



University
of Manitoba

STAFF BENEFITS

PART TIME STAFF

DECEMBER, 2022

Dear Staff Member:

The University of Manitoba is pleased to provide you with your group insurance booklet. The University offers a very competitive and comprehensive benefits program designed to provide security to you and your eligible dependents in the event of illness, injury or death. The benefits program is also designed to support our efforts to retain and recruit high quality academic and support staff.

The University's contribution toward the benefits program increases annually and at this time is approximately \$16 million per year. The University's contribution to the benefits program is only one part of your total compensation package.

It is important that you have a clear understanding of the benefits offered to you as well as the value of these benefits. The University wants you to be aware of all the benefit entitlements available to you. This booklet provides a summary of each of the benefits along with information on how to submit a claim. We encourage you to read this booklet in detail and become familiar with your coverage.

If you have any questions about the benefits program, please do not hesitate to contact the Staff Benefits Office:

E-mail: benefits@umanitoba.ca

Phone: (204) 474-7428

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General Information

Who is Eligible to Join the Plan?

Part-time staff will participate in the Plan based on the following criteria:

Day 1 Part-time staff

- Part-time staff members are eligible on the first day of hire provided they are working in a position with a fixed schedule of at least 50% of equivalent full-time hours with a commitment of at least one year at the date of hire.

Casually employed staff

- This eligibility provision is applicable to part-time staff members with a position that does not provide for a fixed minimum 50% schedule or where there is no commitment of one year or longer at the date of hire. To be eligible for part-time benefits, the employee must have worked on a casual basis for a minimum of 50% of equivalent full-time hours in each 48 of the 52 weeks in the preceding April 1 to March 31 fiscal year. The employee will become eligible as of July 1 immediately following the fiscal year in which they worked the required number of hours. Eligibility is determined annually.

Sessional academics / seasonal support staff

- This eligibility provision is applicable to sessional academics and seasonal support staff members who generally work during the regular school term (September 1 to April 30). To be eligible for part-time benefits, the employee must have worked on a sessional/seasonal basis for a minimum of 50% of equivalent full-time hours in the preceding July 1 to June 30 academic year. The employee will become eligible as of the first day of their sessional/seasonal appointment in the September immediately following the academic year in which they worked the required number of hours. Eligibility is determined annually.

New Manitoba Residents

For those staff members who are new residents of Manitoba, it is imperative that you immediately register for Provincial Medicare Benefits with Manitoba Health. You can obtain the appropriate enrolment forms from:

Manitoba Health
300 Carlton Street
Winnipeg, Manitoba R3B 3M9
Phone (204) 786-7101
<https://www.gov.mb.ca/health/mhsip/forms.html>

How Do I Apply?

When you become eligible for benefits, the Staff Benefits Office will advise you and provide you with the information needed to apply.

Note: It is important that your application be completed promptly.

Are My Dependents Eligible for Coverage?

As a staff member, your spouse and unmarried dependent children are eligible for coverage.

Spouse

The term “Spouse” includes your legal spouse or common-law spouse.

Your legal spouse means the person to whom you are legally married, according to applicable provincial legislation.

Your common-law spouse refers to the person with whom you are living in a common-law relationship. A common-law relationship is considered to exist where two persons have been living together in a conjugal relationship for at least 12 months.

Dependent Child

The term “Dependent Child” means any unmarried natural child, adopted child or step-child of you or your spouse. This includes any unmarried child for whom you or your spouse have been appointed legal guardian, for all purposes, by a court of competent jurisdiction. A dependent child will be eligible for coverage:

- from birth (from 15 days for Dependent Life Insurance) up to 21 years of age. A dependent child under age 21 must not be working more than 30 hours a week, unless the dependent child is a full-time student.
- after attaining age 21, provided the dependent child is:
 - a) a full-time student under age 25, or
 - b) incapacitated for a continuous period beginning before age 21, or while a full-time student and before age 25.

A dependent child is considered a full-time student if the child has been in registered attendance at an elementary school, high school, university, or similar educational institution for 15 hours a week or more, sometime in the last 6 months. A child is not considered a full-time student if the child is being paid to attend an educational institution.

A child is considered incapacitated if the child is incapable of supporting himself/herself due to a physical or psychiatric disorder. Satisfactory proof must be supplied to the insurer.

Temporary absences to attend school, accompany you on an approved leave of absence, or on a University of Manitoba out-of-province assignment, will not make a dependent ineligible.

A child of your spouse is insurable only if the child is also your child, or your spouse is living with you and has custody of the child.

A child for whom you or your insured spouse have been appointed guardian will be eligible for coverage provided:

- the insurer has received satisfactory proof of guardianship, and
- if your spouse is the guardian, the child must be living with you.

How Do I Enrol My Dependents?

Your eligible dependents will be enrolled as of the date the Staff Benefits Office receives your completed enrolment information.

What if There Are Changes to My Dependents?

It is important that you notify the Staff Benefits Office of any changes in your own or your dependents' status regarding marriage, divorce, death, change of residence, birth or legal adoption. Failure to keep your dependent data current may result in delays in processing claims and/or the insurer denying coverage.

When Does Group Insurance Coverage Commence?

You will become automatically insured under the following benefit plans, provided you are actively at work on the date you become eligible.

Participation in these plans is mandatory:

- Basic Life Insurance
- Basic Accidental Death & Dismemberment Insurance
- Long Term Disability Coverage
- Supplementary Health Coverage
- Healthcare Spending Account
- Dental Coverage

You are eligible to apply for coverage under the following optional benefit plans, provided you are insured under the mandatory benefit plans listed above:

- Optional Life Insurance
- Dependent Life Insurance
- Voluntary Accidental Death & Dismemberment Insurance

Please review the section regarding the eligibility of your dependents and the forms that you must complete to enroll your dependents.

When Does Group Insurance Coverage Terminate?


Insurance terminates on the earlier of:

- termination of employment, or
- the date the staff member ceases to be in an eligible employment classification, or
- retirement.

Optional Life Insurance terminates at age 85.

If an employee dies while his/her dependents are insured under this plan, the dependents' Supplementary Health and Dental benefits will continue until the earlier of:

- the date the dependent ceases to qualify as an insurable dependent, and
- 30 days after the employee's death.



If an employee's child is born after the employee's death, the child is considered an insurable dependent.

Upon retirement, you may be eligible for retiree benefits. Additional information is available upon request, from the Staff Benefits Office.

Does My Coverage Continue During Leaves of Absence or Layoff?

Yes, under most circumstances, provided you continue to pay the required premium.

Will My Coverage be Reinstated After an Unpaid Leave?

If coverage has not been maintained during a layoff or leave of absence without pay, you will be eligible for coverage immediately upon return to an eligible employment classification at the University of Manitoba within the benefit year. A layoff or leave of absence may have an effect on eligibility for the following benefit year. All of your former levels of coverage and beneficiary designations will be reinstated, provided you return to the same eligible class of employment.

If you return to work at the University of Manitoba, but in a different eligible class of employment, please contact the Staff Benefits Office.

What Happens if My Employment Status Changes?

A staff member whose employment status changes to/from full-time/part-time will continue to participate provided they continue to be in an eligible employment classification.

A part-time staff member who had been a participant and whose coverage terminated due to a reduction in workload (i.e. ceased to be in an eligible employment classification) will be reinstated as a participant on the next eligible date following twelve fiscal months of employment in an eligible employment classification. Reinstatement as described in this paragraph does not include returning to work from a leave or layoff.

Group Life Insurance (Basic & Optional)

What Amount of Life Insurance is Available?

Basic Life Insurance

Part-time staff members are insured for an amount equal to their deemed annual salary.

Deemed annual salary is your gross basic salary in the preceding fiscal year, excluding any supplementary, sessional, or overtime payments, increased by the cost-of-living percentage adjustment to the Canada Pension Plan at the immediately preceding January 1.

Optional Life Insurance

Optional Life Insurance is available to all part-time members on a voluntary basis. You may apply for Optional Life Insurance coverage up to a maximum of twenty-five units. The Optional Life unit value is \$10,000.

Optional Life Insurance for Your Spouse

You can purchase Optional Life Insurance for your spouse. You may apply for Optional Life Insurance coverage up to a maximum of twenty-five units. The Optional Life unit value is \$10,000.

If the University or an affiliated employer also employs your spouse, who is also eligible for insurance coverage, the combination of optional life insurance and optional spousal life insurance on an individual may not exceed 40 units.

Can I Change the Amount of My Optional Life Insurance?

Yes, application for increases or decreases may be made once in any 12-month period. Any request to increase the number of units will require evidence of insurability satisfactory to the insurance company.

What is the Cost of Life Insurance Coverage?

Basic Life Insurance

The cost of Basic Life Insurance and applicable Retail Sales Tax (RST) is paid in full by the University. There is no direct cost to you. This is a taxable benefit as required by Canada Revenue Agency.

Optional Units of Life Insurance

The cost of Optional Life Insurance and applicable RST is paid by you, through payroll deduction. Please refer to the Premium Rate Summary for the current premium rates. These rates are reviewed annually and are subject to change. Changes are automatically processed to the payroll system for premium rate increases.

When Is Evidence Of Insurability Required?

The insurer will require evidence of insurability under the following circumstances:

- When you are applying for Optional Life Insurance in excess of 10 units. Such evidence of insurability will only apply to the excess over 10 units. The Optional Life Insurance coverage in excess of 10 units will not be effective until approval is received from the insurance company.
- When your application for Optional Life Insurance is submitted more than 30 days after the date you become eligible. In this situation the evidence of insurability will apply to all units and no coverage will become effective until approval is received from the insurance company.
- Your spouse will be required to provide evidence of insurability for all insurance coverage.

The University will not be responsible for any cost incurred to obtain reports pertaining to insurability under any circumstance.

Are There Any Exclusions?

There is an exclusion on the Optional Life Insurance related to suicide. This exclusion states that if death is a result of suicide, any amounts of Optional Life Insurance which became effective within twelve months prior to the date of the suicide, will not be payable.

In the Event of My Death How Will the Benefit be Paid?

You appoint a beneficiary when you complete your application. This may be an individual or your estate. If you have designated your estate, the Life Insurance proceeds become part of your estate, to be administered by your executor in accordance with the terms of your Will. You have the option of changing your beneficiary, subject to any legal restrictions.

In The Event of My Spouse's Death How Will The Benefit Be Paid?

Proceeds from Optional Life Insurance for your spouse are payable to you.

What is the Conversion Privilege?

- If you terminate employment prior to your normal pension commencement date you may have the option of converting your Life Insurance to an individual policy with the same insurer.
- If you retire at any time after your normal pension commencement date you may be entitled to convert your Life Insurance to an individual policy.

Such application must be made within 31 days of the termination of your group life insurance coverage.

The amount which may be converted is subject to certain dollar limitations.

What is the Procedure for Filing a Life Insurance Claim?

In the event of your death, the Staff Benefits Office will provide your beneficiary with the necessary forms and assistance needed to file a claim.

Terminal Illness Advance Payment

To be eligible for this benefit you must be suffering from a terminal illness and have a life expectancy of 24 months or less. The amount available is 50% of the covered amount or \$50,000 whichever is less. It should be noted that when the balance of the claim is paid it is reduced by an interest adjustment on the advance.

An application must be filed and approved by the insurer and your physician will be asked to complete an Attending Physician's Statement.

Optional Dependent Life Insurance

What is Dependent Life Insurance?

Dependent Life Insurance provides coverage on the lives of your eligible dependents. This coverage is available on an optional basis. As a part-time staff member, you may elect one to three units of insurance.

Units	Spouse	Each Dependent Child
1	\$3,000	\$1,500
2	\$ 6,000	\$3,000
3	\$ 9,000	\$ 4,500

If the University or an affiliated employer also employs your spouse, who is also eligible for insurance coverage, only one of such staff members will be eligible to purchase Dependent Life Insurance. In this situation, neither staff member will be insured as a dependent spouse under this insurance.

What if I Get a New Dependent?

If you acquire a new spouse or dependent child, you may apply for Dependent Life Insurance for that dependent provided such application is made within 60 days of acquiring the dependent (for example, within 60 days of date of marriage or birth of a child).

What is the Cost of Dependent Life Insurance?

The cost of Dependent Life Insurance and applicable RST is paid entirely by you, through payroll deduction. Please see the Premium Rate Summary for the current premium rates.

To Whom Are Benefits Paid?

In the event of the death of an insured dependent, the benefit is paid to you, the staff member.

When Is Evidence Of Insurability Required?

If you have dependents but you do not apply for Dependent Life Insurance within 30 days of the date that you become eligible, satisfactory evidence of insurability will be required. Evidence of insurability is also required when application for Dependent Life Insurance is made after 60 days following the date of acquiring the eligible dependent. The University will not be responsible for any cost incurred to obtain medical reports pertaining to insurability.

Can I Change the Amount of Dependent Life Insurance?

Yes, application for increases or decreases may be made once in any 12-month period. Any request to increase the number of units will require evidence of insurability satisfactory to the Insurance Company.

What is the Conversion Privilege?

If your spouse's Dependent Life Insurance terminates before his/her 65th birthday, you will have the option of converting that Life Insurance to an individual policy with the same insurer. Such application must be made within 31 days of the termination of the group life insurance coverage. The amount which may be converted is subject to certain dollar limitations.

No conversion privilege is available for dependent children.

What is the Procedure for Filing a Life Insurance Claim?

In the event of the death of one of your insured dependents, the Staff Benefits Office will provide you with the necessary forms and assistance needed to file a claim.

Accidental Death and Dismemberment Insurance (Basic and Voluntary)

What is Accidental Death and Dismemberment (AD&D) Insurance?

Basic AD&D Insurance

This plan covers eligible part-time staff members, 24 hours a day, anywhere in the world. A benefit is payable from the AD&D plan in the event of your death as a result of bodily injury caused by an accident. There is also a benefit payable for specified accidental dismemberment, paralysis, or loss of sight, speech, or hearing. Bodily injury caused by an accident is defined as an injury resulting directly and independently of all other causes in loss covered by this policy.

See the *Schedule of Losses* as follows, for benefit amounts payable.

Voluntary AD&D Insurance

Voluntary AD&D Insurance is available on an optional basis. This plan covers eligible part-time staff members and their eligible dependents, 24 hours a day. There is a benefit payable for loss of life caused by an accident, for specified accidental dismemberment, paralysis, or loss of sight, speech, or hearing. See the *Schedule of Losses* as follows for benefit amounts payable.

What Amounts of AD&D Insurance are Provided?

Basic AD&D Insurance

The principal sum (coverage amount) is \$20,000.

Voluntary AD&D Insurance

Coverage is available in units of \$20,000. You have the option of purchasing up to eight units (minimum of \$20,000 to a maximum of \$160,000) of coverage. You may apply for the amount of coverage that best meets your needs.

The Principal Sum (coverage amount) for eligible dependents, if any, is a percentage of the staff member's Principal Sum as follows:

Spouse (No Dependent Children)	50%
Spouse and Dependent Children	50% Spouse 10% Each Dependent Child
Dependent Child (No Spouse)	20% Each Dependent Child

What is the Cost of AD&D Insurance?

Basic AD&D Insurance

The cost of the Basic AD&D Insurance Plan and applicable RST is paid in full by the University. There is no direct cost to you. This is a taxable benefit as required by CRA.

Voluntary AD&D Insurance

The cost of Voluntary AD&D Insurance and applicable RST is paid entirely by you, through payroll deduction. Please refer to the attached Premium Rate Schedule for the current premium rates.

What Benefits are Provided Under the AD&D Plans?

The AD&D plans provide benefits for specified losses (as listed in the *Schedule of Losses* below) and Permanent Total Disability.

Schedule of Losses

If bodily injury caused by an accident results in any of the following losses, occurring within one year after the date of the accident, benefits will be paid as follows:

For Loss of:	% of Principal Sum
Life	100%
Entire sight of both eyes	100%
Speech and hearing in both ears	100%
One hand and entire sight of one eye	100%
One foot and entire sight of one eye	100%
Entire sight of one eye	75%
Speech	75%
Hearing in both ears	75%
Hearing in one ear	40%
All toes of one foot	33 1/3%

For Loss of Use of:	% of Principal Sum
Both hands or both feet	100%
One hand and one foot	100%
One arm or one leg	80%
One hand or one foot	75%
Thumb and index finger of one hand	40%
At least four fingers of one hand	40%

For Total Paralysis of:	% of Principal Sum
Both upper and lower limbs (quadriplegia)	200%
Both lower limbs (paraplegia)	200%
Upper and lower limbs of one side of body (hemiplegia)	200%

The maximum benefit for all losses resulting from the same accident cannot exceed 100% of the Principal Sum, except in the event of total paralysis as specified unless death occurs within 90 days of the accident.

Permanent Total Disability Benefit

When as the result of injury, you become totally and permanently disabled, you may be entitled to a benefit from the plan provided:

- the injury occurs before age 71,
- the total and permanent disability commences within 365 days of the date of the accident,
- your disability prevents you from engaging in each and every occupation or employment for compensation or profit, for which you are reasonably qualified by reason of your education, training or experience, and
- such disability has continued for a period of twelve consecutive months and is total and permanent at the end of this period.

The amount of the benefit payable from the plan will be the Principal Sum less any other amount paid or payable under the *Schedule of Losses* resulting from the same accident.

Additional Benefits

Additional limited provisions include:

- Repatriation Benefit
- Education Benefit
- Day-Care Benefit
- Rehabilitation Benefit
- Occupational Training Benefit
- Family Transportation Benefit
- Seat Belt Benefit
- Home Alteration and/or Vehicle Modification Benefit
- Hospital Indemnity
- Aircraft Coverage
- Exposure and Disappearance
- Aggregate Limit of Indemnity
- Identification Benefit
- Workplace Modification & Accommodation Benefit

Limit of Indemnity

While these benefits are in both the Basic and Voluntary Policies, the special limits for most of these benefits will only be payable under one of the policies.

The Voluntary Policy only also has a Common Disaster Benefit relating to you and your spouse but does not include dependent children.

Does the Plan Cover Accidents Resulting from Air Travel?

Yes, when traveling as a passenger, provided the aircraft has a current and valid certificate of airworthiness, is flown by a licensed pilot, and the aircraft is not owned, operated, or leased by or on behalf of the University of Manitoba, at the time of accident.

What is the Insurer's Maximum Liability?

Under the Basic AD&D plan \$3,500,000 is the total for which the insurer shall be liable for all the combined losses of participating staff members which occur from any one accident.

Under the Voluntary AD&D plan \$2,500,000 is the total for which the insurer shall be liable for all the combined losses which occur from any one aircraft accident.

Are there Any Accidental Losses Not Covered by the Plan?

Yes. There is no coverage for any loss, fatal or non-fatal, caused by or contributed to by:

- suicide or self-inflicted injury, or any attempt thereof, while sane or insane,
- active part-time service in the armed forces of any country,
- declared or undeclared war or any act thereof, or
- riding as a passenger or otherwise in any vehicle or device for aerial navigation other than as described in the preceding section on Air Travel.

May I Convert My AD&D Coverage to an Individual Policy When My Employment Terminates?

No.

To Whom Are Benefits Paid?

In the event of your accidental death, the benefit would be paid to your beneficiary designated under the Life Insurance Plan. All other benefits would be payable to you, except for the Education Benefit, Day-Care Benefit, and Occupational Training Benefit.

What is the Procedure for Filing an AD&D Claim?

The Staff Benefits Office will provide you or your beneficiary with the forms and assistance needed to file a claim. Written notice of death or injury must be given to the insurer within 30 days of the date of the accident.

When does Voluntary AD&D Coverage for my Spouse and/or Dependents Terminate?

The Voluntary AD&D coverage for your spouse and/or dependents terminates on the earliest of the following dates:

- a) the date your spouse/dependent ceases to be eligible, and
- b) the date your insurance terminates as an employee.

Long Term Disability Coverage

What is Long Term Disability (LTD) Coverage?

The LTD Plan provides income to eligible part-time staff members who are unable to work due to illness or injury.

What is the Cost of the LTD Plan?

Each participating staff member contributes to the LTD Plan. The University makes a matching contribution.

What Benefits Are Provided During Disability?

Basic Monthly Income

If you become disabled you will be entitled to receive a basic monthly income from the LTD Plan of 60% of your Monthly Earnings. Monthly Earnings are defined as 1/12 of your deemed annual salary in effect on the last day of the 180 day sick leave period.

Deemed annual salary is your gross basic salary in the preceding fiscal year, excluding any supplementary, sessional, or overtime payments, increased by the cost-of-living percentage adjustment to the Canada Pension Plan at the immediately preceding January 1.

The basic monthly income from this Plan and from other sources*, related to disability, cannot exceed 85% of your Monthly Earnings. The basic benefit from this Plan will be reduced, if necessary, to meet the limit. Benefits payable from this Plan are subject to income tax.

* other sources include:

- all benefits payable from the Canada Pension Plan, Quebec Pension Plan or any other government plan,
- income from employment or retraining courses (see Rehabilitation),
- disability benefits payable under any other group insurance plan,
- benefits payable under any *Workers Compensation Act*,
- retirement benefits provided by an employer and/or government, and
- income replacement plans under Autopac or other automobile insurance plan.

Only income from a source which is related to the onset of the disability, and which commences on or subsequent to the date of Total Disability, will be included for calculating the 85% limit.

Cost Of Living Adjustment (COLA)

The COLA, effective each January 1, is calculated as follows. The Monthly Earnings upon which the LTD benefit is based, shall be increased by the lesser of 1.5% and the published CPI inflation rate, subject to the Plan actuary's review each January 1st. A staff member who has received at least 12 consecutive months of LTD benefits on the October 1st prior to January 1st is eligible to receive the full cost of living adjustment. A staff member who has been receiving LTD benefits for less than 12 consecutive months on the October 1st prior to January 1st shall have their Monthly Earnings increased on a pro-rata basis.

The increase in Monthly Earnings shall be reflected in the amount of LTD benefit being paid and shall also increase the benefits payable in the form of required contributions to the pension plan and premiums on the non-pension group insurance benefits.

The increase in liabilities, including the disability income being paid, plus increases in the benefits payable, cannot exceed the value of assets allocated for this purpose. The plan actuary will determine the value of assets and liabilities.

Do My Other Benefits Continue While I am Disabled?

While you are disabled and receiving benefit payments from the LTD Plan all University group insurance coverages and the University Pension Plan contributions are maintained. Canada Pension Plan and Unemployment Insurance contributions are paid by the LTD Plan provided you are not receiving CPP disability benefits. This is a taxable benefit as required by CRA.

How Long Would LTD Benefits Continue?

LTD benefits would be payable from the 181st calendar day of continuous disability and for as long as you are disabled, but not beyond the earlier of:

- the last day of the calendar month immediately preceding your Normal Pension Commencement Date,
- the date of death,
- the date of retirement .

For staff members, who are not members of the Pension Plan, the normal pension commencement date will be calculated as the date that would apply had they been a member of the University of Manitoba Pension Plan.

What Does “Total Disability” or “Totally Disabled” Mean?

If You Are Under Age 60

If you are under age 60 and you become wholly and continuously disabled due to illness or as a result of an accident, during the initial assessment period (the Qualifying Period and the following 24 months) you will be considered Totally Disabled provided:

- you are under the care of a qualified physician, and
- there is no combination of duties that you can perform that regularly took at least 60% of your time at work to complete.

If disease or injury prevents you from performing a duty it will also be considered to prevent you from performing other duties that are performed only in order to complete that duty and other duties that can only be performed after that duty is completed.

After the initial assessment period, you will be considered Totally Disabled if disease or injury prevents you from obtaining gainful employment. Gainful employment means work:

- you are medically able to perform,
- for which you have at least the minimum qualifications, and
- that provides income of at least 60% of your pre-disability monthly earnings, adjusted by the accumulated COLA.

The availability of work will not be considered in assessing disability.

If You Are Over Age 60

If you are age 60 or older and you become wholly and continuously disabled as a result of illness or as a result of an accident, you will be considered Totally Disabled provided:

- you are under the care of a qualified physician, and
- there is no combination of duties that you can perform that regularly took at least 60% of your time at work to complete.

If disease or injury prevents you from performing a duty it will also be considered to prevent you from performing other duties that are performed only in order to complete that duty and other duties that can only be performed after that duty is completed.

Residency Requirements

A staff member who is Totally Disabled while outside of Canada must return to Canada within 6 months of the date of commencement of LTD benefits in order to remain eligible to receive such benefits, unless a longer period is approved by the University.

A staff member who is Totally Disabled and in receipt of LTD benefits must physically reside in Canada for a minimum of 6 months in each calendar year to maintain eligibility for such benefits.

The residency requirements detailed in the preceding two paragraphs may be waived subject to the following:

- i. you and your eligible dependents would no longer be eligible for supplementary health coverage, and
- ii. you must provide proof that acceptable medical evidence can and will be provided on a regular, and as required, basis in one of the official languages of Canada.

The Claims Administrator shall require written confirmation of i. and ii. above. If written confirmation is not received, benefit payments will cease.

What If My Disability Recurs?

A disability will be considered continuous if, following termination of eligibility for benefits and return to employment in an eligible employment classification, either of the following should happen:

- a recurrence of the original or directly related disability within 12 months, or
- a disability due to a wholly different cause occurs within 3 months.

In either case, LTD benefits will resume on the date the subsequent disability commenced, at the same level as during the previous disability. The 180 day qualifying period will not apply again.

What if I Have Income From Other Sources?

Rehabilitation Income

The University, with the agreement of a qualified medical practitioner, may require a staff member who is Totally Disabled to become involved in a Rehabilitation Program or to undertake Rehabilitative Employment, as recommended by the Claims Administrator. Where deemed appropriate by the Claims Administrator, the LTD Plan may cover related expenses (tuition, training, special equipment, etc.). Proposed expenses must be approved in advance by the University.

If a staff member, who is Totally Disabled, is engaged in appropriate Rehabilitative Employment for remuneration, the monthly amount of the LTD benefit will be 60% of the difference between the staff member's Monthly Earnings, adjusted by the accumulated COLA, and the monthly rate of such remuneration.

The maximum period during which such Rehabilitative Employment shall be permitted in conjunction with a benefit from this Plan is 24 months after the qualifying period.

Other Income From Employment

Other Income From Employment means income from work at any occupation performed by a disabled staff member who continues to meet the definition of Total Disability. Other Income From Employment must be approved by the Claims Administrator. The Claims Administrator must be satisfied that the disabled staff member is not likely to return to the workforce and as such rehabilitative employment or training is not reasonable. If a Totally Disabled staff member is receiving Other Income From Employment, the monthly amount of the LTD benefit will be 60% of the difference between the staff member's Monthly Earnings, adjusted by the accumulated COLA and the monthly rate of such remuneration from employment.

Benefits will be payable for each month or partial month that such Other Income From Employment continues, but will not be payable:

- beyond the staff member's Normal Pension Commencement Date, or
- beyond the date the Claims Adjudicator determines the staff member is no longer considered Totally Disabled.

Any income not approved by the Claims Administrator will be directly offset from the total LTD benefit payable from this plan.

Are There Any Exceptions and Limitations?

No payment shall be made for:

- A disability for which the staff member is not under continuing medical supervision and treatment consistent with the nature of the disability and satisfactory to the Claims Administrator and/or the University.
- A disability caused by intentionally self-inflicted injuries or illness.
- A disability resulting from bodily injury caused directly or indirectly from insurrection, war, service in the armed forces of any country, or participation in a riot.
- The scheduled duration of a layoff or leave of absence including a maternity leave. Maternity leave is considered to begin on the earlier of the date agreed upon by the employee and employer and the date of delivery.



When Does LTD Coverage Terminate?

Coverage under the LTD Plan terminates on the earliest of the following:

- when you terminate employment with the University,
- when you transfer to a class of employment which is excluded under the LTD Plan,
- on the date of death,
- on the date which is six months before your Normal Pension Commencement Date,
- on the date you cease to contribute to the Plan following lay-off instituted in accordance with the terms of a collective agreement or employment policy,
- on the date you cease to contribute to the Plan due to a leave of absence in which the date of termination of employment with the University is established prior to the commencement of the leave,
- on the date you cease to contribute to the Plan due to a leave of absence in which subsequent employment is contingent on being the successful applicant for a vacant position, and
- on the date that the LTD Plan terminates.

Supplementary Health Benefits

What is the Supplementary Health Plan?

The Supplementary Health Plan provides coverage for eligible part-time members and their eligible dependents for certain medical expenses which are not insured by Manitoba Health.

Employees who have health coverage for themselves and their family through a spouse's plan have the choice of opting out of this plan.

What if my Spouse's Coverage Changes?

If you choose to opt out of the University of Manitoba's Supplementary Health Plan and you subsequently lose your spousal health coverage, or your spouse's health plan undergoes a change, you will have the opportunity to enroll in the University of Manitoba's Supplementary Health Plan. In this case, you must apply for coverage within 31 days of losing your spousal coverage (or within 31 days of the coverage changing). If you do not apply within 31 days, you and your dependents may be required to provide proof of insurability acceptable to the insurer before being covered under the plan.

What if I Have a Change in Family Status?

If you have a change in family status, you may be eligible to opt out of, enroll in, or change your coverage level (single, couple or family coverage) under the University of Manitoba's Supplementary Health Plan. Please contact the Staff Benefits Office for further details on options available based on your specific circumstances. You must apply for this change in coverage within 31 days of the change in family status. If you do not apply within 31 days of the change, you and your dependents may be required to provide proof of insurability acceptable to the insurer, before the change in Supplementary Healthcare coverage takes effect.

What if I opt out and at a Later Date Wish to Enroll in the Plan Although There has been no Change in my Spousal Coverage or Family Status?

If you choose to opt out of the University of Manitoba's Supplementary Health Plan and at a later date you wish to enroll back in (although your spousal coverage is still available and there has been no change in the coverage available under your spouse's health plan), you will be considered a late applicant. In this case, you and your dependents may be required to provide proof of insurability acceptable to the insurer, before being covered under the plan.

What is the Cost of the Supplementary Health Plan?

The cost of the Supplementary Health Plan is shared equally between you and the University. Your share of the cost will be paid through payroll deduction. Please see the Premium Rate Summary for the current premium rates.

How Are Claims Assessed?

Canada Life has full responsibility for the assessment of a person's entitlement to benefits. All services and supplies covered under the Supplementary Health Plan must represent reasonable treatment of disease or injury. Treatment is considered reasonable if it is:

- accepted by the Canadian medical profession,
- proven to be effective, and
- of a form, intensity, frequency and duration essential to diagnosis or management of the disease or injury.

The Plan does not provide reimbursement of charges for services rendered in Manitoba in excess of the Manitoba fee schedule for any procedure provided under the Provincial Health Services Plan.

Reimbursement for covered services required outside of Manitoba, where charges are in excess of the Manitoba fee schedule, will be provided on the basis that the staff member has maintained coverage under Manitoba Health, whether or not such coverage has been maintained.

What Coverage is Provided Under the Supplementary Health Plan?

Hospital

- Deductible - none
- Co-insurance - 70%

For hospital accommodation, the Plan covers the difference between the hospital's semi-private and standard ward rates. For out-of-province hospital accommodation, any difference between the hospital's standard ward rate and the government authorized allowance in the person's home province is covered.

The Plan covers the hospital facility fee related to dental surgery and any out-of-province hospital out-patient charges not covered by Manitoba Health.

Ambulance Services

- Deductible - none
- Co-insurance - 70%

The Supplementary Health Plan will cover the usual charges for medically necessary emergency ambulance service, including air ambulance services, by a licensed ambulance company. Transportation must be to the nearest centre where essential treatment is available. The Plan does not provide any benefit if the charges relate to non-emergency stretcher transportation provided by Medi-car or similar service.

Prescription Drugs

- Deductible - \$70 per individual, \$140 per family
- Co-insurance - 55%

Annual Maximum – The Supplementary Health Plan will pay a maximum annual benefit per person equal to the lesser of \$3,500 or the Manitoba Pharmacare deductible. If your Pharmacare deductible amount is greater than \$3,500 and you have reached our Plan's maximum, then there is no further prescription drug benefit due under our Plan for that particular benefit year.

The deductible, co-insurance, and maximum benefit are applied for the period of April 1 to the following March 31. (These dates are the same as the Manitoba Pharmacare benefit year.)

Please note: For those with family coverage, a \$70 deductible is applied to the first claim for prescription drugs in the benefit year. The next claim would have the remaining \$70 deductible applied to it. Once both deductibles have been satisfied, you and your dependents' claims are reimbursed at 55%.

Covered Drugs - Drugs are covered if a physician or dentist prescribes them and they are listed in the Manitoba Drug Benefits and Interchangeability Formulary for all prescribed circumstances, in effect on the date of purchase.

Injectable drugs, for which no reasonable non-injectable alternative is available, are covered when administered by a physician.

Note: Insulin and all diabetic supplies are considered under the medical supplies category of the Supplementary Health Plan. The drug card is not available for these items. Claims must be submitted under the medical supplies category.

Manitoba Pharmacare - Your Manitoba Pharmacare deductible is determined based on your total family income. Pharmacare will reimburse you for 100% of eligible prescription drugs over your annual pharmacare deductible. If you think you spend more on prescription drugs than your Pharmacare deductible, you should apply to Pharmacare to establish your Pharmacare deductible. Pharmacare application forms and more information are available in a brochure available from pharmacies across the province. If you have questions about Pharmacare, phone (204) 786-7141 (in Winnipeg) or 1-800-297-8099 (outside Winnipeg). In the event you don't apply to Pharmacare and you have high drug claims, the insurer, Canada Life, will contact you and request that you apply to Pharmacare.

Drug claims must include your claim form and photocopies of your Pharmacare receipts for prescription drug purchases. If a prescription drug is not an approved Manitoba Pharmacare drug, then it is not covered under our plan either.

Nursing Care

- Deductible - none
- Co-insurance - 55% of the first \$500 of eligible expenses in a policy year will be reimbursed, then 70% for the remainder of the policy year. Applies to Nursing Care, Medical Supplies, and Paramedical Services expenses combined. Subject to maximums payable.
- Maximum - The maximum amount payable for part-time employees is \$3,500 per person in a policy year.

Nursing care is covered provided that the nursing care is care that requires the skills and training of a professional nurse and is provided by a professional nurse who is not a member of the patient's family. Coverage is limited to the minimum number of hours and level of skill needed to provide each essential nursing service. Applicable licensing restrictions will be recognized in determining the level of skill needed. Benefits for nursing care are payable beginning on the first day of care.

To establish the amount of coverage available under this policy it is recommended that you apply for a pre-care assessment. To receive a pre-care assessment, the employee must submit a letter from the attending physician containing:

- a description of the person's current medical condition and prognosis
- a list of the required nursing services and their frequency
- an indication of the level of skill required to perform the required services, meaning those of a graduate registered nurse, licensed practical nurse, registered nursing assistant, or other practitioner,
- the number of hours of care required per day or week, and
- an estimate of the length of time care will be required.

Medical Supplies

- Deductible - none
- Co-insurance - 55% of the first \$500 of eligible expenses in a policy year will be reimbursed, then 70% for the remainder of the policy year. Applies to Nursing Care, Medical Supplies, and Paramedical Services expenses combined. Subject to maximums payable.
- **Before** purchasing these items, contact Canada Life for claiming requirements.

Breathing Equipment:

- Oxygen and the equipment needed for its administration.
- Intermittent positive pressure breathing machines.
- Continuous positive airway pressure machines. **Before** purchasing these items, contact Canada Life for claiming requirements.
- Apnea monitors for respiratory dysrhythmias.
- Mist tents and nebulizers.
- Chest percussors, drainage boards, and sputum stands.
- Suction pumps.
- Tracheostoma tubes.

Orthopedic Equipment:

- Braces and cervical collars. (Braces are wearable, orthopedic appliances that rely on a rigid material such as metal or hard plastic to hold parts of the body in the correct position). Elastic supports and foot orthotics are not considered braces. Dental braces are not covered.
- Custom-made foot orthotics and custom-fitted orthopedic shoes, including modifications to orthopedic footwear. The maximum amount payable is \$300 per policy year. **Before** purchasing these items, contact Canada Life for claiming requirements.
- Casts.
- Splints, including shoes attached to a splint. Intra-oral splints are not covered.
- External electrospinal stimulators for the correction of scoliosis.
- Non-union bone stimulators.
- Prone standers.

Prosthetic Equipment:

- Artificial eyes, including rebuilding and polishing of artificial eyes.
- Standard artificial limbs, including repairs, stump socks, and shoulder harnesses.
- Cleft palate obturators.
- Myoelectric arms, including repairs. The maximum amount payable for each prosthesis is \$10,000. Repair charges do not apply to this maximum.
- External breast prosthesis once a year, and surgical brassieres twice a year (if internal breast prostheses are provided, Canada Life will provide alternative benefits based on coverage for external breast prostheses).

Mobility Aids:

- Canes, walkers, crutches, and parapodiums.
- Mechanical or hydraulic patient lifters once every 5 years. The maximum amount payable is \$2,000 for each lifter.
- Rechargeable batteries for covered wheelchairs.
- Outdoor wheelchair ramps once in a person's lifetime. The maximum amount payable is \$2,000.
- Wheelchairs, including repairs. Special wheelchairs necessary to permit independent participation in daily living are included. Special wheelchair features required primarily for participation in sports are not covered.

Communication Aids:

- Hearing aids, including batteries, tubing, and ear molds provided at the time the hearing aid is purchased. The maximum amount payable is \$700 every 5 years.
- Speech aids, such as Bliss boards and laryngeal speaking aids, when no alternative method of communication is possible. The maximum amount payable is \$1,000 in a person's lifetime.

Diabetic Supplies:

- Insulin, insulin syringes, disposable needles for use with non-disposable insulin injection devices, test strips and lancets.
- Novolin-Pens, or similar insulin injection devices using a needle.
- Blood letting devices, including platforms.
- Blood-glucose monitoring machines, once every 4 years.
- Insulin infusion sets, not including infusion pumps.

Other Medical Supplies:

- Hospital beds, bed rails, trapeze bars, head halters, and traction apparatus. Air-fluidized hospital beds are not covered.
- Colostomy and ileostomy supplies.
- Catheters and catheterization supplies.
- Food substitutes that must be administered through a tube feeding process. Tube feeding pumps and pump sets are also covered.
- Transcutaneous nerve stimulators for the control of chronic pain. The maximum amount payable is \$700 in a person's lifetime.

- Custom-made pressure supports for lymphedema.
- Extremity pumps for lymphedema or severe postphlebotic syndrome, once in a person's lifetime. The maximum amount payable is \$1,500.
- Custom-made graduated compression hose, to a maximum of 4 pairs in a policy year.
- Custom-made burn garments.
- Elevated toilet seats, shower chairs, bathtub rails and standard commodes.
- Wigs for cancer patient undergoing chemotherapy. The maximum amount payable is \$200 in a person's lifetime.
- Intraocular lenses following cataract surgery.
- One pair of eyeglasses or contact lenses following non-refractive eye surgery.

Diagnostic Services:

- Reasonable and customary charges for diagnostic laboratory and x-ray procedures performed in the person's province of residence are covered when coverage is not available under the provincial government plan.

Paramedical Services

- Deductible - none
- Co-insurance - 55% of the first \$500 of eligible expenses in a policy year will be reimbursed, then 70% for the remainder of the policy year. Applies to Nursing Care, Medical Supplies, and Paramedical Services expenses combined. Subject to maximums payable.

The maximum amount payable in a policy year is \$350 per person for the following practitioners combined:

- acupuncturists
- chiropractors
- dieticians
- massage therapists
- naturopaths
- occupational therapists
- osteopaths
- physiotherapists/athletic therapists
- podiatrists
- psychologists/social workers
- speech therapists

Dental Accident Treatment

The Supplementary Health Plan will cover charges for dental treatment resulting from accidental injury to sound, natural teeth. Treatment must begin within 60 days after the accident. This requirement is waived if a medical condition delays treatment beyond 60 days. No benefits will be paid for expenses relating to accidental damage to dentures, dental treatment completed more than 12 months after the accident or orthodontic diagnostic services or treatment.

Out-of-Country Emergency Medical Coverage

- Deductible - none
- Co-insurance - 100%
- Maximum - none

Out-of-country emergency care is covered if it is required as a result of a medical emergency arising while the person is outside Canada for vacation, business, or education and the person is covered by the government health plan in their home province. A medical emergency is a sudden, unexpected injury or an acute episode of disease.

Each claim for benefits is assessed by the insurance company individually based on the severity of the incident experienced by a staff member or eligible dependent.

Covered Expenses:

- treatment by a physician
- reasonable and customary diagnostic x-ray and laboratory services
- hospital accommodation in a standard or semi-private ward or intensive care unit
- medical supplies provided during a covered hospital confinement
- paramedical services provided during a covered hospital confinement
- hospital out-patient services and supplies
- medical supplies provided out-of-hospital if they would have been covered in Canada
- drugs related to the treatment of the medical emergency
- out-of-hospital services of a professional nurse
- ambulance services by a licensed ambulance company to the nearest centre where essential treatment is available
- dental accident treatment if it would have been covered in Canada.

If the person's medical condition permits a return to Canada, benefits are limited to the lesser of the amount payable under this policy for continued treatment outside Canada and the amount payable under this policy for comparable treatment in Canada plus the cost of return transportation.

Expenses Not Covered Under the Out of Country Emergency Medical Coverage

Expenses for the following services or situations are not covered by the Plan:

- Treatments which are required as part of regular care and maintenance of a chronic condition, especially if an episode of illness is typical for the individual and/or medical disease. Examples of chronic conditions include, but are not limited to, diabetes, asthma, Crohn's disease, epilepsy, back problems or chronic migraines.
- The cost of prescription drugs purchased outside the country, (other than those drugs related to a medical emergency).
- The cost of prescription drugs purchased outside the province, but within Canada, that are not listed as eligible by the Manitoba Pharmacare formulary.
- Claims for or on account of hospital confinement, medical services and supplies, disability, death or injury resulting from service, including part-time or temporary service in the armed forces of any country or war (declared or undeclared) insurrection or participation in a riot.

Global Medical Assistance

Global Medical Assistance is covered if:

- it is required as a result of a medical emergency arising while the person is travelling for vacation or business, or is travelling to or from an educational facility, and
- the person is covered by the government health plan in their home province

Assistance is provided through a worldwide communications network that operates 24 hours a day. The network assists in locating medical care and in obtaining Canada Life's prior approval of covered services. The network can also approve on-site hospital payment when required for admission, to a maximum of \$1,000.

Coverage for travel within Canada is limited to emergencies arising more than 500 kilometres from the person's home.

The following services are covered subject to Canada Life's prior approval:

- **Medical evacuation** - if suitable local care is not available. If the person is travelling within Canada, coverage is provided for transportation to the nearest hospital where treatment is available. If the person is travelling outside Canada, coverage is provided for transportation to:
 - the nearest hospital outside Canada where treatment is available; or
 - a hospital in Canada.

When services are covered under this provision, they are not covered under other provisions of the policy.

- **Family Assistance** - Round trip economy class transportation and lodging for one family member joining a patient who will be hospitalized for more than 7 days while travelling on his own. A person is considered to be on his own when no family member is with him.
- **Travelling Companion** - Extra lodging costs for one travelling companion when the return trip for the patient and travelling companion is delayed because the patient is hospitalized. No benefits are payable for extra lodging costs for a travelling companion if Family Assistance benefits are claimed for the same period of confinement.
- **Transportation Reimbursement** - The cost of comparable return transportation home for a patient and one travelling companion if prearranged, prepaid return transportation is missed because the patient is hospitalized. Any amount for which other compensation is available is not covered. A rental vehicle is not considered prearranged prepaid return transportation.
- **Death** - In case of death, preparation of the insured person's body and its return transportation home.

- **Unaccompanied Minor Children** - Return transportation home for minor children who travelled with the patient and who are left unaccompanied because of the patient's hospitalization or death. Return or round trip transportation for an escort for the children is also covered when considered necessary.
- **Vehicle Return** - The cost of returning a patient's vehicle, whether private or rental, home or to the nearest appropriate vehicle rental agency when sickness or injury prevents the patient from driving. The maximum amount payable is \$1,000. No benefits will be paid for vehicle return if transportation reimbursement benefits are claimed under the Transportation Reimbursement provision (described previously), for the same period of confinement.

Refund on On-Site Hospital Payments

Where on-site hospital payments exceed Canada Life's liability under this policy for that confinement, the patient must refund the excess to Canada Life. If the hospital confinement is not covered under this policy, Canada Life is entitled to a full refund of the amount advanced.

Lodging Limitation

Benefits for lodging are limited to moderate quality accommodation for the area of hospitalization. Telephone expenses as well as taxicab or car rental charges are included. Meal expenses are not covered. The maximum amount payable for lodging expenses is \$1,500 per confinement.

Disclaimer

Neither the Global Medical Assistance communication network nor Canada Life is responsible for:

- the availability, quantity, quality, or results of any medical treatment a person receives, or
- any unsuccessful attempts by a person to obtain medical services.

Is there a Maximum Reimbursement Amount?

There is a life time maximum of \$1,000,000 per eligible individual, with an automatic annual reinstatement amount of \$1,000. This maximum applies to expenses relating to prescription drugs, nursing, paramedical expenses, ambulance and all other medical supplies. It does not apply to Global Medical Assistance or hospital expenses (in and out of Canada).

What Expenses are not Covered Under the Supplementary Health Plan?

No Benefits will be paid for:

- expenses above reasonable and customary limits determined by Canada Life.
- expenses that private insurers are not permitted to cover by law.
- services or supplies the person is entitled to without charge by law or for which a charge is made only because the person has insurance coverage.
- the portion of the expense for services or supplies that is payable by the government health plan in the person's home province, whether or not the person is actually covered under the government health plan.
- services or supplies that do not represent reasonable treatment.
- services or supplies associated with:
 - treatment performed for cosmetic purposes only,
 - recreation or sports rather than with other regular daily living activities,
 - the diagnosis or treatment of infertility, except as may be provided under the prescription drug provision, or
 - contraception, or other than oral contraceptives.
- services or supplies associated with covered items, unless specifically listed as a covered expense.
- extra medical supplies that function as spares or alternates.
- services or supplies received outside of Canada except as provided under the out-of-country emergency care and Global Medical Assistance provisions.

- services or supplies received out-of-province in Canada, unless:
 - the person is covered by the government health plan in his home province, and
 - Canada Life would have paid benefits for the same services or supplies if they had been received in the person's home province.This limitation does not apply to Global Medical Assistance.
- expenses arising from war, insurrection, or voluntary participation in a riot.

What is the Procedure for Filing a Supplementary Health Claim?

- Claim forms can be obtained on the UM intranet site or from the Staff Benefits office (see the Contact Information section).
- The completed claim form should be sent directly to Canada Life.
- If the claim is for you:
 - send in your claim to Canada Life for your regular Healthcare expenses
 - send in your claim to your spouse's plan (if applicable) for the remaining reimbursement.
 - submit claim to your HCSA (Canada Life) for reimbursement of any unpaid portion.

Healthcare Spending Account

What is a Healthcare Spending Account (HCSA)?

A Healthcare Spending Account is like a bank account. Each eligible employee is provided with a certain amount each year (April 1 to March 31). You will pay no income tax on your HCSA, so \$100 in your HCSA will buy \$100 worth of medical services.

What is the Purpose of the HCSA?

The purpose of a HCSA is to assist you in paying for some of your healthcare needs. A HCSA is a simple, effective way to get the most out of your benefits coverage. Your HCSA can be used for expenses not covered under the Supplementary Health Plan, such as prescribed vitamins or vaccines and can be used to top up payment for services, such as deductibles, not fully covered under the Plan. Other expenses such as eye glasses, contact lenses, and eye exams would be eligible. The Income Tax Act specifies which expenses are eligible to be paid from your HCSA. For a complete list you may refer to the Income Tax Folio S1-F1-C1, Medical Expense Tax Credit.

What Amount of HCSA am I Provided With Each Year?

Each fiscal year (April 1 to March 31), eligible part-time staff members will be allocated an annual maximum.

If your expenses exceed your allocation in a fiscal year, the unpaid expenses can be carried forward to be paid with the next year's allocation. However, the claim for carry forward expenses must be received at Canada Life within the first 90 days of the next fiscal year. Canada Revenue Agency permits a maximum 12 month carry forward on eligible medical expenses.

If you don't spend the full allocation, you cannot carry forward any unused amount. If you don't use it, you lose it.

The annual allocation maximum is \$580.

Who Can Use the HCSA?

The HCSA can cover you, your spouse and children. To qualify you must be covered for basic group benefits. In addition a dependent can qualify:

- if your child is no longer eligible for basic health benefits because of student age restrictions, the child can qualify under the HCSA.
- if there is another person for whom you are entitled to claim a medical expense tax credit under the Income Tax Act, that person is eligible under the HCSA.

How Are Claims Submitted to the HCSA?

The HCSA pays out only on the balance remaining after all other insurance plans have paid out. That includes your basic plan, your spouse's plan, and provincial plans.

It is important to note that a claim is incurred when a product or service is received, not when it is paid. For example, if you pay for prescription glasses and pick them up a week later, the date of the expense for claiming purposes will be the date you picked them up.

You will be allowed a 90 day grace period following the end of the fiscal year to submit claims incurred during the fiscal year to be paid in that fiscal year's allocation.

Some things to remember about submitting your claim are:

If you are covered under the Supplementary Health Plan you should complete the combined Supplementary Health Plan and HCSA Claim Form.

On the Supplementary Health Claim form you are asked to select how you want the benefits to be paid. Your options are Supplementary Health Plan only, Healthcare Spending Account Only, or Both. It is very important that you clearly identify how you would like your expenses paid.

- If the claim is for you:
 - send in your claim to Canada Life for your regular Healthcare expenses.
 - send in your claim to your spouse's plan (if applicable) for the remaining reimbursement.
 - submit claim to your HCSA (Canada Life) which will reimburse any unpaid portion.

- If the claim is for your spouse (who is not a U of M employee):
 - send in your spouse's claim to your spouse's insurer.
 - send the claim to Canada Life for the remaining reimbursement.
 - submit claim to your HCSA (Canada Life) which will reimburse any unpaid portion.

- If the claim is for your dependent children:
 - health claims are processed first through the plan of the parent whose birthday is first in the calendar year.
 - send the claim to the other parent's plan.
 - submit claim to your HCSA (Canada Life) which will reimburse any unpaid portion.

If you have opted out of the Supplementary Health Plan, you should complete the HCSA Claim Form. Any health claims which have been incurred by you or your dependants should be submitted to your spouse's plan first with any remaining unpaid expenses submitted to the HCSA.

Supplementary Health Plan claims are to be submitted promptly and calendar year expenses should be claimed no later than the immediately following April 30 or 16 months from the date incurred.

For the HCSA, you will be allowed a 90 day grace period following the end of the fiscal year to submit claims incurred during the fiscal year to be paid in that fiscal year's allocation.

Claim forms can be obtained on the UM intranet site or from the Staff Benefits office (see the Contact Information section).

Claim forms should be submitted directly to Canada Life.

Dental Benefits

What Is The Dental Plan?

The Dental Plan, which is administered by Manitoba Blue Cross, has been developed to assist in the payment of dental expenses incurred by eligible part-time staff members and their eligible dependents.

What is the Level of Reimbursement?

There is no deductible.

The plan reimburses members, subject to certain maximums, for eligible dental expenses as follows

- Basic dental services – 50%
- Major dental services – 50%
- Orthodontic services – 50%

Benefit payments are based on the Dental Fee Guide from the province where the dental work was completed and in effect at the time the services are provided. If the dental work was performed outside of Canada, the fee guide from the province of residence will be used.

Is There a Maximum Benefit?

The maximum amount payable, per individual, for Basic and Major services combined is \$1,400 per calendar year. Orthodontic benefits are subject to a lifetime maximum of \$1,575 per eligible family member.

Which Expenses are Covered?

Under our Dental Plan, the most frequently used Basic and Major services are as listed below. If you require a procedure not listed, you can obtain the Dental Fee Schedule code from your dentist, and then contact Manitoba Blue Cross to determine if the proposed procedure is covered.

Basic Services:

- oral examinations (twice per calendar year but not more than once in any five month period)
- complete clinical examination (once every three calendar years) but not more than once in a 5 month period
- full mouth series of x-rays (once every two calendar years)
- prophylaxis (cleaning and scaling of teeth and topical application of fluoride) twice per calendar year but not more than once in any five month period

- bite-wing x-rays (twice per calendar year)
- amalgam, silicate, acrylic and composite fillings
- space maintainers for missing teeth
- if done in a dentist's office, general anaesthesia, diagnostic and laboratory procedures required for dental surgery
- endodontics - usual procedures required for pulpal therapy and root canal filling, subject to frequency restrictions
- periodontics - usual procedures for treatment of the diseases of the tissues and bones supporting the teeth, subject to frequency restrictions
- extractions not requiring surgical procedures, and alveolectomy (bone work) at time of tooth extraction
- dental surgery
- cost of medication and injections given in the dentist's office
- consultations required by attending dentist
- surgical removal of tumours, cysts, neoplasms
- incision and draining of abscesses
- excision of benign hard tumour, radicular or dentigerous cyst

Major Services:

- complete upper and lower dentures (once every five calendar years)
- denture repairs and bridge repairs
- partial dentures, fixed bridge restoration (once every 5 calendar years)
- inlays and onlays (once every 5 calendar years)
- crowns (once every five calendar years), including gold and porcelain where other material is not suitable
- implants (up to the least costly alternative treatment, once per lifetime)

Orthodontic Services:

- necessary dental treatment which has as its objective the correction of malocclusion of the teeth.

Pre-Treatment Authorization

A treatment plan is a trial claim report prepared by you and your dentist showing the recommended treatment plan and its estimated cost. It is suggested that a treatment plan be submitted to Blue Cross for pre-authorization if the course of dental treatment is estimated to cost more than \$500. This allows you to become aware of estimated benefits before expensive dental work is actually carried out.

What Happens if I am Insured Under More Than One Dental Plan?

If you are eligible for benefits under this plan and are also insured under another dental plan, any benefits payable will be co-ordinated and/or reduced to the extent that total reimbursement received from both plans will not exceed the actual expenses incurred.

Which Expenses Are Not Covered?

The following dental services are not covered under the Dental Plan:

- treatment for accidental injury to natural teeth, completed within 60 days after the accident (this is covered under the Supplementary Health Plan)
- full mouth x-rays, panoramic and cephalometric x-rays more often than once every 2 calendar years
- complete clinical examinations more often than once every 3 calendar years
- application of fluoride, recall and oral examinations, or a combination of one and one-half units of polishing and/or scaling under Basic Services, more than once in any five month period or twice in any calendar year
- gold, crown, or fixed bridge when another material or procedure would have been a reasonable substitute consistent with generally accepted dental practice. Where a reasonable substitute was possible, the covered expense is that of the customary substitute
- services purely cosmetic in nature, or for purely cosmetic reasons
- charges for broken appointments
- congenital malformations, e.g., cleft palate prosthesis
- services for Temporo-Mandibular Joint Dysfunction, including night guards
- charges for treatment other than by a dentist, except for treatment performed in a dental office under the supervision and direction of a dentist by personnel duly licensed or certified to perform such treatment under applicable professional statutes and regulations
- separate charges for general anaesthesia except in connection with office procedures
- inlays, crowns, bridges, full dentures, partial dentures, including facings on crowns, or pontics (false teeth) more often than once every 5 calendar years
- fees arising out of extra services arranged for privately between the patient and the dentist
- charges for dental hygiene instruction, plaque control programs, nutritional counselling, or supervised fluoride brush-in (self-administered)
- polishing restorations, bleaching of teeth, precision attachments
- diagnostic photographs
- provision for facilities in connection with general anaesthesia
- hypnosis and dental psychotherapy
- any procedure in connection with forensic dental
- charges for completion of claim forms
- relines or rebases more often than once every 3 calendar years
- root canal on a permanent tooth more than once per lifetime per tooth
- any procedures not specifically listed in the Master Contract
- services due to an illness or injury that is compensable under any Worker's Compensation law, the Manitoba Public Insurance Corporation, or similar legislation
- services in the nature of mileage or travelling time or detention time of any provider of services hereunder
- services due to riot, civil commotion, war, invasion, act of foreign enemy, hostilities by any armed force (whether war is declared or not), civil war, rebellion, revolution, or insurrection

- services which the insured person obtained or to which the insured person is entitled under the terms of any government or legislative hospital, medical or health plan, or services which the insured person obtained or is entitled to obtain without charge by law, or for which there is no actual cost to the insured person or to which the insured person is entitled for any other reason
- services rendered prior to the Effective Date of Coverage, or after Termination of Coverage
- any charges which, in the absence of this or similar coverage, would not be charged to the staff member

What Is The Procedure For Filing a Dental Claim?

- Claim forms can be obtained on the UM intranet site or from the Staff Benefits office (see the Contact Information section).
- There are parts of the claim form to be completed by you and your dentist.
- The completed claim form should be sent directly to Blue Cross.
- If your Dentist/Dental practitioner allows assignment of benefits (direct billing), they can submit the claim directly to Mantioba Blue Cross. In this case, you would then be responsible to pay the amount not covered by the plan directly to your dentist.

If the dental procedure is one covered under the Supplementary Health Plan with Canada Life, as listed above, then the special Canada Life dental claim form should be obtained from the Staff Benefits Office, completed by you and your dentist and the completed form returned to Canada Life.

Employee Assistance Program

What your EAP has to Offer

Immediate, confidential help for any concern.

Your EAP is a confidential and voluntary support service that can help you take the first step towards change. We'll help you find solutions to all kinds of challenges at any age and stage of life. Whether you have decided to get in shape, are considering buying a new home or want to find a better work-life balance – we have the expert insight to get you on your way.

You and your immediate family members (as defined in your employee benefit plan) can receive support over the telephone, in person, online and through a variety of self-guided resources. You'll get immediate, relevant support in a way that is most suited to your preferences, learning approach and lifestyle. Highly qualified, experienced and caring professional help you select a support option that works best for you.

Your EAP is completely confidential within the limits of the law. No one, including your employer, will ever know that you have used the service unless you choose to tell them.

Available at no cost to you

There is no cost to use your EAP. This benefit is provided to you by your employer. You can receive a series of sessions with a professional and if you need more specialized or longer-term support, your EAP can suggest an appropriate specialist or service that is best suited to your needs. While fees for these additional services are your responsibility, they may be covered by your provincial or organizational health plan.

Solutions for a Wide Range of Life's Challenges

Let us help you:

Achieve well-being:

Stress • Depression • Anxiety • Anger • Crisis situations • Life transitions

Manage relationships and family:

Separation and divorce • Elder care • Relationship conflict • Parenting • Blended family issues

Find child and elder care resources:

Maternity and parental leave • Adoption • Child care services • Schooling • Adult day programs • Nursing and retirement homes

Get legal advice:

Separation and divorce • Civil litigation • Custody and child support • Wills and estate planning

Get financial guidance:

Credit and debt management • Budgeting • Bankruptcy • Financial Emergencies • Changing Circumstances

Deal with workplace challenges:

Work-life balance • Conflict • Career planning • Bullying and harassment

Tackle addictions:

Alcohol • Tobacco • Drugs • Gambling • Other addictions • Post-recovery support

Improve nutrition:

Weight management • Boost energy and resilience • High cholesterol • High blood pressure • Diabetes • Heart disease

Focus on your health:

Identify conditions • Prevent illness • Manage symptoms • Discover natural healing strategies • Create an action plan for better health

Contact Information

Contact information, websites and phone numbers

Benefit	Provider	Contact information	
Supplementary Health Insurance	Canada Life Group Policy #20778	Website: www.canadalife.com For your claims inquiries and information: 1-800-957-9777	Register for 'My Canada Life at Work' (https://my.canadalife.com/sign-in) to sign up for direct deposit, submit claims, review claims history, request replacement cards, determine HCSA balance, obtain confirmation of coverage letters for travel, and more.
Healthcare Spending Account		For Healthcare Spending Account inquiries and balances: 1-877-883-7072	
Dental Insurance	Manitoba Blue Cross Client number 7426	Website: www.mb.bluecross.ca For claims inquiries and information: 1-800-873-2583 or 204-775-0151	Register for 'mybluecross' (https://www.mb.bluecross.ca) to sign up for direct deposit, submit claims, review claims history, request replacement cards, and more.
Employee Assistance Program (EAP)	LifeWorks	How to get immediate and confidential assistance 24/7/365: Call toll-free at 1-866-289-6749 . A TTY service is available for the hearing impaired at 1-877-338-0275 . To access the LifeWorks website , sign in to login.lifeworks.com with username: canadalive and password: lifeworks. Or, sign in to mycanadalifeatwork.com , go to Coverage and balances, select Health and scroll down to Other coverage. Then click on the link under employee assistance program. Download the LifeWorks app and enter username: canadalive and password: lifeworks.	This website contains online tools and resources and articles on wellness.
Staff Benefits Booklets and claim forms		UM Intranet site: Go to the Employee resources menu and select Group Insurance benefits under the Pay and Benefits heading Staff Benefits Office: benefits@umanitoba.ca (204) 474-7428	To download benefits booklets, claim forms, staff benefits bulletins, etc. and to find information regarding benefit coverage and premium rates.
Review your current coverage and registered dependents		Website: https://jump.umanitoba.ca/ Staff Benefits Office: benefits@umanitoba.ca (204) 474-7428	Logon and click on the HR tab to access your employee self-service portal. On the tab "My Benefits" you will be able to verify your covered dependents, designated beneficiaries and levels of coverage.

This brochure is a summary of your group insurance benefits. The actual benefits provisions are contained in the Master Contracts issued by the insurers to The University of Manitoba. The University of Manitoba retains the right to modify, reduce, or terminate benefits at any time. In the event of any variations or discrepancy, the contracts and not this brochure will prevail.