



## Optional benefits (cont.)

### GNWT Dental Plan

- This plan is offered through Green Shield Canada. It provides premium-free (Employer paid) dental care to employees and their eligible dependents.
- You are only responsible for the annual deductible amount, which is payable each fiscal year (Apr 1 to Mar 31) if you use the dental services.
  - \$25.00 per year for single coverage
  - \$50.00 per year for family coverage
- Coverage for most dental services has a maximum benefit of \$1,500 per benefit year per member and each listed dependent. For orthodontics, there is \$4,000 per coverage person per lifetime, eligible only if ongoing treatment commenced by age 19.
- You will be eligible for coverage on the first day following six months of continuous active employment.
- The Dental Booklet is available online at:  
<https://my.hr.gov.nt.ca/employee-services/benefits>
- As a Green Shield Canada plan member, you have access to their national preferred provider vision network arrangement. A list of vision providers and vision discounts is available at  
[www.greenshield.ca](http://www.greenshield.ca)

## For more Information:

### **Benefits Documentation**

- To schedule your Benefits Documentation Session, contact the HR Helpdesk per contact information below to avoid potential delays in accessing benefits. Ensure you contact us within **sixty days** of eligibility.
- You will be required to provide copies of the following:
  - Birth Certificate for you and applicable dependents, including spouse/common-law spouse
  - Marriage Certificate if applicable
  - In lieu of a birth certificate, you may provide a passport copy.

### **Benefits related Information and Forms:**

<https://my.hr.gov.nt.ca/employee-services/benefits>

<https://my.hr.gov.nt.ca/employee-services/employee-forms>

For Human Resources and Benefits information, contact the HR Helpdesk

### HR Help Desk

Phone: (867) 678-6625, Toll free 1-866-475-8162

[HRHelpdesk@gov.nt.ca](mailto:HRHelpdesk@gov.nt.ca)

Please include your Employee ID on correspondence.

### **Hours of operation:**

Mon-Fri 8:30am to 12:00 noon and 1:00pm to 5:00pm

Closed Weekends and Statutory Holidays

# UNW EMPLOYEE BENEFIT INFORMATION

## 1

For full-time unionized employees  
working more than 6 months

### **Inside**

- Government of Canada Pension Plan
- Supplementary Death Benefit
- Disability Insurance
- Public Service Health Care Plan
- Dental Plan
- Benefits Documentation
- Help Desk Information

## Benefits

### Government of Canada Pension Plan

- The plan is designed to provide eligible plan members with a pension. Please contact the Pension Center to obtain further pension information and estimates.

- The **2018** deduction amount employees would contribute:

#### Contribution rates for Group 1 (prior to 2013) members participating in the plan

9.83% of pensionable earnings up to \$55,900

12.13% of pensionable earnings over \$55,900

The Employer contributes 1.01 times the amount you pay into the pension plan.

#### Contribution rates for Group 2 (post-2012) new members participating in the plan

8.77% of pensionable earnings up to \$55,900

10.46% of pensionable earnings over \$55,900

The Employer contributes 1.00 times the amount you pay into the pension plan.

### Supplementary Death Benefit (SDB)

- SDB is part two of your pension plan. This provides you with life insurance coverage equal to twice your annual salary rounded to the nearest \$1,000.
- The monthly premium is \$0.15 per \$1,000 of coverage. The premium for SDB is deducted monthly. The Employer pays 4 cents per \$1,000 of coverage on your behalf.
- If you have not yet **designated a beneficiary** or if you wish to change your SDB beneficiary, please contact the Pension Center directly at 1-800-561-7930 and provide your Personal Record Identifier (PRI) which is found in HRIS Self-Service.

It is the employee's responsibility to educate themselves about the Government of Canada Pension Plan and SDB.

<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/active-members/plan-member-responsibilities/html>

It is employee's responsibilities to submit copies of birth certificates for yourself and applicable dependents including marriage certificates to the Pension Centre.

<https://www.tpsqc-pwqsc.qc.ca/remuneration-compensation/services-pension-services/pension/cn-cu-eng.html>

### Disability Insurance (DI)

- DI is a long-term income protection benefit paid to you if you become sick or disabled and are unable to work.
- The benefit payable is 70% of your basic salary, as long as you continue to meet the criteria for medical disability determined by Sun Life.
- The waiting period is 13 weeks or the expiration of all sick leave credits, whichever is later.
- The plan may not cover health conditions that existed prior to your becoming a GNWT employee if the same condition causes an inability to work, following your hire date.
- The cost of DI is \$0.2895 per \$1,000 adjusted annual salary per month. The deduction is taken from one pay each month. The Employer pays approximately \$1.6405 per \$1,000 salary on your behalf.
- If you think you may need to utilize this benefit, contact a Benefits Specialist at [HRhelpdesk@gov.nt.ca](mailto:HRhelpdesk@gov.nt.ca) ASAP.
- Disability Insurance Booklet online: <https://my.hr.gov.nt.ca/employee-services/benefits>

### Optional benefits

#### Public Service Health Care Plan (PSHCP)

- PSHCP is provided through Sun Life Assurance Co. of Canada and covers many expenses not covered under the NWT Health Care Plan\*.
- Under the Extended Health Provision, the plan generally provides 80% reimbursement for most expenses.
- Refer to the PSHCP Directive for a complete list of eligible expenses, their maximums, list of required prescriptions for certain reimbursements, restrictions and other important information <https://my.hr.gov.nt.ca/employee-services/benefits> and click PSHCP Directives.

\* The NWT Health Care Plan is not an employment benefit. This plan is administered by the Department of Health & Social Services. For enrolment or information call Toll Free 1-800-661-0830.

### PSHCP (Cont.)

- PSHCP also provides a Hospital Benefit provision available in three (3) levels. In each level, Sun Life reimburses the employee customary and reasonable expenses incurred if, during a hospital stay, you upgrade from a bed in a ward to a semi-private or private room. Hospital Benefit provides for a maximum coverage of:

Level 1: \$60 per day

Level 2: \$140 per day

Level 3: \$220 per day

- The level of Hospital Benefit you choose is the only portion of PSHCP that affects the premium deducted from your pay. The 2017 premium rates follows:
- If you apply for coverage within 60 days of eligibility,

Employee Premiums	Level 1	Level 2	Level 3
Employee-Single	0	\$1.10	\$ 5.31
Employee-Family	0	\$3.53	\$10.34

coverage will take effect the 1st day of the month following our receipt of your application in our office.

- For example: if your first day of eligibility is in July, your application is received in August, the applicable deduction is taken in August, and coverage begins on September 1st.
- If you apply for coverage after 60 days of eligibility, coverage will take effect the 1st day of the 4th month following our receipt of your application in our office.
  - For example: if your first day of eligibility is in July, your application is received in October, the applicable deduction taken in January, and coverage begins on February 1st.
- After your PSHCP application is submitted to your Benefits Officer, it is mandatory that new plan members complete Positive Enrollment on the Sun Life website before any claims are to be processed and to receive a benefit card from Sun Life. [www.sunlife.ca/pshcp](http://www.sunlife.ca/pshcp) or 1-888-757-7427.
- Positive Enrollment Instructions can be found online: <https://my.hr.gov.nt.ca/employee-services/benefits>



## **Additional information (cont.)**

### **Medical Travel**

- Medical travel (including travel for dental purposes) is available to you and your eligible dependents if you meet the following criteria:
  - 1) Non-elective medical service to the nearest place where adequate treatment is available
  - 2) From your community of residence
  - 3) A qualifying medical practitioner (physician, nurse, dentist) must request for a medical travel via Stanton Medical travel (or Green Shield Canada for dental service).
- When medical travel has been pre-approved from Stanton Medical Travel (or Green Shield Canada), Benefits Officers will help you with your travel arrangements. To contact your Benefits Officer contact the HR Helpdesk.
- Employees should read their Terms of Employment, UNW Collective Agreement, Article 20.

### **Employee Family Assistance Program (EFAP)**

- EFAP is a voluntary and confidential program supported by your Employer designed to help employees and their eligible dependents with personal and work related programs. The service is free.
- The GNWT EFAP provider is Shepelle FGI and accessed in the following ways: <http://www.workhealthlife.com>, 1-844-880-9142 English, or 1-844-880-9143 French
- Further information is contained in the EFAP Booklet available on the Department of Finance website: <http://www.hr.gov.nt.ca/employee-services/efap>

### **HRIS Self-Service ("PeopleSoft")**

- Human Resource Management Information System (HRIS) known as "PeopleSoft" or "Self-Service" produces your pay cheques, holds your employment records, keeps track of your leave entitlements, and personal details.
- Employees are required to verify and monitor their own information regularly, enter their own leave, update personal information such as addresses, and make changes to their direct deposit information in HRIS. Employees can also view their benefit enrollments and benefit numbers at any time.
- HRIS Instructions are available online at: <https://my.hr.gov.nt.ca/employee-services/new-employee-information>

### **Benefits Information and Forms:**

<https://my.hr.gov.nt.ca/employee-services/benefits>  
[www.hr.gov.nt.ca/documents/employee-forms](http://www.hr.gov.nt.ca/documents/employee-forms)

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# UNW EMPLOYEE BENEFIT INFORMATION

## 2

For full-time unionized employees  
working more than 6 months

### **Inside**

- Payroll Information
- Leave
- Charitable Deductions
- Medical Travel
- Northern Allowance
- Employee Assistance Program
- Union Dues
- Self Service (PeopleSoft)

## Payroll information

### Pay

- The GNWT pays its employees for 26 pays per year, biweekly on Fridays, and paid one week after the pay period cut off.
- Your pay will be directly deposited to your bank account and your pay cheque can be viewed online in HRIS.
- You may view your pay information by following the online instructions: <https://my.hr.gov.nt.ca/employee-services/pay/view-your-pay-advice>

### Deductions

- Pension and union dues are deducted from each pay.
- Insurances (SDB, LTD, and PSHCP) are deducted monthly.
- Statutory deductions for Employment Insurance (EI), Canada Pension Plan (CPP), Federal Tax and Payroll Tax (2% of your gross earnings) are deducted from each pay.
- Maximum Employment Insurance (EI) deductions for the year 2018 is \$858.22. EI is deducted at the rate of 1.66% of insurable earnings until the year's maximum is reached.
- Maximum Canada Pension Plan (CPP) deductions for the year 2018 is \$2,593.80. CPP is deducted at the rate of 4.95% of earnings until the year's maximum is reached.

### Northern Allowance

- This is an allowance paid to GNWT employees to help with the higher cost of living in the North.
- You will receive this allowance biweekly at an hourly rate for each hour you receive pay. This is not paid for periods of overtime or leave without pay.
- Northern Allowance is based upon the community you work in and is outlined on your job offer.

Rates is also available in the UNW Collective Agreement: <http://www.hr.gov.nt.ca/handbooks-agreements>

### United Way Payroll Deduction Program

- A United Way campaign is held in November. This program gives you the opportunity to donate, by payroll deduction, to the United Way of Yellowknife and/or to a charity of your choice from an established list. Information about enrolment is circulated to employees in October.  
<https://my.hr.gov.nt.ca/employee-services/pay/united-way>

### Union Dues

- Union Dues are payable by all unionized employees under the UNW Collective Agreement at a rate of 1.841% on all salary, overtime and some allowances.
- The deduction is taken from all pays. Paying these dues does not mean you are a member of the Union. In order to become a member with voting rights you must sign a membership card.
- In addition each bargaining unit member pays 2 cents per hour for all hours worked to the PSAC Social Justice Fund.
- Group Life Insurance is available through the UNW.
- The UNW Head Office is located at:  
Suite 400, 4910 - 53rd Street  
Yellowknife, NT, X1A 1V2  
Phone: 867-873-5668 or toll free 1-877-906-4447.
- To obtain a membership card and voting rights, please contact the UNW head office at [www.unw.ca](http://www.unw.ca).

## Additional Information

### Leave Credits

- Leave Credits are earned for Vacation, Sick, and Special Leave. Leave will accrue on all regular hours, paid vacation leave, paid sick leave, paid special leave hours, and union leave with or without pay except for leave under Article 12.09. Leave will also accrue on earned lieu time taken, designated paid holidays taken and on mandatory leave with pay days taken. This provision applies to all employee types and all types of paid leave.
- **Vacation Leave:** is earned for each hour, per the rate chart below, that an employee receives pay per Article 18.

0-2 years service	0.063462 hour per hour
2-7 years service	0.082616 hour per hour
7-15 years service	0.096000 hour per hour
15-20 years service	0.115385 hour per hour
20 + years service	0.134770 hour per hour

### Leave (cont.)

- **Sick Leave:** 0.057693 hour for each hour that an employee receives pay per Article 20.
- **Special Leave:** 0.023077 hour for each hour that an employee receives pay per Article 19.
- **Winter Bonus:** for every 5 consecutive vacation leave days taken between October 1 & March 31 of any year, you are entitled to receive 1 day of extra leave, up to a max. of 4 days per fiscal year. These days must be taken immediately following or preceding the vacation leave.
- More information on leave entitlements, other types of leave, and how to apply for leave, can be found in the Human Resource Manual, Section 800, at [www.hr.gov.nt.ca/human-resource-manual/0800-leave](http://www.hr.gov.nt.ca/human-resource-manual/0800-leave)

### Extended Leave

- Refer to your UNW collective agreement for information on leave such as Maternity, Parental, Sick, Deferred, etc.
- For any leave without pay for over six days and processing of extended leave, please contact a Benefit Specialist at [HRhelpdesk@gov.nt.ca](mailto:HRhelpdesk@gov.nt.ca).

### Mandatory Leave With Pay (MLWP)

- All employees are entitled to take five day mandatory leave with pay (MLWP) each fiscal year.
- Non-continuous employees will take the five days MLWP on days set by the Employer as the GNWT operations shut-down period.
- MLWP is calculated by month for continuous employees.
- The five days MLWP will be scheduled in advance to be taken at a time that is mutually acceptable by the Employer and Employee.
- The supervisor will advise an employee on whether he/she is a continuous or non-continuous operation person.