



Subject	ELECTRONIC GROUP BENEFITS GUIDE (formerly titled "2.01 Electronic Group Benefits Guides")	
Procedure Section	6 Benefits and Pension	
No.	6.00	
Exempt Employment Policy References	Sr. Managers	Section 7 (Benefits)
	Administrative	Section 6.1(6) (Health & Welfare Benefits)
		Section 14 (Benefits)
	Excluded Support	Section D (Regular Appointment Benefits)
		Section F (Temporary Appointment Benefits)
Collective Agreement References	Faculty	Article 40 (Health and Welfare Plans)
	Vocational	Article 27 (Health and Welfare Plans)
	BCGEU Com. Agreement (Faculty & Voc'l)	Article 9 (Health and Welfare Benefits)
	Support	Article 47 (Health and Welfare Plans)
		Article 49 (Continuation of Benefit Coverage)
Forms & Other Reference Material	Okanagan.bc.ca > Campus & Community > Employees > Human Resources > Benefit Forms Resource Centre > Medical Services Plan of BC > MSP Application for Group Enrolment > Manulife > Enrolment or Re-enrolment Application	
Status of Approval	Approved	29-Apr-2013 Margo Kendal

PREAMBLE:

Employees who are eligible for group benefits will be referred to an electronic Group Benefits guide on the Human Resources section of its website.

PROCEDURE:

1. When an employee is eligible for group benefit coverage with Okanagan College, s/he will be provided instructions on how to access an electronic benefit guide with employee group-specific information.
2. The Group Benefits guide contains comprehensive details regarding life insurance, accidental death & dismemberment, long term disability (if applicable), extended health and dental coverage.
3. Where changes have been made to group benefit coverage either through collective bargaining or policy or legislation, Human Resources will distribute communications to employees impacted by the change(s).