

Ingersoll Support Services Inc.

Policy: Benefits

Policy # HR 10

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - yes

Review Date: March 22 2019

Employees who successfully complete a probationary period are eligible to receive the discretionary benefits package provided by Ingersoll Support Services.

Procedure:

1. Ingersoll Support Services in consultation with the employees will determine the nature and type of discretionary benefits, which may be provided to employees.
2. Ingersoll Support Services will administer the benefit plan on behalf of the employees and will select the appropriate carrier.
3. Discretionary benefits must be provided within the resources available to Ingersoll Support Services.
4. Ingersoll Support Services reserves the right to impose employee contributions to a discretionary benefit plan in order to maintain the viability of the plan.
5. During formal approved leave discretionary benefits may continue with permission; so long as the employee continues their contribution, and elects not to do so in writing. The Employer will continue contribution in the case of Maternity and Paternity leave.
6. An employee who is unable to work for their own health related reasons will be considered eligible to continue on discretionary benefits for up to a maximum of two years; so long as the employee continues their contribution, unless the employee elects not to do so in writing.
7. After two years Ingersoll Support Services will attempt to assist the person to find an alternative benefit.

As per our Benefit Provider Agreement:

- To be eligible for **discretionary benefits** the employee must have completed the probationary period and either have a full time agreement or as a relief employee have worked an average of 24 hours per week during the last 6 months. The relief

employee must continue to maintain the average of 24 hours per week to continue on the benefits.

As per our RRSP Plan:

- Employees are eligible for agency contributions to an **RRSP** after 2 years from their date of hire. At which time when employees sign onto the RRSP contributions 1% of their wages will be deducted from their pay and matched with a 1% contribution from the agency. Employees may choose to make a larger contribution or make contributions prior to becoming eligible for the agency contributions.