

Employee Benefits

Policy

Full-time and Part-time Permanent Employees

Chinook Arch Library Board benefits for salaried employees who work at least 60% of full time shall include:

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

Permanent, hourly-paid part-time staff will receive 11% in lieu of benefits.

Temporary Employees

Benefits for employees contracted in a full-time position for 12 months or longer shall include:

- a. A group health and life insurance benefits package
- b. Short and Long Term Disability Plans
- c. Participation in the Local Authorities Pension Plan (LAPP)

Temporary part-time and contracted employees will receive 11% in lieu of benefits.

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
- Health/Lifestyle 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

All employees who are eligible for benefits must participate in the Pension plan.

Technology Purchase Plan

Loans of up to \$2,500, repayable through payroll deduction, are provided to employees to purchase computers or other technology.

Benefits Policy Guidelines

1. The waiting period for benefits for new employees is normally six months.

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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. In addition, 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.
4. Employees may request payroll deductions for RRSP contributions
5. Loans for the technology purchase plan are secured by a promissory note and repaid through payroll deduction.
6. Employees eligible for short-term disability benefits may use their accumulated sick leave for the waiting period.
7. Chinook Arch will pay all employee benefits costs while an employee is receiving short-term disability.

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