



## Benefits & Pension Eligibility Directive

<b>Procedure No.:</b> CS-HR-2	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Corporate Services	<b>Authority:</b> CAO
<b>Effective Date:</b> March 14, 2011	<b>Revision Date:</b>
<b>Review Date:</b> March 2021	<b>Repealed Date:</b>
<b>Supersedes:</b> Benefits & Pension Eligibility Directive, June 2, 2004.	
<b>Related Policy No.:</b> N/A	
<b>Related Policy Name:</b> N/A	

### Purpose

The purpose of this directive is to clarify employee eligibility criteria for commencement of benefits and pension.

### Operating Guidelines

#### 1. DEFINITIONS

- 1.1 **Pension** shall refer to either Local Authorities Pension Plan (LAPP) or Special Forces Pension Plan (SFPP) unless otherwise specified.
- 1.2 **Benefits** shall refer to: A.M.S.C. Medical Plan; Life Insurance at double the Employee's regular annual salary, and Accidental Death and Dismemberment as available through the A.M.S.C.; Weekly Indemnity (Short-term Disability) as available through the A.M.S.C.; Long-term disability as available through A.M.S.C.; A.M.S.C. Vision Care; and A.M.S.C. Dental Plan.

#### 2. EXEMPTION

- 2.1 The employee may be exempted from A.M.S.C. Medical Plan (100% Claim Basis) and A.M.S.C. Dental Plan if his or her spouse has family coverage for these items. Alternate coverage must be proved by obtaining the policy number and ID# of the plan and writing it on the A.M.S.C. benefit enrollment card.



**3. Commencement of coverage. Employees will commence coverage as follows:****3.1 NEW EMPLOYEES (CUPE and POLICE ASSOCIATION)**

- 3.1.1 **New** employees hired into **permanent, full-time** (40 hours per week, 37.5 per week) positions that fall within the scope of C.U.P.E. Local 2038 or that fall within the scope of the Taber Police Association, will commence coverage for short term disability after 3 calendar months and will commence coverage for the rest of the benefits and pension after 4 calendar months.
- 3.1.2 **New** employees hired into **permanent, part-time** (regularly scheduled to work less than a full time employee) positions that fall within the scope of C.U.P.E. Local 2038, will commence coverage for short term disability after 3 calendar months and will commence coverage for the rest of the benefits and pension after 4 calendar months.
- 3.1.3 **New** employees hired into **casual** (not regularly scheduled) positions that fall within the scope of C.U.P.E. Local 2038 will not be eligible for benefits or pension.
- 3.1.4 **New** employees hired into **temporary, full-time** (40 hours per week, 37.5 per week) positions that fall within the scope of C.U.P.E. Local 2038 or that fall within the scope of the Taber Police Association, will commence coverage for short term disability after 3 calendar months and will commence coverage for the rest of the benefits after 4 calendar months. Temporary positions will not be eligible to contribute to pension.
- 3.1.5 **New** employees hired into **temporary, part-time** (regularly scheduled to work less than a full time employee) positions that fall within the scope of C.U.P.E. Local 2038, will commence coverage for short term disability after 3 calendar months and will commence coverage for the rest of the benefits after 4 calendar months. Temporary positions will not be eligible to contribute to pension.
- 3.1.6 **New** employees hired into **temporary, casual** (not regularly scheduled) positions that fall within the scope of C.U.P.E. Local 2038 will not be eligible for benefits or pension.

**3.2 EXISTING CASUAL EMPLOYEES**

- 3.2.1 **Existing Casual** employees hired into **permanent, full-time** (40 hours per week) positions that fall within the scope of C.U.P.E. Local 2038 will commence coverage for short term disability after 3 calendar months and will commence coverage for the rest of the benefits and pension after 4 calendar months.



- 3.2.2 **Existing Casual** employees hired into **permanent, part-time** (regularly scheduled to work less than a full time employee) positions that fall within the scope of C.U.P.E. Local 2038 will commence coverage for short term disability after 3 calendar months and will commence coverage for the rest of the benefits and pension after 4 calendar months.

### 3.3 EXISTING PERMANENT PART-TIME EMPLOYEES

- 3.3.1 **Existing Permanent Part-Time** employees hired into **permanent, full-time** (40 hours per week, 37.5 per week) positions that fall within the scope of C.U.P.E. Local 2038 will continue coverage for all benefits and pension.
- 3.3.2 **Existing Permanent Part-Time** employees hired into a different **permanent, part-time** (30 hours per week) position that falls within the scope of C.U.P.E. Local 2038 will continue coverage for all benefits and pension.
- 3.3.3 **Existing Permanent Part-Time** employees hired into a casual (not regularly scheduled) position that falls within the scope of C.U.P.E. Local 2038 will not continue to be eligible for benefits and pension.
- 3.3.4 **Exemption:** If a Permanent Part-Time Employee is in a position where the amount of hours they are regularly scheduled to work makes them ineligible for Benefits or Pension, as dictated by the service provider, then the employee will not receive Benefits or Pension through the Town.

### 3.4 EXISTING PERMANENT FULL-TIME EMPLOYEES

- 3.4.1 **Existing Permanent Full-Time** employees hired into a different **permanent, full-time** (40 hours per week, 37.5 per week) position that falls within the scope of C.U.P.E. Local 2038 will continue to be eligible for coverage for benefits and pension.
- 3.4.2 **Existing Permanent Full-Time** employees hired into a **permanent, part-time** position that falls within the scope of C.U.P.E. Local 2038 will continue to be eligible for coverage, with the according change in premium splits taking place.
- 3.4.3 **Existing Permanent Full-Time** employees hired into a casual (not regularly scheduled) position that falls within the scope of C.U.P.E. Local 2038 will not be eligible for benefits or pension.

### 3.5 EXISTING TEMPORARY FULL-TIME / TEMPORARY PART-TIME EMPLOYEES

- 3.5.1 **Existing Temporary Full-Time / Temporary Part-Time** employees hired into a **permanent, full-time** position that falls within the scope of C.U.P.E. Local 2038 will continue to be eligible for benefit coverage and will be eligible to contribute to pension after the 40 working day trial period.



- 3.5.2 **Existing Temporary Full-Time / Temporary Part-Time** employees hired into a **permanent, part-time** position that falls within the scope of C.U.P.E. Local 2038 will continue to be eligible for benefit coverage and will be eligible to contribute to pension after the 40 working day trial period.
- 3.5.3 **Existing Temporary Full-Time / Temporary Part-Time** employees hired into a **Casual** position that falls within the scope of C.U.P.E. Local 2038 will not be eligible for benefits or pension.
- 3.5.4 If an employee in a **Temporary Full-Time** or **Temporary Part-Time** position that falls within the scope of C.U.P.E. Local 2038 is hired into a permanent full-time or permanent part-time position and has not completed the 3-month waiting period for Short Term Disability and/or the 4-month waiting period for full benefit eligibility, the original dates for commencement of these items will remain in effect. The employee will not be eligible for pension coverage until 40 working days from the employee's start date in the permanent position have passed.

#### **4. NEW EMPLOYEES (MANAGEMENT)**

- 4.1 **All** employees hired into permanent management positions will be eligible for all benefits immediately upon position commencement.
- 4.2 **New** employees hired into management positions will be eligible to contribute to pension immediately upon position commencement.

#### **5. OTHER SITUATIONS**

- 5.1 Acting Pay for CUPE Employees will not be recognized as pensionable earnings.
- 5.2 Any Employee suspended without pay will not be eligible to purchase the suspended hours as pensionable service.
- 5.3 Any Employee who takes a leave without pay will be subject to LAPP or SFPP policy as to how to deal with the unfunded period that the employee was away.

#### **6. OTHER SITUATIONS NOT COVERED BY THIS DIRECTIVE**

- 6.1 Situations with regard to pension and benefits commencement that arise and that are not covered by this directive will be determined at the discretion of the Chief Administrative Officer.



**7. CHART**

	<b>Short Term Disability (STD)</b>	<b>All other Benefits</b>	<b>Pension</b>
<b>Casual</b>	Not Eligible	Not Eligible	Not Eligible
<b>New Employee to Permanent Full Time or Part-Time</b>	3 mos.	4 mos.	4 mos.*
<b>Casual to Permanent Full Time or Part-Time</b>	3 mos.	4 mos.	4 mos.*
<b>Casual to Temporary Full Time or Part-Time</b>	3 mos.	4 mos.	Not Eligible
<b>Temporary Full or Part Time to Permanent Full Time/ Part-Time</b>	40 working days or continue or use original dates	40 working days or continue or use original dates	40 working days or use original dates
<b>Permanent Full Time/ Part-Time to different Permanent Full Time/ Part-Time</b>	Continue	Continue	Continue
<b>New Management Employee</b>	Immediate	Immediate	Immediate

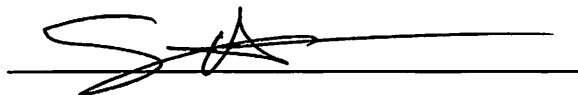
\* Membership must begin immediately if a full-time permanent employee has applied for and is eligible to transfer contributions and service into LAPP under a reciprocal agreement.

\* This chart is a guideline only and does not replace the direction given in the written clauses within this document.

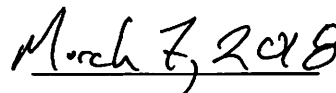
**8. APPLICATION**

8.1 The principles included in this Directive apply to all Town employees.

8.2 It is the responsibility of the Chief Administrative Officer and the Management Team to ensure that the provisions of this Directive are followed.



CHIEF ADMINISTRATIVE OFFICER



DATE

