

## EMPLOYEE BENEFITS

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### POLICY

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The Hamlet will provide Employee Benefits to eligible employees through the Northern Employee Benefits Services.

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### DEFINITIONS

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“Hamlet” means Hamlet of Enterprise

“SAO” means Senior Administrative Officer

“NEBS” means Northern Employee Benefits Services

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### GUIDELINES

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1. Employees are entitled to the following Northern Employee Benefits coverages:
  - 1.1. Health
  - 1.2. Dental
  - 1.3. Short Term & Long Term Disability
  - 1.4. Basic Life Insurance - Self & Dependents
  - 1.5. Additional Life Insurance (optional)
  - 1.6. Pension Plan
2. There are premium costs to the Employee and the Employer, as follows:
  - 2.1. Health (50% employer/50% employee)
  - 2.2. Dental (50% employer/50% employee)
  - 2.3. Short Term & Long Term Disability (100% employee)
  - 2.4. Accidental Death & Dismemberment (100% employer)
  - 2.5. Basic Life Insurance - Self & Dependents (100% employer)
  - 2.6. Additional Life Insurance -Optional (100% employee)
  - 2.7. Pension Plan (50% employer/50% employee)
3. Employees are required to pay their portion of the Employee Benefits Plan costs for the first year of employment.
4. Changes to the employee’s Employee Benefits Plan must be submitted by the 15th of each month.
5. The Finance Manager will explain the Employee Benefits Plan to all new employees and respond to inquiries from employees concerning the plan.
  - 5.1. Employees will be provided a **Northern Employee Benefits Guide** that explains the program in further details.
6. The Finance Manager will submit Employee Enrollment forms for any new employees to Northern Employee Benefits Services.

- 6.1. A photocopy of the Enrollment Form will be placed in the Employees' File.
7. Employees are subject to a three-month waiting period for Group Benefits, or at the discretion of the SAO.
8. The Finance Manager will review the individual employee deduction amounts on bi-weekly payroll and will track payment amounts monthly.
  - 8.1. The Finance Manger will ensure that premiums are submitted in a timely manner, so benefits are not affected, interrupted or cancelled.
9. Monthly premium statements will be filed in the Northern Employee Benefits Accounts Payable File.
10. Employees will receive an annual statement from Northern Employee Benefits.

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**ATTACHMENTS**

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N/A

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**REFERENCES**

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Norther Employee Benefit Program Guidelines