



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

• **Compensation**

Regulation Code: HR-2.1.1

**Regulation: COMPENSATION FOR EMPLOYEES:
BENEFITS**

**Policy Code Reference: HR-2.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-2.1, Compensation for Employees.

For purposes of this administrative regulation, employee benefit plans include extended health care, dental, life insurance, and long-term disability.

1. Benefit Plan – Eligibility for Participation

- 1.1 Where a benefit plan approved by the Board is in effect for an employee group, it will be made available to permanent employees of the Board in accordance with the provisions of a collective agreement, where applicable, but will not generally be available to casual or temporary employees unless specified otherwise in a collective agreement.
- 1.2 Where the Board pays all or part of the premium cost of a benefit plan, the Board's share for part-time employees will be prorated to reflect the amount of time worked as a percentage of full time, unless otherwise specified by a collective agreement.
- 1.3 As a condition of employment, all permanent employees in the non-union Administrative and Leadership Employee Group, and principals and vice-principals, are required to enrol in the basic group life insurance plan, and, in most cases, in the long-term disability plans.

2. Benefit Plan Details

- 2.1 All of the insurance and benefits mentioned in these administrative regulations and in the policy will be as described and set forth in the respective policies of insurance and plan documents. The exact terms and conditions of the benefit plans will be in accordance with the master agreements between the Board and the insurance carrier(s), and will not form part of collective agreements.
- 2.2 Benefit coverage for non-union administrative and leadership employees, and principals and vice-principals, consists of mandatory and elected benefits.

Mandatory benefits provide group life insurance, dependent life insurance, accidental death and dismemberment insurance, long-term disability insurance, and Employee Assistance Program coverage.

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Elected benefits provide extended health and dental, optional life insurance, optional spousal life insurance, and optional accidental death and dismemberment insurance. Optional life insurance and optional spousal benefits are subject to approval by the benefit carrier.

3. Benefits After Retirement

3.1 For senior administration, principals and vice-principals, and permanent employees in the non-union Administrative and Leadership Employee Group subject to eligibility requirements as specified by the insurer, an employee who retires to pension may have access to benefits as contained in the Kawartha Pine Ridge District School Board Retiree Benefits Plan at the employee's own expense.

The retiree benefit package for senior administration, principals and vice-principals, and permanent employees in the non-union Administrative and Leadership Employee Group will include life insurance, health and dental insurance.

To maintain participation and coverage under the Collective Agreement, the retired employee must agree to participate in a preauthorized debit plan to pay the full annual premiums. The retired employee will supply the employer with a VOID cheque from the employee's bank account. Deductions will be made from the employee's account on the 15th of each month. The employer reserves the right to discontinue the participation in benefit plans for anyone should any two payments be denied for reason of insufficient funds. The employer also reserves the right to establish a separate group for employees in the non-union Administrative and Leadership Employee Group, and principals and vice-principals, as outlined above, with premiums determined on the basis of the participants in the group.

3.2 For employees subject to the provisions of a collective agreement, entitlement to benefits following retirement to pension will be in accordance with the terms and conditions of the appropriate collective agreement.

4. Benefits – Obligation of the Board

The employer's only obligation with respect to the benefits that it does not fund itself (extended health care, life insurance, long-term disability, dental coverage) is to pay its share of the premiums necessary to maintain such external benefits in force. In the case

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of such externally provided benefits, the terms of the benefit coverage are subject to the terms and conditions of the policy or policies of insurance providing for such benefits. The employer will make reasonable efforts to assist the employee in securing any such external benefits.

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