

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Benefits – Group Insurance Coverage	<i>POLICY NUMBER:</i> 1.6.20	<i>EFFECTIVE DATE:</i> July 24, 1991
<i>ORIGIN:</i> City Manager	<i>ADOPTED BY COUNCIL ON:</i>	<i>DATE AMENDED:</i> February 13, 2012

1. PURPOSE

To recognize employees as valuable assets to our organization and to provide them and their families with a sense of financial security during times when they are unable to work as a result of ill health or a disabling accident or illness.

2. ELIGIBILITY

- a) All employees and elected officials are eligible to join the program except the following:
 - i) Employees younger than 17 years of age.
 - ii) Casual and temporary employees.
 - iii) Employees or elected officials who are 70 years of age and older (elected officials who are between the ages of 70 and 80 are eligible to join, but will be restricted to Accidental Death, Disease & Dismemberment Insurance coverage only).
 - iv) Employees, elected officials and their dependents, who live outside of Canada, unless permission to belong to the program has been obtained in writing from the insurance company by way of an administrative letter.
- b) It is incumbent on each employee to provide the clerk with current, accurate information as it pertains to changes in personal information or beneficiary status.
- c) Union employees must complete a waiting period of three months continuous service before benefit coverage becomes effective.