Health Benefits

The costs for Supplementary Health and Dental Care and the annual allocation for the Health Spending Account are paid by the University. For more information, visit www.hrs.ualberta.ca/Benefits.aspx and select Health and Dental under the Benefits tab.

### Supplementary Health Care
This plan provides 100% coverage for a range of medical expenses that are not covered by provincial health care. You and your eligible dependents must have coverage under a provincial health care plan (the Alberta Health Care Insurance Plan or equivalent provincial plan).

#### Prescription Drugs
- 100% coverage on a least cost alternative price basis

#### Hospital
- Covers the cost difference between a standard room and up to a private room in a Canadian hospital

#### Paramedical Services
- Acupuncture, chiropractor, massage therapy, osteopath, and physical therapy services have a combined annual maximum coverage of $1,800 per eligible person and a $75 per visit maximum; massage therapy is limited to $600 per year
- Podiatrist/chiroprist and naturopath services have an annual maximum of $600 and a $75 per visit maximum for each type of practitioner
- Occupational therapy, speech therapy, and respiratory therapist services have a maximum coverage of $1,000 per year for each of the three types of therapy

#### Vision Care
- One examination per year
- Up to $350 every 24 months for adults, and every 12 months for dependents under age 18, for glasses, frames, contact lenses or laser eye surgery

#### Medical Services and Equipment
- Ambulance, if transported to hospital
- Hearing exams (once a year) and hearing aids and repairs up to $2,000 per ear every three years; no coverage for batteries
- Other services and equipment such as crutches, casts, diabetic supplies, etc.

#### Travel Health Benefits
- Provides coverage for emergency medical expenses incurred while travelling outside Canada for vacation or on business; you must advise Sun Life of any trips that will be more than 180 days
- A medical emergency is an acute illness or accidental injury that requires immediate medical treatment prescribed by a doctor

#### Dental Care
Dental care is based on the current year Sun Life dental fee guide for a wide range of dental expenses.

#### Basic Services
- 100% coverage for services such as annual exams, X-rays, cleanings, fillings, root canals, periodontics, minor oral surgery and denture repairs

#### Major Services
- 75% coverage for services such as inlays, onlays, crowns, veneers, dentures and fixed bridges

#### Orthodontic Services
- 75% coverage for orthodontic services

#### Health Spending Account (HSA)
On your appointment date, and then on each following January 1st, you receive an annual HSA credit allocation of $750.
- This account is like a bank account that can be used to pay for medical and dental expenses that are not paid by your University benefit plans and for expenses that are eligible for the medical tax credit on your income tax.
- If you have a remaining balance in your HSA at the end of the year, you can carry it over for one year. If any part of that balance remains at the end of the second year, it will be forfeited.
- Health spending account reimbursements are not taxable.
Life and Accident Benefits

The costs for basic life and business travel accident insurance are paid by the University. Optional plan costs are paid by the employee. See the Summary of Benefit Costs for the current rates. For more information, visit www.hrs.ualberta.ca/Benefits.aspx and select Life Insurance under the Benefits tab.

<table>
<thead>
<tr>
<th>Employer Paid Plans</th>
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</thead>
<tbody>
<tr>
<td><strong>Death Benefit</strong></td>
</tr>
<tr>
<td><strong>Basic Life Insurance</strong></td>
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<tr>
<td><strong>Business Travel Accident Insurance</strong></td>
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<tr>
<th>Optional Plans</th>
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<tbody>
<tr>
<td><strong>Optional Life Insurance</strong></td>
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<tr>
<td><strong>Optional Dependant Life Insurance</strong></td>
</tr>
<tr>
<td><strong>Voluntary Accident Insurance</strong></td>
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</tbody>
</table>

Income Protection Benefits

Medical Leave and Long Term Disability costs are paid by the University. For more information, visit www.hrs.ualberta.ca/Benefits.aspx and select Medical and Other Leaves under the Benefits tab.

<table>
<thead>
<tr>
<th>Medical Leave</th>
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<tbody>
<tr>
<td>If you have an illness or injury that prevents you from working, you will receive 100% of your salary for up to 26 weeks.</td>
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</table>

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<tr>
<th>Long Term Disability</th>
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<tbody>
<tr>
<td>After you have been unable to work due to illness or injury for 26 weeks, you may be eligible to receive 70% of your salary. This benefit is taxable and continues until the earlier of the date at which you are no longer disabled, June 30th following your 65th birthday, or the date of your death.</td>
</tr>
<tr>
<td>All of your benefits continue while you are receiving disability benefits. You continue to pay CPP, EI and optional coverage premiums, but your UAPP contributions are paid by the University. Disability benefit payments may be reduced by other income you are entitled to receive while you are disabled.</td>
</tr>
</tbody>
</table>
# Personal Support Programs

The costs for the personal support programs described here are paid by the University.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Employee and Family Assistance Program (EFAP)</strong></td>
<td>The EFAP provides free and confidential psychological and personal counselling, along with a wide range of wellness and life services. In addition to counselling, employees and eligible dependants have access to nutritional, legal and financial consultations, a personal trainer, e-learning courses, smoking cessation programs, health and wellness resources and work life services (childcare and eldercare resources, etc.). See <a href="http://www.hrs.ualberta.ca/efap">www.hrs.ualberta.ca/efap</a> for a complete list of programs and e-services. Contact Homewood Human Solutions at: 780.428.7587 1.800.663.1142; TTY: 1.888.384.9505 <a href="http://www.homewoodhumansolutions.com">www.homewoodhumansolutions.com</a></td>
</tr>
<tr>
<td><strong>Professional Expense Reimbursement (PER)</strong></td>
<td>The PER program provides an annual allocation of funds for the reimbursement of eligible expenses incurred for the performance of professional responsibilities. At the beginning of each academic year (July 1), you receive an allocation of $1,400. The allocation for newly hired staff will be pro-rated based on date of hire. Eligible expenses are submitted with receipts for reimbursement. For more information, visit <a href="http://www.hrs.ualberta.ca/Benefits/Funding/PER.aspx">www.hrs.ualberta.ca/Benefits/Funding/PER.aspx</a></td>
</tr>
<tr>
<td><strong>Child Care Benefit</strong></td>
<td>Financial assistance is available for child care expenses for children age seven and under, or up to age 18 if disabled and in need of full time care. The benefit is 50% of expenses, up to $2,000 per year per eligible child. Applications must be submitted by the end of February for the previous calendar year. For more information, visit <a href="http://www.hrs.ualberta.ca/Benefits/LifeEvents/ChildCare/AcademicChildCareBenefit.aspx">www.hrs.ualberta.ca/Benefits/LifeEvents/ChildCare/AcademicChildCareBenefit.aspx</a></td>
</tr>
<tr>
<td><strong>University Health Centre</strong></td>
<td>You have access to health services on a walk-in basis at the University Health Centre. You will need your University of Alberta OneCard and proof of provincial health coverage. For more information, visit <a href="http://www.uhc.ualberta.ca">www.uhc.ualberta.ca</a></td>
</tr>
<tr>
<td><strong>Remission of Tuition</strong></td>
<td>You may be eligible for reimbursement of tuition for eligible credit courses at the University of Alberta. For more information visit <a href="http://www.hrs.ualberta.ca/Benefits/Funding/TuitionRemission.aspx">www.hrs.ualberta.ca/Benefits/Funding/TuitionRemission.aspx</a></td>
</tr>
<tr>
<td><strong>Physical Education, Recreation Facilities</strong></td>
<td>You have access to a wide range of University physical education and recreations facilities, including fitness, swimming, squash, racquetball, etc. For more information visit <a href="http://www.physedandrec.ualberta.ca/Facilities.aspx">www.physedandrec.ualberta.ca/Facilities.aspx</a></td>
</tr>
</tbody>
</table>
What you need to do NOW…

Step One
As soon as possible, access Employee Self Service (ESS). Employee Self Service provides access to your benefits, payroll and personal information. You will need your Campus Computing ID (CCID) and password. If you need assistance, contact the IST Helpdesk by email at helpdesk@ualberta.ca or by phone at 2-9400.

For details on how to manage your benefit enrollments online go to https://eclass.srv.ualberta.ca/course/view.php?id=3451 and enroll in the Employee Self Service UPK Online Tutorial

- Go to www.ualberta.ca and select the Bear Tracks link from the top menu bar. Sign in to Bear Tracks using your CCID and password.
- After signing in to Bear Tracks follow this Navigation Path: Employees Link > Link to Employee Self Service > Benefits Information.
- Using ESS Enter your dependent and beneficiary information.
- Enroll eligible dependents in Supplementary Health and Dental Care.

YOUR ELIGIBLE DEPENDANTS FOR FAMILY COVERAGE INCLUDE:
• your opposite or same sex spouse by marriage, or a partner with whom you have cohabitated for at least 12 months in a marriage-like relationship
• your children and your spouse/partner’s children who are under age 21, unmarried and dependent on you for financial support
• a child age 21 to 25 if a full-time student at an accredited institution
• a child over age 21 if incapable of financial self-support due to a physical or mental disability

NOTE: If you elect Single Coverage you can NOT enroll in family coverage for a period of three months.

Step Two
• Send a completed Application for Group Coverage (Great West Life form) to designate your beneficiary for your basic life insurance benefit to Human Resources
• Send the completed Universities Academic Pension Plan Designation of Beneficiary Form to Human Resources

Step Three
If you want to buy optional coverage for yourself or your family, do it NOW!
If you apply within 90 days of your hire date, you are eligible for guaranteed coverage (medical evidence not required) of optional dependant life insurance of $15,000 for your spouse and $5,000 for each child, optional employee life insurance of up to $180,000 and optional employee and/or spouse critical illness insurance of $25,000. If you enroll after the 90-day window, all of your coverage will be subject to approval based on medical evidence.

To purchase any optional coverage for yourself or your dependants:
• complete the enrollment sections
Step Four

Register for Sun Life Plan
Member Self-Service

On Wednesday of the week following your online submission, you will be able to register with Sun Life and print your personalized benefits card. After you have completed this step, you will be able to access your benefits.

How to register:

• call the Sun Life Customer Care Centre at 1.800.361.6212 to request your access ID and password; you’ll need your employee ID # and the University contract number of 25379
• your access ID will be determined and a Sun Life Representative will help you navigate to the sign in page to set up a password; once this is complete, you can begin accessing your benefits
• after you have logged on at www.sunlife.ca, under the “Take me to” menu on the right hand side, select “Print drug card” to print your personalized Sun Life benefits card; this card is accepted for direct billing by most pharmacies, dental offices and other providers
• under the “Take me to” menu, select “Print travel card” to print your personalized travel card
• you will now be able to access your benefits, submit claims online, sign up for direct deposit, view your claims history, and much more
More important information

Health Benefits

Sun Life Plan Member Self-Service

You can access the Sun Life plan member website at www.mysunlife.ca to manage your Supplementary Health Care, Dental Care and Health Spending Account programs. After you have registered (see page 5 for instructions), you can print your personalized benefits card, sign up for direct deposit, submit claims online, view your claims history and print your personalized travel card.

Submitting Health, Dental and HSA Claims

Claims must be submitted no later than 90 days following the end of the calendar year in which the claim was incurred to be eligible for reimbursement. Plan members are encouraged to submit claims online. If required, paper claim forms are available online from Sun Life Plan Member Services at www.mysunlife.ca or the University of Alberta HRS Forms Cabinet at www.hrs.ualberta.ca/forms.

Coordinating your Coverage with your Spouse’s Plan

If you or your spouse/partner has coverage under another plan, you each submit claims to your own plan first. Any expenses that are not paid from your own plan can then be submitted to the other plan. If the claim is for a child, submit the claim first to the plan of the parent whose birthday occurs first in the calendar year.

FOR MORE INFORMATION:

Human Resource Services
2-60 University Terrace
Edmonton, AB
T6G 2T4
Phone: 780.492.4555
Email: benefits@ualberta.ca
HRS website: www.hrs.ualberta.ca/Benefits.aspx

The information in this guide provides a summary of the Academic Staff Benefits Program. If there are any discrepancies between the information in this guide and the official plan documents, the official plan documents will prevail.