

**POL-ADM.2018.37 Title: *Benefit Plans***



**Type:** Human Resources  
**Authority:** CEO  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.37  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part XII  
**Original Approval:** 04-19-2018  
**Amended On:**  
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**Policy Statement**

The Blue Mountains Public Library, the employer, shall participate in the Town of the Blue Mountains benefit package for all qualifying employees.

**ADM.2018.37.1 Entitlement**

1. Entitlement to benefits shall be determined by the provider and not BMPL.
2. The BMPL employee may seek information directly from the Benefits Officer employed by TBM, who is responsible for overseeing employment benefits on behalf of the BMPL. TBM has no other payroll or human resource authority. BMPL employees should refer to the CEO for all other matters.
3. Except as prescribed under the Employment Standards Act, the BMPL, or agent acting on behalf of the BMPL, shall provide, offer or arrange for a benefit plan that treats all of the following equally and does not differentiate differently because of the age, sex or marital status of employees:
  - 3.1. Employees
  - 3.2. Beneficiaries
  - 3.3. Survivors
  - 3.4. Dependents.

**ADM.2018.37.2 Workplace Safety & Insurance Board**

This benefit is mandatory for all employees and is an employer-paid premium. WSIB may provide compensation benefits to employees injured in the workplace. WSIB information may be found at [www.wsib.on.ca](http://www.wsib.on.ca).

**ADM.2018.37.3 Canada Employment Insurance Premium**

1. This benefit is mandatory for all employees. Both employee and employer contributions are mandatory. All deductions and contributions are reported on the employee's pay stub and on their T4 summary.
2. Eligibility for EI is not set by the BMPL. No guarantee of benefit compensation may be made by the any employer. EI Rules may be found at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

#### **ADM.2018.37.4 Canada Pension Plan (CPP)**

1. This benefit is mandatory for all employees who are 18 years of age and older. Both employee and employer contributions are mandatory. All deductions and contributions shall be reported on the employee's pay stub and on their T4 summary.
2. CPP Rules can be found at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

#### **ADM.2018.37.5 Pension Plan**

1. The Registered Pension Plan follows TBM policy including date of commencement and contribution options for employees who qualify.
2. This plan is available for full-time permanent employees. Full-time non-permanent employees and part-time employee qualification is determined by the Benefits Officer based on years of employment and quantity of hours worked.
3. This benefit is not available for short-term or grant position employees, regardless of full-time hours of work or duration of contract. The benefit is not available for casual employees whose regular hours of work are less than 24 hours per week.
4. Employees may choose to have additional deductions for pension contributions which are unmatched by the employer. This may be started or ended at any point during the employment with notice given in writing to the Benefit Officer, if the service is contracted out by the Board.
5. Pension information may be found on TBM Intranet. If the employee login does not access the intranet, speak with the CEO.

#### **ADM.2018.37.6 Extended Health**

1. The Extended Health Plan shall follow TBM policy, including date of commencement and contribution options for full-time employees. Annual contributions shall be based on the employee's annual salary at a rate specified by the provider.
2. Any full-time employee may decline the benefit package of Extended Health for themselves and/or for any qualified spouse or dependents. However, there is no additional financial package offered in place of declined benefits.
3. These benefits are tendered by TBM, and may change from time to time. Notice of any changes to provider coverage shall be made to all BMPL employees. Current coverage includes:
  - 3.1. Group Life, Dependent Life, and Accidental Death & Dismemberment Insurance;
  - 3.2. Dental Insurance, Vision Benefit and Pay Direct Drug Benefit;
  - 3.3. Short Term Disability, Long-Term Disability and Extended Health Insurance;
  - 3.4. Hospital Benefit;
  - 3.5. Supplementary Health Care Benefit;
  - 3.6. Out of Province emergency and travel assistance benefit.