



POLICY

Employee Benefits	
Policy Number 130-016	Supersedes Policy Number 6-70
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the purpose of this policy to provide group insurance and other benefits to the Town of Wolfville employees.

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Employee Compensation and Review SOP 130-808

4.0 Definitions

- 4.1 **Employee Assistance Program (EAP):** confidential short-term counseling and advisory services, provided through an external provider, for Town of Wolfville employees, Council members and their immediate families.
- 4.2 **Group Insurance:** includes health, dental, long term disability, accidental death and dismemberment, and life insurance.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) provide and familiarize employees with the various group insurance, financial and other health and medical benefits that are available to through employment with the Town of Wolfville.



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5.2 General Provisions

- a) Permanent full-time and permanent part-time employees shall participate in the group insurance benefit program. This policy shall be in effect regardless of the group insurance carrier's enrolment requirements with regards to the percentage of number of participants.
- b) Under the eligibility clause of the Group Insurance plan "an Employee is deemed to be on the full-time staff of the Town if customary employment with the employer is for at least 15 or more hours per week"
- c) Seasonal Works Department Employees hired prior to October 1, 2002 shall also participate in the full benefit program but will not be covered for long term disability during the period they are on lay off.
- d) Seasonal Works Department Employees hired after October 1, 2002 will only be eligible to participate in the Health and Dental Portions of the Group Insurance benefit program.
- e) The employee shall pay 40% of the costs of monthly premiums and the Town will pay the remaining 60%. In cases where it is advantageous (for income tax purposes) for the employee to pay 100% of the premiums for a particular benefit, the Town will pay an increased percentage of other benefit premiums in the plan to a maximum of 60% of the total plan premiums. Seasonal Works Department employees will contribute their share of annual costs over the number of pay periods they are expected to work in that year. The number of pay periods will be determined and advised by the Director of Public Works.

5.3 Pension Plan

The Town shall contribute 6% of base earnings and the employee shall contribute 6% of base earnings to the pension plan. Deductions from employees are to be made from each pay cheque or direct deposit with remittances to be made by the Town to the Pension Company on a monthly basis. Pension contributions for Unionized employees are specified within the Collective Agreement.

CAO

2015-12-15

Date