

Section/Number: Compensation Management - 007	Approval Date: (DD/MM/YY)
Subject: Group Benefits	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide Group Benefits to eligible employees through the (Name of Carrier - i.e. Northern Employee Benefits Services).</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Payroll Officer will explain the Group Benefits Plan to all new employees and respond to inquiries from employees concerning the plan.</li> <li>2. The Payroll Officer will check the individual employee deduction amounts on payroll and will track payment amounts.</li> <li>3. Monthly statements will be filed in the Accounts Payable File of the (Carrier).</li> <li>4. The Payroll Officer will submit Employee Enrollment forms for any new employees to the Carrier. <ol style="list-style-type: none"> <li>4.1. A photocopy of the Enrollment Form will be placed on the Employees Personnel File.</li> </ol> </li> <li>5. Employees are not eligible for Group Benefits until after 3 months of employment, or at the discretion of the Employer.</li> <li>6. The Payroll Officer will enter and confirm appropriate deductions and payments as they relate to the payroll system.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	