

**Am I eligible for benefits?**

Full time and part time (50% or greater) post-doctoral fellows hired for contracts of at least eight months are eligible for benefits. To be eligible for benefits, post-doctoral fellows must also be paid through Dalhousie University. Your offer letter should state whether you are eligible for benefits. In addition, you must be enrolled in provincial health coverage, such as MSI, OHIP, Medicare, or equivalent. If you do not have provincial health coverage, please contact the Benefits department as soon as possible.

**Am I automatically enrolled in benefits?**

By default, new employees are enrolled in single health and travel coverage only. If you would like to change to family coverage or add dental coverage, you have a 60-day window from your job begin date to submit a *health and dental application form* requesting this change. After the 60-day window has passed, you and/or any dependants adding coverage would be considered late applicants and coverage is not guaranteed or restrictions may apply.

If you have coverage elsewhere, you may choose to waive coverage under Dalhousie's group plan. To do so, you must submit a *health and dental application form* requesting to waive coverage – be sure to provide your alternate coverage information.

**I want to add my spouse and/or children to my benefits, what do I need to do?**

If you would like to add dependants to your coverage, you must complete a *health and dental application form* within 60 days of your job begin date. After this window, any dependants will be considered late applicants.

Going forward, anytime a life change occurs (including marriage, becoming common law, birth or adoption of a child, loss of benefits coverage elsewhere, divorce or separation), the 60-day enrolment window will re-open allowing you to update your benefits as required. More information on life changes is found online here: <https://dal.u.sharepoint.com/sites/mydal/dc/hr/SitePages/Life%20Changes.aspx>.

**Where can I find coverage information and application forms?**

Information on benefits coverage can be found online at <https://www.dal.ca/dept/hr/Total-Compensation/Benefits/Post-DoctoralFellows.html>. Here you will find a benefit rates sheet, coverage brochures, information on the health spending account, and the *health and dental application form*.

**Do I have a health spending account? How does it work?**

If you are a post-doctoral fellow employee who is eligible for benefits, then you will also receive an annual deposit into a health spending account (HSA). This amount is deposited each year on July 1; your initial deposit is prorated based on your job begin date. Information on how the HSA works can be found at the link provided in the section above. Post-doctoral fellow scholars are not eligible for HSA.

**How do I contact the benefits department? Where do I submit my application forms?**

The benefits department can be reached via email at [benefits@dal.ca](mailto:benefits@dal.ca) or by calling 1-902-494-1122.

Completed health and dental application forms should be signed and a scanned copy (or clear photo) emailed to [benefits@dal.ca](mailto:benefits@dal.ca). Electronic signatures are acceptable but must be submitted from your official Dalhousie email account.

## **Resources for international employees**

### **Provincial health coverage**

Nova Scotia Medical Services Insurance (MSI) Program: <https://novascotia.ca/dhw/msi/>

New Brunswick Medicare Program:

<https://www2.gnb.ca/content/gnb/en/departments/health/MedicarePrescriptionDrugPlan.html>

### **Accessing physician care in Nova Scotia**

Registration page to find a family physician: <https://needafamilypractice.nshealth.ca/>

Available walk-in clinics to access physician services: <http://www.nshealth.ca/content/walk-clinics>

VirtualCareNS: <https://www.nshealth.ca/service-details/VirtualCareNS>

### **Accessing physician care in New Brunswick**

Registration page to find a family physician:

[https://www2.gnb.ca/content/gnb/en/departments/health/Hospital-Services/content/Patient\\_Connect\\_NB.html](https://www2.gnb.ca/content/gnb/en/departments/health/Hospital-Services/content/Patient_Connect_NB.html)

Available walk-in clinics to access physician services: <https://www.nbms.nb.ca/walk-in-clinics/>

### **Settlement services in Nova Scotia**

ISANS is a well known organization that provides all manner of settlement services in Halifax:

<https://www.isans.ca/>

Halifax has a robust website that lists multiple resources for newcomers: <https://newinhalifax.ca/>

### **Settlement services in New Brunswick**

Government of NB has a comprehensive website that lists many resources for newcomers:

<https://welcomenb.ca/content/wel-bien/en/LivingSettling.html>

### **Need additional help?**

If you are an international employee beginning work at Dalhousie University and require additional assistance, please reach out to our Academic HR Advisor at [Miriam.Breslow@dal.ca](mailto:Miriam.Breslow@dal.ca).