

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Health Benefits

PER #03

Revised: April 2025

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#), states *"the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."*

Procedures

The Board shall make available to eligible employees the Alberta School Employee Benefit Plan or an equivalent plan, with the Board contributing 100% of the premium cost per the following:

1.0 Eligibility

- 1.1 Employees are eligible for the benefit plans and the Boards' premium contributions:
 - i. the first day of the month following completion of the probationary period,
 - ii. if the employee averages at least 22.5 hours per week and,
 - iii. part-time employees working less than 22.5 hours per week and employees on short term contracts (less than 6 months) are not eligible for the benefit plans.
 - iv. relief/casual employees are not eligible for benefit plans.
- 1.2 Employees on leave of absence do not qualify for the Boards' contributions. However, the coverage may continue at the employee's own expense.
- 1.3 ASEBP stipulations require the employee to have valid provincial healthcare.
- 1.4 A Supplemental Benefit Plan is available for those who do not qualify. No portion of the Supplemental Benefit Plan is covered by CTR Catholic.

2.0 ASEBP Health and/or Wellness Spending Account

- 2.1 The Board will contribute \$60.42 per month for each full-time employee and at a pro-rated amount according to FTE.
- 2.2 This coverage is available to all full-time, part-time and term contract employees after completion of the probationary period; there is no minimum FTE to participate after completion of probationary period.

3.0 ASEBP – Life and Accidental Death & Dismemberment Insurance – Schedule

- 3.1 The Board will contribute 100% of the monthly premium for each qualifying employee.
- 3.2 This coverage is compulsory to all eligible employees.

4.0 ASEBP – Extended Disability - Plan D

- 4.1 The Board will contribute 100% of the monthly premium for each qualifying employee.
- 4.2 This coverage is compulsory to all eligible employees.

5.0 ASEBP – Extended Health Care – Plan 1

5.1 The Board will contribute 100% of the monthly premium for each qualifying employee.

5.2 This coverage is voluntary. Employees must complete an application form. Coverage may be denied if an employee initially declines coverage and later chooses to enroll. Employees should consult with the Human Resources Assistant if they have any questions.

6.0 ASEBP Dental Care – Plan 3

6.1 The Board will contribute 100% of the monthly premium for each qualifying employee.

6.2 This coverage is voluntary. Employees must complete an application form. Coverage may be reduced if an employee initially declines coverage and later chooses to enroll. Employees should consult with the Human Resources Assistant if they have any questions.

7.0 ASEBP Vision Care – Plan 3

7.1 The Board will contribute 100% of the monthly premium for each qualifying employee.

7.2 This coverage is voluntary. Employees must complete an application form. Coverage may be reduced if an employee initially declines coverage and later chooses to enroll. Employees should consult with the Human Resources Assistant if they have any questions.

8.0 Amendments to Benefit Package

8.1 The Board reserves the right to amend the terms of the benefit package if required by the benefit provider, due to changes to benefit group classifications, or as a result of circumstances beyond the Board's control.

8.2 Staff will be notified of any such amendments as soon as reasonably possible.

For full details as to coverage, consult the brochure entitled Alberta School Employee Benefit Plan or the ASEBP web site <http://www.asebp.ab.ca/>.