

## Operating & Trust Support Staff ***BENEFITS ENTITLEMENT***

Employee Type	Method of Pay/Enrollment	<u>New</u> * Appointment Length	Benefit Entitlement
Casual 1	Hourly	≤ 12 Months	None**
Casual 1 FT Student	Hourly	≤ 12 Months	
Casual 2	Hourly	≤ 12 Months	
Auxiliary	Hourly	≤ 12 Months	10% of salary paid in lieu of benefits**
	Salary – Employee <u>not</u> currently enrolled in benefits program	≤ 12 Month Appointment	10% of salary paid in lieu of benefits**
	Salary – Employee currently enrolled; with no break between appointments		Employee stays enrolled
	Salary	Appointment for > 12 months but ≤ 48 months	Enrolled
Regular	Salary	> 48 month appointment	Enrolled

\* When moving from one job to a different / new job

\*\* All employees are eligible for the [Employee & Family Assistance Program](#), Occupational Death & Dismemberment Insurance, EI, WCB, and CPP.

**NOTE:** A **part-time** employee **must** have a 40% workload to be enrolled in the benefits plans.

### Extended Benefits Covered:

1. **Supplementary Health Care** (including Vision)
2. **Dental Insurance**
3. **Basic Group Life Insurance**
4. **Long Term Disability (LTD)**
5. **Critical Illness Insurance**
6. [Personal Spending Account](#)
7. [Health Spending Account](#)
8. **Public Service Pension Plan** - enrollment for **Auxiliary** and **Regular** employees is determined by pension plan rules (if appointed to position ≥ 12 months & working ≥ 30 hours per week). Please contact your [Benefits Advisor](#) for more information.

**Premiums for Employees Enrolled in Benefits:** For full-time and part-time (minimum .40 FTE), premiums are 100% employer paid.

If an employee has **concurrent jobs**, please refer to [Pension and Benefits for Concurrent Jobs / Positions Tip Sheet](#) under Employment for more information.