



TOWN POLICY

ADMINISTRATION POLICY:

Policy for Benefits and Pension Plan Participation for Part-Time Permanent Employees

DEPARTMENT: Human Resources

POLICY NUMBER: HR-023

APPROVAL:  APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: January 24, 2012

SUPERSEDES: Policy #E-35-1

UP FOR REVIEW: September 28, 2022

Policy Statement:

The intent of this policy is to provide guidelines when providing benefits to part time-permanent employees.

Amount Covered

Part-time permanent employees are to have the option of being on the Town of Cardston benefits plan which include health care, dental, and vision care. The Town agrees to contribute to benefits according to the Employee Association Agreement. The Town's contribution will be on a prorated basis according to the hours per week worked. For example, the office staff full time work week is 35 hours. If a part-time permanent employee is scheduled to work 20 hours per week, the Town would contribute 20/35 of the benefit premiums according to the Employee Association Agreement in effect at that time. The employee is responsible for the remaining portion of the premium.

Minimum Hours

To be eligible for extended health care, dental, and vision care an employee must be employed for a minimum of 15 hours per week. To be eligible for Long Term Disability an employee must be employed a minimum of 20 hours per week.

Pension Plan

Part-time permanent employees who work less than 30 hours but more than 14 hours per week have the option of participating in the Local Authorities pension plan and shall share the cost of said plan on the basis of contribution proportion as outlined in the Local Authorities Pension Act and Regulations.





TOWN POLICY

**TITLE: Policy for Benefits and Pension Plan Participation for
Part-Time Permanent Employees**

POLICY NUMBER: HR-023

Definitions:

- 1) **“Employee Association Agreement”** – agreement between the Town of Cardston and the Town of Cardston Employee Association that governs the relationship between the Employer and Employee.
- 2) **“Part-time permanent employee”** – an employee who is employed to work a set amount of hours per week on a part-time basis, with no determined end date.

