



**PERSONAL ATTENDANT CARE INC.**  
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**Operational Procedure Number 6:25**  
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<b>DEPARTMENT</b>		Human Resources
<b>SUBJECT</b>		Group Health and Pension Plan
<b>APPROVED BY (Signature)</b>	<b>CHIEF EXECUTIVE OFFICER</b>	<i>S. Carter</i>
<b>APPROVED DATE</b>		December 2010
<b>REVIEWED BY (Title &amp; Signature)</b>		Victoria Carter, Chief Executive Officer
<b>REVIEW DATE</b>		December 2011

**OPERATIONAL PROCEDURES**

**Preamble**

Personal Attendant Care Inc. provides Group Health Benefits and Pension for all eligible employees.

**Procedures**

**Group Health Benefits**

1. All eligible employees are required to enroll in the mandatory benefits of the Group Health Benefit program with the option of the elective benefits. The organization contributes a percentage towards payment of the plan depending upon employment status and employment contract with the exception of Long-term Disability which 100% is deducted from the employees pay.
2. Group Insurance Plan consists of:
  - a. Mandatory Benefits:
    - Life Insurance
    - Long-term Disability
    - Accidental Death and Dismemberment
  - b. Elective Benefits:  
 Medical package including:
    - Dental
    - Vision Care
    - Drugs
3. Eligible employees will be considered for benefits after satisfactory completion of probationary period.

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4. The employer will continue to pay the premiums, provided the eligible employee continues to pay their portion in accordance to the employment contract and collective agreement.
5. If such premium payments are not made by the employee participation in the benefits plan shall be terminated and reinstatement of such benefits will not be allowed until the employee returns to work.
6. A copy of application forms for new applicants are forwarded to Payroll from Human Resources.
7. All information regarding benefits is secured in the Human Resources Department.
8. Premiums are deducted from employee's pay every pay period.

### **Pension Plan**

1. Eligible employees are entitled to pension in accordance to the employment contract and collective agreement.
2. Eligible employees have the option to enroll in the Pension Plan. If the employee decides to opt out of the Pension Plan they are required to complete and submit to Human Resources, a Pension Rejection Form. Please refer to the Collective Bargaining Agreement Section 13.06 (A).
3. Contributions made by the employee are matched by the employer in accordance to the employment contract and collective agreement. Employee contributions are deducted from each pay.
4. All information regarding Pension is available through the Human Resources Department.

### **Employee Assistance Program (EAP)**

1. The Employee Assistance program is intended for those eligible employees experiencing personal difficulties or concerns. *This service is offered to eligible employees enrolled in the Group Health Plan.*

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2. The following are areas in which counseling may be provided;
  - Work-related problems
  - Personal difficulties
  - Family difficulties
  - Substance Abuse
  
3. Any employee with a concern should be encouraged to seek the assistance of their Supervisor/Manager or the Human Resource Manager.
  
4. The Human Resource Manager has the responsibility for keeping information cards for access to the Employee Assistance Program. This information will be given to employees upon request or as seen appropriate by the Supervisor/Manager or the Human Resource Manager.
  
5. The Personal Attendant Care Inc. representative receiving a request for employee assistance shall keep the matter in the strictest confidence and discuss it only with persons whose help and/or understanding is needed.

**Attachments**

Pension Enrollment	Obtain from Human Resources
Pension Plan Waiver	6.1(a)