

## FREQUENTLY ASKED QUESTIONS & ANSWERS

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**Q: Can my non-hourly employees (eg. estimators, secretaries, owners, etc.) be covered by THE CONSTRUCTION INDUSTRY'S BENEFIT PLAN?**

**A:** *Yes! Simply submit their names and social insurance number along with those of your hourly employees, and indicate that they worked 150 hours during the month regardless of actual number of hours worked by the individuals. This will give these employees enough hours to cover the cost of the insurance premium of \$132.00 per month. (88 cents x 150 hours)*



**Q: I do not understand exactly when the coverage begins once the company starts submitting hours and premiums?**

**A:** *First, each employee must "bank" and have paid for 300 hours before coverage can commence. This is usually a 2-month period assuming a 37.5-hour work week. Once the employee has accumulated 300 paid hours, coverage will begin on the first day of the second calendar month. For example, if by August 31<sup>st</sup> the employee has 300 paid hours, his medical, dental, life insurance coverage begins October 1<sup>st</sup>. This waiting period is necessary to allow enough time to get all the administrative paperwork in order and is standard procedure in this type of insurance program.*



**Q: Do we have to wait 2 months to accumulate the 300 hours or can we prepay the 300 hours (\$264.00) so coverage can begin sooner?**

**A:** *Yes! If you decide to prepay the 300 hours, coverage will begin on the first day of the second calendar month following the payment. For example, if you prepay the 300 hours by July 30<sup>th</sup> coverage will begin September 1<sup>st</sup>. Remember there is no retroactive coverage available.*



**Q: Do all my hourly employees have to go on the plan?**

**A:** *Yes! All of your employees must join the plan even if they have coverage as a dependent under a spousal plan. If an employee already has **their own** coverage which includes life insurance and disability benefits and does not wish to join this plan, please contact our office for further details.*



**Q: How are claims paid? Do we have to pay the bill and get reimbursed by the insurance company or will the insurance company pay the dentist directly?**

**A:** *The insurance company will pay the dentist directly, however this depends on the arrangement the employee has made with the dentist. A prescription card will be issued to you for your 80% coverage of prescriptions. You will pay the other 20% directly to the pharmacist. The*

*underwriter of this plan is Great West Life.*

**Q: How are overtime hours handled?**

*A: It is up to you. You can calculate the premiums treating overtime hours as straight time. That is, 1 hour if overtime is equal to 1 hour of regular time. On the other hand, you can treat overtime hours as time and one half of double time. This would mean 1 hour of overtime is shown as 1.5 or 2 hours. The latter approach allows your employees to build up a bank of hours so that if laid off his coverage can continue without charge until his hour bank account runs below 150 hours. You can have a maximum of 900 hours banked. Once it falls below 150 hours the employee can self pay the premiums for 6 months. Regardless of how you decide to treat overtime you must be consistent so that all employees' overtime is handled the same way.*



**Q: Can I choose which employees are to be covered by the plan?**

*A: No! All your hourly employees must be included. You cannot pick and choose which of your existing hourly employees are going on the plan.*



**Q: What kind of administration is expected of the employer?**

*A: Very little, the employer does not get involved in the handling of any claims. It is between the individual employee and the insurance*

*company. All the employer is responsible for is to get each hourly employee to fill out an enrollment card and mail it to THE CONSTRUCTION INDUSTRY'S BENEFIT PLAN administrator. Once an employee has completed an enrollment card he need not fill out another even if he returns from a lay off unless he would like to make some changes. Each month the employer must mail to THE CONSTRUCTION INDUSTRY'S BENEFIT PLAN administrator the name, social insurance number and the total number of hours worked by all employees and a cheque equal to the total hours worked multiplied by \$.88.*



**Q: Who pays the premium?**

*A: The employer must pay at least 50% of the hourly premium*



# LONG TERM DISABILITY COVERAGE

## Brief Outline

Long Term Disability insurance provides the individual with income replacement during extended periods of disability caused by accident or illness.

<b>Eligibility:</b>	All employees who are "in benefit" and actively working a minimum of 24 hours per week on average.
<b>Amount of Benefit</b>	Up to 80% of pre-disability net earnings to a maximum of \$2,200.00 per month <b>non taxable</b>
<b>Waiting Period:</b>	Benefits begin after 120 days. Note: Unemployment insurance has disability benefits that covers the 120 day waiting period.
<b>Length of Coverage:</b>	Until age 65.
<b>Definition of Disability:</b>	First year--unable to perform current occupation. Subsequent years to age 65,unable to perform any occupation which he may be qualified for by virtue of education, training or experience.
<b>Integration of Benefits:</b>	The plan is designed to supplement other benefits which may be available to the employee. For example, if the employee received WCB compensation the LTD disability income is no more than 80% of the individual's pre-disability net income. In other words, the individual should not be earning more disabled than when he was not disabled.

# BENEFITS

LIFE INSURANCE	\$40,000
ACCIDENTAL DEATH & DISMEMBERMENT	\$40,000
DEPENDENT LIFE	
SPOUSE	\$10,000
EACH CHILD	\$5,000
LONG TERM DISABILITY to age 65	\$2200 PER MONTH
EXTENDED HEALTH CARE – Employees and Dependents	
Hospital	100%
Emergency out of country	100%
Prescription (Pay-direct drug card)	80%
Other expenses	100%
VISION CARE – Employees and Dependents	
Maximum	\$300.00 every 24 months
Maximum for children under 19	\$300 every 12months
Eye exam	\$50.00 every 24 months.
DENTAL CARE – Employees and Dependents	
Basic services	80% fee guide
Major restorative services	50% fee guide
Maximum per person	\$2500 per calendar year
Orthodontic services for children under 19	50% fee guide