

PLANTalk

SPRING 2013

Welcome to PlanTalk!

Since our last issue, we have implemented enhancements to the Life Insurance Plan, the Disability & Rehabilitation (D&R) Plan celebrated its 10-year anniversary, and our membership continues to grow. In this issue, you will find an update on recent initiatives and important information about your HEB Manitoba benefit plans.

Dental Plan

Premium Increases Effective June 1, 2013

The Healthcare Employees' Benefits Plan (HEBP) Board of Trustees has approved premium increases for the Dental Plan, effective June 1, 2013. The premium increases are required to fund increased benefit use and to cover Manitoba Dental Association fee guide increases.

Monthly Premium Increases for the Dental Plan

Coverage	Before Increase	Effective June 1, 2013	Total Increase
Single	\$31.40	\$32.66	\$1.26
Family	\$91.66	\$95.32	\$3.66

Healthcare Plan

No Change to Premiums

The HEBP Board of Trustees has reviewed projected claim costs and reserves for the Healthcare Plan and determined that no premium adjustments are required at this time.

Monthly Premiums Unchanged for the Healthcare Plan

Coverage	Employee Premium	Employer Premium	Total Premium
Single	\$16.73	\$16.73	\$33.46
Family	\$41.73	\$41.73	\$83.46

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Retiree Healthcare Plan

Premium Increases Effective June 1, 2013, for Level II Retiree Healthcare Plan

The HEBP Board of Trustees has approved premium increases for the Level II Retiree Healthcare Plan, effective June 1, 2013. The premium increases are required to ensure the Plan is adequately funded to cover future anticipated claim costs and reserve requirements.

No Change to Level I Retiree Healthcare Plan Premiums

No premium adjustments are required for the Level I Retiree Healthcare Plan at this time. Premiums will remain at \$5.00 per month for single coverage and \$8.75 per month for family coverage.

Pension Plan

COLA Funds - Update

In 2010, Cost of Living Adjustment (COLA) Funds were negotiated and established to provide COLA increases to retired members of the Pension Plan.

The direction for the establishment of these COLA Funds, and the benefits payable from them, was provided through a Letter of Understanding (LOU). HEB Manitoba is developing the COLA model and related administrative processes.

The following information about these COLA Funds is currently available:

- The LOU provides for two distinct Funds to be created - one for Active Members, and one for Past Retirees.
- These COLA Funds will be funded by equal contributions from active Plan members and employers.
- **Effective April 1, 2014:**
 - Contributions will commence. The contribution rate will be 0.8% of pensionable earnings, for both active Plan members and employers.
 - The Active Members Fund will receive all of the COLA funding.

Monthly Premium Increases for the Level II Retiree Healthcare Plan*

Coverage	Before Increase	Effective June 1, 2013	Total Increase
Single	\$43.75	\$45.94	\$2.19
Family	\$69.15	\$72.61	\$3.46

*Retiree Healthcare premiums are automatically deducted from monthly Healthcare Employees' Pension Plan (HEPP) pension payments.

- **Effective April 1, 2015:**
 - The contribution rate will increase to 1.0% of pensionable earnings, for both active Plan members and employers.
 - The Active Members Fund and the Past Retirees Fund will receive COLA funding.
 - Contributions of 0.9% of pensionable earnings, from both active Plan members and employers, will be directed to the Active Members Fund.
 - Contributions of 0.1% of pensionable earnings, from both active Plan members and employers, will be directed to the Past Retirees Fund.
- A COLA will be paid to retired Plan members from these COLA Funds on an ad hoc basis, and will only be granted if sufficient funds are available.
- The earliest date a COLA may be granted is January 1, 2018. The maximum COLA benefit that may be payable in a given year will be two-thirds of the Consumer Price Index (CPI) per year.
- If a COLA is granted, the intent of these COLA Funds is to provide COLA payments to retired Plan members in receipt of a monthly pension.

We will provide additional information as it becomes available.

Life Insurance Plan

New & Revised Administrative Provisions

Effective April 1, 2013, the following administrative provisions have been added or revised for the Life Insurance Plan.

Definition of Insurable Dependants

1. A maximum age limit (under the age of 25) has been added to the definition of an eligible child.
 - A child age 21 or over is insurable if the child is financially dependent on the employee and is either:
 - A full-time student and under the age of 25, or
 - Incapacitated for a continuous period beginning:
 - Before age 21, or
 - While they are a full-time student.

Please refer to the *Understanding Your Life Insurance Benefits* brochure for further details.

2. Students who are residents of Canada will be covered under the Plan, provided they meet the definition of a dependant, even if they are attending school in a different country.
3. Spouses or dependant children who are non-residents of Canada living abroad will become eligible for Life Insurance coverage on the date they arrive in Canada. The employee has 60 days from the date the eligible dependant arrives in Canada to increase their Family (Dependant) Life Insurance coverage without the Evidence of Insurability requirement.
4. A previously ineligible dependant may become eligible for Family (Dependant) Life Insurance coverage upon enrolment in a recognized educational institution. (Please refer to the *Eligible Dependants – Insurable Child* section of the *Understanding Your Life Insurance Benefits* brochure for more information.) The employee may elect to increase their Family (Dependant) Life Insurance coverage without

the Evidence of Insurability requirement if their dependant experiences a change in eligible full-time student status and the employee declares the change within 60 days of the dependant's enrolment in a recognized educational institution.

5. In the case of separation, the former spouse/partner is no longer eligible for coverage. Coverage for the spouse/partner shall terminate at the end of the month in which the change occurred in the event of divorce, separation, annulment of marriage, or termination of a conjugal relationship.

Note: You are considered separated when you start living separate and apart from your spouse or common-law partner due to a breakdown in the relationship.

Termination of Coverage - Maximum Age Limit

HEB Manitoba Life Insurance coverage for employees and, if applicable, their eligible dependants, will now end on the earlier of:

- The date of retirement/termination, or
- The last day premiums were paid, or
- When the employee reaches age 71.

Significant Life Event While on an Approved Leave of Absence (LOA)

Employees who experience a significant life event while on an approved unpaid LOA/layoff, and wish to increase their Life Insurance coverage, must complete and submit a HEB Manitoba Life Insurance Plan *Change Form* within 60 days of returning to active employment.

Reminder

The enhanced provisions of the Life Insurance Plan went into effect on **April 1, 2013**. For more information, please visit www.hebmanitoba.ca or ask your employer for an *Understanding Your Life Insurance Benefits* brochure.

Life Insurance Plan (cont.)

Enrolment Following an Approved Leave of Absence

If you are returning to work from an approved leave of absence (LOA), and your last day worked was prior to December 1, 2012, you must submit a completed Life Insurance Plan *Enrolment Form* within 60 days of returning to active employment in an eligible position to elect Optional and/or Family (Dependant) Life Insurance coverage under the Plan's enhanced provisions.

If you are returning to work from an approved leave of absence (LOA), and your last day worked was on or after December 1, 2012, you are not required to submit a completed Life Insurance Plan *Enrolment Form*, as your elections under the enhanced provisions of the Plan would have been made during the open enrolment period, which was held from October 1, 2012, to November 30, 2012.

FAQs

Q: If I began my LOA prior to December 1, 2012, how do I elect Optional Life and/or Family (Dependant) Life Insurance under the Plan's enhanced provisions when I return to work?

A: You must submit a completed Life Insurance Plan *Enrolment Form* within 60 days of returning to active employment in an eligible position to elect Optional and/or Family (Dependant) Life Insurance coverage under the Plan's enhanced provisions.

Q: If I began my LOA prior to December 1, 2012, what happens if I do not elect Optional Life and/or Family (Dependant) Life Insurance under the Plan's enhanced provisions within the 60-day time frame?

A: If you do not submit a completed Life Insurance Plan *Enrolment Form* within the 60-day time frame, you will automatically be insured for only one employer-paid unit of Basic Life Insurance under the Plan's enhanced provisions, and your beneficiary will automatically be set to your Estate. Evidence of Insurability will be required for future increases to coverage.

Q: When will my Life Insurance coverage under the Plan's enhanced provisions take effect?

A: Your elections under the Plan's enhanced provisions will begin **on the date you return to active employment** in an eligible position.

Note: You must be actively at work on the date you become eligible for Life Insurance coverage. If you are not actively at work on the date you become eligible, your coverage and your eligible dependants' coverage, will not commence until you return to work and the applicable premiums are deducted. You are not considered actively at work if you are on an approved LOA, layoff, or participating in a Gradual Return to Work Program during a period of disability.

Q: What is my Life Insurance coverage based on under the Plan's enhanced provisions?

A: Your coverage and related premium deductions under the Plan's enhanced provisions will be based on the estimated annual earnings for your EFT at the time you return to active employment in an eligible position.

Life Insurance Plan (cont.)

Conversion to an Individual Life Insurance Policy

HEB Manitoba Life Insurance coverage ends for you and, if applicable, your eligible dependants, on the earlier of:

- The date of your retirement/termination, or
- The last day premiums were paid, or
- When you reach age 71.

At that time, you may choose to convert your Life Insurance coverage, and your spouse/common-law partner's coverage, to an individual Life Insurance Policy with Great-West Life.

Within the 31 calendar days following the date your HEB Manitoba Life Insurance coverage ends, you are eligible to apply for conversion to an individual Life Insurance Policy with

Great-West Life without Evidence of Insurability (subject to maximum age and conversion limits). Within these 31 calendar days:

- Life Insurance coverage is maintained for you and your spouse/common-law partner.
- Great-West Life must receive your completed application for conversion, and the first premium payment, if you choose to convert your Life Insurance coverage.

For more information, or if you would like to convert your Life Insurance coverage, please contact Deborah Capek, who administers the conversions for Great-West Life, at (204) 297-6224.

Disability & Rehabilitation Plan

Maintaining Your D&R Plan Coverage

HEB Manitoba must receive D&R premiums on your behalf for your D&R Plan coverage to be maintained.

- If you are receiving regular or sick pay, HEB Manitoba receives these D&R Plan premiums through payroll deductions. If you are taking an unpaid leave of absence (LOA) or an unpaid sick LOA, these premiums must continue to be paid to maintain your coverage.
- Premium payments are calculated based on 2.3% of your Monthly Earnings as of your last day worked.
- Please contact your employer's Human Resources or Benefits Department to discuss maintaining your D&R Plan coverage while on an LOA.
- For an unpaid personal, maternity/parental, or educational

LOA, or temporary layoff, you must contact your employer's Human Resources or Benefits Department **before your LOA starts.**

- **You must maintain your D&R coverage during an unpaid sick LOA.** You must also maintain D&R coverage if you are applying for or receiving Workers Compensation Board (WCB) or Manitoba Public Insurance (MPI) benefits. If D&R Plan premiums are not paid, your coverage will terminate and you will not be eligible for D&R Benefits.

For more information about premium payments during an unpaid or sick LOA, please visit the *Disability & Rehabilitation* section of the HEB Manitoba website at www.hebmanitoba.ca, or refer to the *Understanding Your Disability & Rehabilitation Benefits* brochure.

Disability & Rehabilitation Plan (cont.)

Returning to Work Following a Sick Leave of Absence

If you were on a sick leave of absence (LOA) and received a D&R claim application package, or were approved for D&R Benefits, **HEB Manitoba's D&R Department must be notified when you return to work.**

When you return to work, please contact:

- Your D&R Caseworker, if you have not yet submitted your completed D&R claim application.
- Your D&R Claims Specialist, if you have submitted your completed D&R claim application or have been approved for D&R Benefits.
- Your employer's Human Resources or Benefits Department. Your employer must submit a completed *Disability & Rehabilitation Plan Return to Work Following Sick LOA Form* within 48 hours of your return to work.

10 Years of Growth!

The D&R Plan has been providing long-term disability benefits to eligible healthcare employees throughout Manitoba for over a decade. We are very pleased to announce that our 10th-anniversary report, titled *10 Years of Growth*, is available in the *Disability & Rehabilitation* section of the HEB Manitoba website at www.hebmanitoba.ca.

The anniversary report includes:

- The D&R Plan's history and goals
- A timeline of the Plan's first 10 years
- D&R Plan statistics
- A snapshot of D&R Department activities
- Tips for navigating the healthcare system
- Advice on being your own healthcare advocate
- Wellness tips
- Profiles of two D&R Plan claimants

We appreciate your questions & feedback

PlanTalk is based on an overview of HEB Manitoba Plans. Not all employers participate in all of the Plans offered. If you have questions or comments about the information provided in PlanTalk, please contact us at:

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