



County of Wetaskiwin No. 10 Municipal Policy

Department: 12.2 Corporate Services
Policy No. 12.2.11
Title Staff Benefits

1. Policy Statement:

1.1. The County realizes the benefits to providing staff benefits in order to recruit and retain employees. All permanent full time and permanent part time employees are entitled to participate in the benefit plans; with employer/employee costs pro-rated based on employment status.

2. Responsibilities:

2.1. All staff benefits shall be administered through the Payroll/HR Department.

2.2. Benefits include:

- 2.2.1. Local Authorities Pension Plan (LAPP);
- 2.2.2. Workers' Compensation Board Premiums;
- 2.2.3. Extended Health (includes Basic Life and Accidental Death & Dismemberment)
- 2.2.4. Long Term Disability
- 2.2.5. Optional Life.

2.3. The CAO may consider benefits for term employees on an individual basis.

2.4. If this policy differs from legislation or benefit regulations as determined by the benefit provider, then the legislation or regulations will supersede this policy.

3. Guidelines:

3.1. Coverage begins after completion of probation period and continues until the employment ends, or the employee is granted a leave of absence, or the employee receives LTD benefits.

3.2. If a spouse of an employee is contributing to a benefit plan at their place of employment, the employee will be given the option to opt out of the benefit package. If the employee decides at a later date to enrol in the benefit program, they must commit to the program for the term of their employment.

3.3. Contribution rates for the benefit plans shall be as follows:

- 3.3.1. Local Authorities Pension Plan (LAPP): as per the LAPP regulations
- 3.3.2. Group Source (Extended Health): 87% employer, 13% employee
- 3.3.3. Workers Compensation Board premiums: 100% employer

3.4. Employees who retire from the organization (have reached LAPP eligibility) will be eligible to receive further Extended Health benefits for a period not to exceed 6 months after the retirement date. The employee will be required to pay 50% of the benefit premiums that they are eligible for under the benefit carrier rules.

3.5. Where staff are eligible and request to remain on benefits while on leave, they must pay 100% of the benefit premium. This option can only be accessed for a maximum 24 months.

3.6. Seasonal and casual employees do not meet criteria to participate.

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