



## COUNCIL POLICY C-HR13

## Employee Benefits

Prepared By:	Human Resources	Council Approval Date:	March 22, 2016
Effective Date:	March 22, 2016		
References:	<i>Employee Health &amp; Wellness Allowance A-HR13-P1; Earned Days Off Program A-HR13-P2</i>	Previous Revision Date:	Feb. 25, 2003 (HR 013) Mar 11, 2011 (A-HR13)
Function:	Personnel	LAS Review Date:	March 4, 2016

**PURPOSE**

The purpose of this policy is to set forth Parkland County's intention to provide supplementary health benefits to employees.

**POLICY STATEMENT**

Employee Benefits are provided as an integral part of a total compensation plan designed to attract and retain qualified and skilled staff necessary to achieve strategic goals as well as provide a strong foundation of good health and wellbeing for employees and their families.

**SCOPE**

This Policy applies to the following:

1. Permanent employees (who are scheduled to work an average of at least 15 hours per week) are eligible for all Employee Benefits, with the exception of Long Term Disability (LTD), where eligibility requires the employee to be scheduled to work an average of a least 20 hours per week.
2. Contract employees with a term of at least one (1) year are eligible for all Employee Benefits, with the exception of Long Term Disability and pension plans.
3. Long term Temporary full-time employees are eligible for Extended Health Care/Vision, Dental, Emergency Travel Assistance and Employee and Family Assistance Program (EFAP).

**MANAGEMENT RESPONSIBILITIES**

It is the responsibility of Human Resources and Payroll Services to ensure that the benefit plans offered are competitive in the industry.

Payroll/Finance provides appropriate coverage at a reasonable cost for the employer and the employees.

**STANDARDS**

1. Participation in the following Employee Benefits - Basic Plan is compulsory for all eligible employees:

- a. Extended Health Care/Vision, Dental, Emergency Travel Assistance (unless the employee is covered under another plan(s) and provides the name and group number of such plans(s))
  - b. Basic Group Life Insurance
  - c. Basic Accidental Death & Dismemberment (AD&D)
  - d. LTD
  - e. Local Authorities Pension Plan (LAPP) (unless employee is already in receipt of an LAPP pension or not eligible)
  - f. EFAP.
2. Participation in the following Employee Benefits - Voluntary Plans are optional for all eligible employees:
  - a. APEX Supplementary Pension (available only to Management / Professional and Administrative employees)
  - b. Optional Life Insurance
  - c. Optional AD&D
  - d. Optional Critical Illness
  - e. Group Registered Retirement Savings Plan (RRSP)
3. Cost Sharing
  - a. The premiums for the Basic Plan are shared on an 85%/15% basis between the County and the employee with the exception of LAPP (see c.).
  - b. The premiums for the Voluntary Plans are 100% paid by the employee, with the exception of APEX (see c.).
  - c. Premiums for LAPP and the APEX Supplementary Pension plans are established by the plans not the County.
4. Health and Wellness Allowance  
An annual allowance is provided to eligible County employees as a means to encourage and support employees to pursue health and wellness activities.
5. Earned Days Off (EDO) Program  
An EDO program is recognized to enhance the work environment. Appropriately managed flexible work schedules arrangements can foster an increase in employee productivity and effectiveness, while at the same time, achieving balance between life and work.
6. Employee benefits at the County will be generally aligned with the selected comparators as outlined in A-HR04-P1-Compensation.
7. Parkland County will adhere to criteria established by the benefit providers.
8. Changes made to employee benefits plans will be approved by Council.