



SECTION 6: HUMAN RESOURCES

POLICY 6.9: BENEFITS AND ALLOWANCES

Passed:

Amended: 6.9.1, 6.9.2, 6.9.3 – July 25/18 6.9.4 – April 27/05 6.9.2 – Feb 26/20

6.9.1 Eligibility

All full-time employees are eligible for benefits in Section No. 6.9.3.1 and all regular part-time employees are eligible for all benefits listed in Section No. 6.9.3.2. All full-time employees must participate in the Short/Long Term Disability Plan, Life Insurance, Accidental Death and Dismemberment Plan, Extended Health, Dental and the Municipal Pension Plan (MPP) as a condition of employment. All regular part-time employees who have reached 780 hours in a twelve (12) month period, excluding pages, must participate in the Short Term Disability (Weekly Indemnity Plan), Life Insurance, Accidental Death and Dismemberment Plan, Extended Health and Dental as a condition of employment. It is mandatory for all employees, who are eligible for benefits, to participate in the Medical Services Plan of BC (MSP). MSP, Extended Health and Dental Plan programs may be waived by the employee if they are already covered by -another plan. Written proof from their other plan provider must be submitted. Part-time staff may waive their right to go on the Municipal Pension Plan by signing a Waiver Form.

Pursuant to Section 12 (1) (b) of the Pension Municipal Act, the Prince George Public Library Board (the employer) approves the purchase of any service for all employees provided the employee contributes 100% of the total cost.

6.9.2 Premiums

The cost of all benefits except Municipal Pension Plan, Optional Life and the Employee Assistance Program is shared 85% / 15% by the employer and the employee. The cost of the Municipal Pension Plan is determined by the Pension Commission. The Employee Assistance Program is 100% paid by the employer. Optional Life is 100% paid by the employee. Optional Life is not mandatory for full or part-time staff.

6.9.3 List of Benefits

6.9.3.1 Full-Time

- Medical Services Plan of British Columbia
- Extended Health Benefits
- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Short Term/Long Term Disability
- Vision Care Coverage
- Employee Assistance Program
- Optional Life



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6.9.3.2 Regular Part-Time

- Medical Services Plan of British Columbia
- Extended Health Benefits
- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Short Term Disability
- Vision Care Coverage
- Employee Assistance Program
- Optional Life

For full benefit information refer to the benefit booklets available for full-time and part-time staff.

6.9.4 Travel Policy

6.9.4.1 Overview for Reimbursement of Expenses

It is the intention of the Prince George Public Library that no employee suffers financial loss in the conduct of the Library's business. Therefore, the Library will reimburse employees for reasonable expenses incurred while conducting business on the organization's behalf. If business travel is required out of province, the organization will provide the cost of out of province medical insurance, if required, for the duration of the business trip.

Approval by the Library Director, Manager of Finance and Administration, or Board Chair is required prior to departure if there is any question or clarification required, regarding reimbursement for expenses.