

 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i>	<b>Pensions &amp; Employee Benefits</b>		<i>Instruction Number:</i>
	<i>Subject:</i> <b>Benefits</b>		<i>Date Issued:</i> <b>March 1, 2010</b> Amended June 1, 2011
	<i>Title:</i> <b>Benefits for Associated Employees</b>		<i>Date Effective:</i> <b>April 1, 2010</b>
	<i>Issued by:</i> Vice President Research		<i>Approved by:</i> Vice President Finance & Administration

**Purpose:**

In an effort to ensure greater uniformity in the benefits packages made available to research employees paid through research accounts administered by Dalhousie University, this policy sets out the benefit programs made available to such employees.

**Definitions:**

“Associated Employee” means an individual hired by a faculty member who is a principal/co-investigator for a research project and whose salary and benefits are paid by the faculty member through a Research Account;

“Eligible Associated Employee” means an Associated Employee who is classified as a full-time equivalency of 50% or greater and whose cumulative and consecutive term of employment is eight months or greater;

“Research Account” means a five-digit code (referred to as an organization code) used to identify a research project grant, contract or general research account (e.g. 44444 – NSERC Grant John Smith.)

**Policy:**

1. **Continuation of Benefits.** Any Associated Employees hired prior to April 1, 2010 who were participating in benefits programs over and above those listed in sections 2 and 3 of this policy will continue to participate in such programs, as amended by the University from time to time. Such benefits will be deemed by the University to be mandatory benefits and will continue to be paid through a Research Account designated by their faculty member-employer.
2. **Mandatory Benefits.** Effective April 1, 2010, all Eligible Associated Employees shall participate in the following benefits programs, which shall be paid through a Research Account designated by their faculty member-employer:
  - a. Major Medical Insurance (MMI);
  - b. Group Life Insurance (Life) and;
  - c. Accidental Death & Dismemberment (AD&D).

3. **Optional Benefits.** Effective April 1, 2010, all Eligible Associated Employees shall have the option to participate in the following benefits programs, which shall be paid by the Eligible Associated Employee through payroll deduction:
  - a. Long Term Disability (LTD);
  - b. Optional Group Life;
  - c. Voluntary Accidental Death and Dismemberment.
4. **Dental Benefits.** Effective June 1, 2011, all Eligible Associated Employees shall have the option to participate in the dental plan, which shall be paid by the Eligible Associated Employee through payroll deduction:
5. **No other benefits.** Except as set out in this policy, no other benefits programs will be made available to Associated Employees.
6. **Change in scope.** The scope of coverage of the benefits programs may be changed by the University from time to time.
7. **Exception.** Notwithstanding the foregoing, this Policy shall not affect benefits of Associated Employees funded under research contracts executed prior to April 1, 2010 until the expiration or other termination of the current term of the said research contract.
8. **Further Exception.** Notwithstanding the foregoing, all Eligible Associated Employees who were participating in the Dalhousie University Staff Pension Plan (“the plan”) at April 1, 2010 will continue to participate in the plan notwithstanding interruption in their employment up to a maximum of 6 months.

**Procedure:**

1. Eligible Associated Employees, engaged in research will receive a benefits package from Pensions & Employee Benefits which will provide details about the benefit programs that are available to them. Included in this package is a benefits authorization form, which must be completed and returned to Pensions & Employee Benefits within 60 days from date of hire. The signature of the faculty member principal/co-investigator is required for enrolment in the Major Medical, Basic Group Life and Accidental Death & Dismemberment programs.
2. Should the Major Medical application not be received within 60 days from the date of hire, the employee will automatically be entered with single coverage and any family member must then provide evidence of medical insurability to receive coverage.