

Benefits Principles Policy



1. PURPOSE

To establish the principles to be considered when determining the appropriateness of introducing or modifying benefits plan or programs for employees is the purpose of this Statement of Policy and Procedure

2. POLICY STATEMENT

To provide fair and equitable benefit plans and programs based on industry practices is the policy of _____ The following principles that govern considerations relating to the type of programs that may be made available to employees are;

- it is the belief of _____ that employees are primarily responsible for their welfare and the welfare of their dependents;
- arrangements may be made by _____ to provide appropriate benefit plans/programs that are designed to protect employees from significant hardship resulting from unseen circumstances; reasonable efforts will be made to ensure such plan/programs are competitive with those that are generally in use in the same industry in which we compete, where plans are provided;
- where _____ can afford to do so and where it is general practice to do so in our voluntary, _____ may contribute to some, or all, of the costs of various plans. The expectation is that employees will contribute to the cost of benefits plans/programs.
- employees may be offered the opportunity to participate in appropriate plans on the assumption that costs of a group plan would normally be less than the costs an employee would have to pay as an individual;
- in its sole discretion, _____ may decide upon the following:
 - plan design or modification, including the reduction of benefits;
 - introduction of new plans;
 - selection of carriers;
 - funding arrangements; and
 - benefits to be provided.
- master benefit programs shall be used for all locations of _____, wherever possible and practical; however, benefits may vary depending upon differing circumstances under those programs.

3. SCOPE

This Statement of Policy and Procedure applies to all employees.

4. RESPONSIBILITY

Enter policy measures here The responsibility of the **[General Manager]** are as follows:

- to ensure the consistent application and administration of the policy;
- to approve the introduction of any new benefit plan; and
- or, prior to any implementation, make modifications to any existing benefit plan.

5. PROCEDURE

Through benefit booklets, published by the plan providers, approved benefit plans and programs shall be communicated and disseminated. The booklet or plan summary shall include the following:

- essential elements of each benefit plan.
- cost sharing arrangements (if any).
- claims procedures.
- carrier information.
- any other pertinent information deemed necessary, or advisable for understanding the various benefit plans.

_____ provides benefit plan and programs on a direct basis without normally involving third parties such as insurance carriers or regulatory authorities, in certain circumstances. _____ shall publish the appropriate policies and procedures governing those plans where direct benefits are provided.

The master contract(s) negotiated with the plan provider(s) and/or regulatory authority shall govern the resolution of a conflict related to the administration of, or to the benefits provided by a benefit plan or program. Otherwise, the conflict shall be resolved by the decision of the **[General Manager]** in his or her sole discretion.

Proposed changes to existing benefit programs, or proposals to introduce new benefits shall be submitted to the **[General Manager]** for approval. These proposals will provide the following:

- a detailed outline of the reasons for the change or introduction;
- the design of the benefits programs;
- the proposed effective date of the change or introduction;
- the number of employees affected by the proposal; and
- a five-year projection of all costs and/or costs increases associated with the proposal.