

<b>Adopted</b>	<b>September 9, 2019</b>
<b>Revision Date</b>	
<b>Review Year</b>	<b>As Required</b>

**Objective:**

Outlines the operation and implementation of the Aurora School employee benefit plan.

**Responsibility:**

Employee enrolment in the Aurora School benefit plan is carried out by the Secretary Treasurer.

**Regulation:**

**A. Benefit Plans**

1. When the enrollment and other requirements of the insurer(s) have been met, the employer shall take steps to contract for and implement the following group benefit plans:
  - a. Life Insurance
  - b. Accidental Death and Dismemberment
  - c. Dependent Life Insurance
  - d. Short-term Disability
  - e. Long-term Disability Insurance
  - f. Extended Health Care
  - g. Dental Care Insurance
  - h. Health Spending Account

**B. Payment of Premiums**

1. The payment of contributions for the plan as set out in Section A above shall be as follows:
  - a. Life Insurance. The employee shall pay 100% of the cost of Life Insurance premiums.
  - b. Accidental Death and Dismemberment. The employee shall pay 100% of the cost of Accidental Death and Dismemberment premiums.
  - c. Dependent Life Insurance. The employee shall pay 100% of the cost of Dependent Life Insurance premiums.
  - d. Short-term Disability. The employer shall pay 100% of the cost of Short-term Disability premiums.
  - e. Long-term Disability Insurance. The employee shall pay 100% of the cost of Long-term Disability Insurance.
  - f. Extended Health Care. The employer shall pay 100% of the Extended Health Care premiums.
  - g. Dental Care Insurance. The employer shall pay 100% of the cost of Dental Care premiums.
  - h. Health Spending Account. The employer shall pay 100% of the cost of Health Spending Account premiums

**C. Eligible Employees**

1. All employees 0.5 FTE or greater shall be required to enroll in the benefit plans.

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**D. General Provisions**

1. Notwithstanding Section B, the requirement to participate in Extended Health Care or Dental Care insurance, as a condition of employment shall be waived for those employees who already have group insurance coverage as dependents of their spouses and who therefore elect not to participate. Further, employees with no dependents other than spouses may elect to take single coverage in any Extended Health Care or Dental Care insurance plans if their spouses have single coverage in the same or comparable plans.
2. The implementation and operation of the Aurora School Benefit Plan, hereinbefore referred to, shall, at all times, be subject to and governed by the terms and conditions outlined in the policies or contracts entered into with the underwriters of the plans.

**Accountability:**

*Secretary-Treasurer*

**References:**

*BP 5052 – Employee Benefits – Non-Teaching Staff*

*Manulife Group Benefits Plan*

*NexGen Rx Health Spending Account*