



Policies and Procedures

Policy Name:

Benefits

Section:
Payroll/Benefits
Sub Section:

Policy Number:
300-008
Approved:
September 2, 2004
Revised:
April 8, 2011
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Policy Statement

Foothills County recognizes that in order to attract the most qualified and suitable persons for the workplace, the County must offer their employees competitive benefits. Accordingly, eligible employees shall be entitled to a Comprehensive Benefits Package. For details on these benefits, refer to the benefits handbook.

Permanent Employees (30+ hours/week)

Permanent employees are entitled to the following benefits which shall be compulsory for all new employees.

- **Pension Plan** – Permanent employees shall have the option to join the Local Authorities Pension Plan (LAPP) after completion of their probationary period, however, must join after one (1) year as defined in the Local Authorities Pension Plan. The waiting period will be waived for new employees who had LAPP coverage with another local authority employer, providing there was no break in employment between the former employer and Foothills County.
- **Dental Insurance**
- **Extended Health Care Coverage**
- **Short Term Disability** – The County self-insures eligible employees who have completed the three (3) month waiting period. Employees off work longer than five (5) days due to an illness, non-work related injury or a work related injury not covered by WCB, will continue to receive 80% of their full wages for the first 17 weeks. Employees can use available personal days to top up to their full wage (100%). All claims for disability are subject to review by an independent third party.
- **Long Term Disability** – Foothills County will continue to pay Group Insurance premiums for employees who are receiving Long Term Disability benefits for two years plus one year for every two years of permanent service with the municipality. After this time, the employee will be given the option of continuing on the County's benefit plan as long as they are on disability and pay 100% of the premiums. Both Long Term Disability and Group Insurance expire upon the employee's 65th birthday.

- **Basic Group Life Insurance**
- **Dependent Life Insurance**
- **Accidental Death and Dismemberment**
- **Health Care Spending / Wellness Accounts**
- **Employee & Family Assistance Program**

Permanent employees can waive health and dental benefits with proof of policy coverage from their current provider. However, Long Term Disability, Life Insurance, Accidental Death and Dismemberment and the Employee & Family Assistance program are mandatory deductions.

Seasonal Employees (Could include Part-Time and Casual – 16+ hours/week)

The coverage for employees eligible under the seasonal benefits include:

- **Dental Insurance**
- **Health Care Coverage**
- **Life Insurance**
- **Dependent Life Insurance**
- **Accidental Death and Dismemberment**
- **Employee & Family Assistance Program**

Employees under the seasonal benefits coverage can waive health and dental benefits with proof of policy coverage from their current provider. However, Life Insurance, Accidental Death and Dismemberment and the Employee & Family Assistance program are mandatory deductions.

Lifestyle Changes

For any benefit eligible employee, it is incumbent on the employee to notify the employer within 31 days of any lifestyle changes. For example, single to family coverage, family to single coverage, birth of a child, waiving coverage or reinstating coverage, name change or change in beneficiary. Failure to notify employer could result in coverage being limited or denied by the benefit provider.

Employee & Family Assistance Program – Casual / Volunteer Fire Fighters

Foothills County provides all casual and volunteer fire fighters with access to an Employee and Family Assistance program. This program provides confidential counselling and information services. For further information, please refer to the Employee and Family Assistance Program Policy.