

**Policy & Procedure Manual**

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**HEALTH AND INSURED BENEFITS – FULL  
TIME EMPLOYEES - HR-V-2**

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**POLICY:**

All permanent, active, full-time, non-union employees will be entitled to participate in Health and Insured Benefits as offered by OPTIONS, subject to the respective terms and conditions of the provider, including enrolment and eligibility.

It shall be the sole discretion of the employer to determine the benefits to be offered and the provider to be selected.

Benefit premiums may be 100% paid by the employer, may be cost-shared, or be 100% employee paid.

**PURPOSE:**

1. To attract and retain qualified employees by offering a comprehensive health and insured benefit package.

**PROCEDURE:**

**NOTE:** While the employer will make every attempt to maintain benefits and provide notice for change, benefits offered are subject to change without notice.

1. Upon hire, employees will meet with a Human Resources Coordinator to receive a full explanation of benefits offered, including enrolment eligibility terms and conditions.

**HEALTH AND INSURED BENEFITS**

The general benefits to be offered will include:

- Extended Health Care
- Semi-Private Hospital Coverage
- Dental Plan
- Group Life Insurance
- Voluntary Life Insurance
- Pension Plan
- Voluntary Group RRSP
- Short Term and Long Term Sick Leave Plan

**POLICY: HR-V-2**  
**DEPARTMENT: Human Resources**  
**CATEGORY: Non-Union Benefit Program**  
**EFFECTIVE DATE: July 2021**  
**SUPERSEDES VERSION DATED: April 2004**  
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**RECOMMENDED BY:** Director, Human Resources

**APPENDICES: 0**

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources,  
Community Services Administration, Community Resource Team

**ORIGINAL POLICY DATE:** April 2004

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** 