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To: Benefit Administrators / Human Resource Personnel

From: Lorne Shiplack
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Re: Standardization - Benefit Employment/Employee Types for Employees Employed within the SHA

With the amalgamation of the former health regions into the SHA, questions have arisen around how to handle employee benefit employment and employee types when employees are employed with multiple former health regions.

The benefit matrix created in 2016 was developed specifically for employees employed with multiple positions under the same employee number within in the same former health region and not for employees co-employed across multiple regions.

Benefit eligibility and enrolment automatically measures employees as a whole within the SHA and therefore employers are not required to change the employee type based on the SHA position.

Example with employee having a position at two former health regions:

Employment #1	956	Permanent PT
Employment #2	958	Temporary Casual

At the time of each hire, each employer (former health region) would complete a new hire to create a new employee record based on their specific benefit employee and employment type. SHA co-employment rules are then applied for determining eligibility.

The impact of changing the employment and employee type to be the same could result in the employee being enrolled incorrectly in the Disability Income and Group Life Insurance Plans when an employee terminates at a position that is permanent.

Using the same example as above:

Employment #1	956	Permanent PT
Employment #2	958	Temporary Casual

If employment #2 is changed to permanent PT to match employment #1 and the employee then subsequently terminates from employment #1 but remains in employment #2 this would result in the employee remaining enrolled in the Disability Income and Group Life Plans at annual measurement even if the employee may not be eligible based on hours worked.

The benefit matrix created in 2016 is not used in these situations. This matrix is used specifically for employees employed with multiple positions under the same employee number.

Example

Employment #1	956	temporary PT
Employment #2	956	permanent casual

If you have any 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.