

Policy & Procedure Manual

EARLY RETIRED EMPLOYEE - HR-VI-3

POLICY:

OPTIONS NORTHWEST will extend to full time employees opting for early retirement an option to participate in Group Health Benefits Trust Extended Health Care/Dental/Semi-Private benefits plan coverage as outlined below (or comparable coverage with another carrier) to age 65, with the employee assuming total responsibility for paying the full premium.

Benefits would be extended as follows:

Deductibles for Extended Health Care will be \$15.00 (single) and \$25.00 (family) (or as amended from time to time), providing the monthly premiums are 100% paid by the early retiree. In addition to the standard benefits, coverage will include vision care (maximum \$90.00 every 24 months, contact lenses included, and a hearing aid allowance - \$500.00 every 36 months per individual.) Dental coverage would be capped at \$1,000.00 per year per person and will include coverage for dentures at 50% reimbursement to the maximum of \$1,000.00 per year. Reimbursement would be 80% of the total benefit cost covered, except dental-denture coverage which is at 50%.

PURPOSE:

To assist an employee during the transition to early retirement.

PROCEDURE:

1. After a full time employee has opted for early retirement, Human Resources will meet with the employee and provide details regarding participation in EHC/Dental/S/P benefits.
2. The early retiree will advise Human Resources of their decision to participate or decline involvement.
3. If the employee opts to participate, Human Resources will ensure the necessary documents are completed, including notifying Finance of this decision.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: November 1998

AUTHORIZED BY: Executive Director

SIGNATURE:

