



# Employee Benefits Package

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## Policy

### Full and Part-time Permanent Employees

Chinook Arch Library Board benefits for employees who work at least 50% of full time shall include:

- a. A group health and life insurance benefits package through
- b. Short and Long Term Disability Plans
- c. Membership in the Local Authorities Pension Plan (LAPP)
- d. A computer purchase plan.

After six months, continuous part-time staff who work less than 50% of full time will receive 11% in lieu of benefits.

### Temporary and Contract Employees

Benefits for employees contracted for 12 months or longer shall include:

- a. A group health and life insurance benefits package

### Health and Life Insurance

Benefits 100% paid by Chinook Arch:

- Basic Group Life Insurance (2 times annual salary)
- Accidental Death and Dismemberment (2 times annual salary)
- Dependent Life (\$5,000 spouse, \$2,000 child)
- Health Spending Account of \$1,000 per employee per annum

Benefits 100% paid by Employee:

- Long Term Disability (60% non-taxable plan)
- Short Term Disability (60% non-taxable plan)

Benefits 50% paid by Chinook Arch and 50% paid by Employee: (employee co-pay)

- Extended Health Care Dental

### Local Authorities Pension Plan

The Local Authorities Pension Plan (LAPP) is a contributory pension plan for employees of local authorities in Alberta. The Plan is a defined benefits pension plan, which means members receive a pension based on their salary and years of service. The Plan is financed by member and employer contributions and by investment earnings. All employees who are eligible for benefits must participate in the Pension plan.

### Computer Purchase Plan

Loans of up to \$2,500, repayable through payroll deduction, are provided for the purchase of computers and computer peripherals by employees.

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## Benefits Policy Guidelines

1. The waiting period for benefits for new employees is normally 6 months.
2. The waiting period for benefits may be waived for new managerial employees or for employees joining Chinook Arch from another organization in which they have held benefits.
3. All eligible employees must belong to the, Disability and Life Insurance Plans and the Local Authorities Pension Plan. All eligible employees must also belong to the Extended Health Care Plan unless they have extended health and dental plans through a spouse or partner in which case they are not required to accept these benefits.
4. The Chief Executive Officer is the Plan Administrator.
5. Employees may request pay roll deductions for RRSP contributions
6. Loans for the computer purchase plan are secured by the computer equipment and a promissory note and repaid through payroll deduction.
7. Reduced Premium Rebates received by Chinook Arch from the Canada Employment Insurance program as a result of the employee-paid Short Term disability plan shall be returned to employees as a bonus.
8. Part-time employees must work 50% FTE in a regular position to be considered permanent employees.
9. Employees eligible for short term disability benefits may use their accumulated sick leave for the waiting period.
10. Chinook Arch will pay all employee benefits costs while an employee is receiving short term disability.

<b>Last Reviewed:</b>	<b>6 August 2015</b>
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