about benefits under the plan is solely between the employee and the insurance carrier.

2. WAITING PERIODS FOR ENROLMENT

Participation in the Employee Benefit Plan will become effective for all eligible employees after three months of continuous service, unless otherwise waived by the Corporation.

3. RESPONSIBILITY OF THE EMPLOYEE

It is the responsibility of individual employees to ensure that the Human Resources Division is notified of amendments to their benefit profile (i.e. birth of a child, change in marital status, co-ordination of benefit coverage, change of beneficiary, etc) to ensure adequate benefit coverage is in place.

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ACCOUNTABILITY:

The Human Resources Division is accountable for ensuring that the Employee Group Benefit Plan is properly administered and that the Plan remains current in addressing the benefit needs of the employees.

ADMINISTRATION:

Human Resources Division

CONTACT:

Human Resources Division