

December 1, 2017

To: Benefit Administrators / Human Resource Personnel

**From: Jade Lea-Wilson
Manager, Employee Benefits**

Re: Communication on Benefits Under the Saskatchewan Health Authority

The amalgamation to the Saskatchewan Health Authority will effect benefit eligibility and enrollment for employees. Here is a guide to how the changes will impact employee eligibility and enrollment into the benefit plans.

Employees Working in Multiple Positions for Different (former) Health Regions

As a result of the amalgamation to the Saskatchewan Health Authority the regional co-employment rule is changing to combine all regional health authorities under one employer. For the vast majority of employees their eligibility will be automatically processed in iHRIS and benefit eligible hours will be combined based on the provincial and regional co-employment rules. 3sHealth Employee Benefits has identified regional co-employment scenarios that the current rules in iHRIS will not capture.

1. Employees who work at two or more different health regions where their union affiliations are different.
2. Employees who work at two or more different health regions and both of their affiliations are out-of-scope.
3. Employees whose positions, when measured separately, failed eligibility for benefits.
4. Employees whose positions, when measured separately, gave them a lesser percentage of extended health care and dental benefits than they would have if the hours were combined under the Saskatchewan Health Authority.

In order to manually identify and manage these scenario's 3sHealth Employee Benefits will do the following on December 4, 2017:

1. Following weekly payroll processing, run a query to identify employees who are enrolled in a 3sHealth Disability Income Plan, Group Life Insurance Plan, Extended Health Care and Dental Plans, Out-of-Scope Flexible Spending Plan and/or SHEPP at one health region but not the other health region.
2. Manually create the enrolment records to enroll the employee at both positions in the group life insurance, disability, extended health care and dental as well as SHEPP plans.
3. Update the extended health care and dental enrolment records to move the percentage of coverage to the position where the majority of hours exist.

4. Manually calculate if any employee is eligible for an increase in the percentage of coverage for extended health care and dental benefits as a result of combining hours. Update the percentage of coverage for extended health care and dental effective December 4, 2017.
5. Email the employer to notify of the update made in iHRIS.
6. Send a letter to the employee with a cc to the employer to notify of the enrolment at the other position and/or an increase to the percentage of coverage.

On a go forward basis 3sHealth Employee Benefits will continue this process to ensure employees co-employed through the Saskatchewan Health Authority are enrolled in benefits at both positions for all measurement types:

- Hires
- Employee and employment type changes
- Employee status changes
- Affiliation changes
- 26 week measures
- Pre-annual measures
- Annual measures

For benefit purposes the total number of hours an employee works will continue to be used to determine their eligibility.

Extended Health Care and Dental Benefits

Both positions will be enrolled in the extended health care and dental plans and the percentage of coverage will be displayed at the position that has the majority of benefit eligible hours. The other position will show 0%.

Example: The employee works in two positions: in an SEIU-West position where they have 550 annual hours and in a CUPE position where they have 420 annual hours. If they were measured separately at the annual measure the employee would have no coverage. Under the Saskatchewan Health Authority, at the annual measure 3sHealth will combine the CUPE and SEIU-West hours and update the enrolment records with 50% coverage at the SEIU-West position and 0% coverage at the CUPE position.

If the employee works in multiple positions and one is out-of-scope then the extended health care and dental enrolment percentage of coverage will be displayed at the out-of-scope position.

Example: The employee works in two positions: an out-of-scope position and a SUN position. In this case the extended health care and dental percentage of coverage will display at the out-of-scope position regardless of where the majority of hours are worked. This ensures the employee

is included in the Enhanced Dental & Extended Health Care Plans – Out-of-Scope Monthly Contribution Report.

Eligibility Reports and Letters

The existing eligibility reports and letters in MemberNet will not be changing at this time. Employees who are manually measured due to the new regional co-employment rule will display incorrectly in the eligibility reports and notification letters. Our goal is to review and update iHRIS for these employees and notify you of our updates through email by 12:00 p.m. every Tuesday (after weekly payroll processing completes).

3sHealth Employee Benefits has created two different letter templates to be used for these manually measured employees. One letter is specifically for the December 4th enrolments created and the other is for on-going eligibility measurements. The December 4th letter template is attached for your review.

Transfers

Movement between health regions will continue to be administered following the 30 day rule. The 30 day rule is:

If a plan member terminates employment in one position and recommences employment in another position within 30 days, the plan member's extended health care and dental coverage will be transferred to the new position and the plan member will not have to serve the 26 week waiting period.

The employee must be permanent full-time or permanent part-time to be enrolled in group life, disability, and SHEPP when hired in the new position.

If there is a period of co-employment between the two positions the employee will be enrolled in benefits at both positions.

If the employee terminates on a Friday and is re-hired on a Monday, with only a weekend between the end of the old position and the start of the new position, please contact 3sHealth Employee Benefits to transfer the benefit coverage. The intent is to have continuous benefits so 3sHealth will need to correct the effective date.

Flexible Spending Plan

The Out-of-Scope Flexible Spending Plan eligibility rules will not change; enrolment continues to be managed by the employer. To ensure employees are not incorrectly enrolled in the flexible spending

plan, check iHRIS to determine if co-employment affects their enrolment. 3sHealth Employee Benefits will:

- Review the flexible spending plan allocation forms and contact employers if we identify an employee who is not eligible for the flexible spending plan because they hold a temporary out-of-scope position and hold an in-scope home position.

Non 3sHealth Benefit Plans

On December 4, 3sHealth Employee Benefits will be identifying situations where an employee is co-employed between two health regions and is enrolled into a non 3sHealth benefit plan at one region but not enrolled in benefits at the other health region. We will contact both health regions to identify these situations and determine the appropriate next steps.

Security

A new benefits 'view only' security group has been created which allows users to view benefits information for employees who work at multiple health regions. The new user accounts and passwords have been emailed directly to each health region payroll contact and security officer and it is their responsibility to pass along this information to each department. These accounts are shared between multiple users. If you require access to provincial benefits information, please contact your health region payroll manager/security officer.

If you have questions, please send an email to EBP@3sHealth.ca. You may also contact a 3sHealth Benefit Services Officer by telephone at 1.866.278.2301.