



UNIVERSITY OF MANITOBA POLICY

Policy:	STAFF BENEFITS COMMITTEE
Effective Date:	June 21, 2011
Revised Date:	
Review Date:	June 21, 2021
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President; delegated to Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	All Employees

Part I Reason for Policy

To provide an opportunity for all employees to have input into the University's staff benefits program through the establishment and mandate of the Staff Benefits Committee and to outline the procedures for changes to the current staff benefit plans for employees at the University of Manitoba.

Part II Policy Content

2.1 Board of Governors Authority

The Board of Governors from time to time, by resolution, may establish, amend or repeal University Staff Benefit Plans. However, the Board will not take such action without having received a recommendation or providing an opportunity for comment from the Staff Benefits Committee. Some collective agreements have contract provisions regarding the University's Staff Benefit Plans and/or the process for changes to these Plans.

2.2 Role of the Staff Benefits Committee

The Staff Benefits Committee has been established by the Board as an advisory committee to the Board. The Staff Benefits Committee is responsible for making recommendations on the establishment, maintenance and changes to all Staff Benefit Plans through the Vice-President (Administration) to the Board. The administration of the University Pension Plans is governed by the individual pension committees for the plans and is subject to the Pension Benefits Act and Regulations as amended from time to time.

2.3 Staff Benefit Plans

The existing Staff Benefit Plans are as follows:

- a) The University of Manitoba Pension Plan (1970);
- b) The University of Manitoba Geographical Full-Time Pension Plan (1986);
- c) The University of Manitoba Pension Plan (1993);
- d) Group Term Life Insurance Policy 3381 GL;
- e) Group Term Dependent Insurance Policy 24527 GL;
- f) Accidental Death and Dismemberment Policy 6981920;
- g) Accidental Death and Dismemberment Policy 6981921;
- h) University of Manitoba Long Term Disability Plan;
- i) Group Health Insurance Policy 20778 GH;
- j) Group Health Insurance Policy 44870 GH;
- k) Group Dental Plan Policy 67000;
- l) Group Dental Plan Policy 67025;
- m) Group Dental Plan Policy 67050;
- n) Group Dental Plan Policy 67065;
- o) Group Dental Plan Policy 67075; and
- p) Group Dental Plan Policy 67085.

2.4 Responsibilities of Staff Benefits Committee

The responsibilities delegated by the Board of Governors to the Staff Benefits Committee are as follows:

2.4.1 Administrative Duties

- a) making recommendations on the establishment of new benefits or on the maintenance and changes for all of the staff benefits listed in Policy: Staff Benefits Committee;
- b) commenting on specific staff benefits proposals, including financial matters that impact the staff members and/or University, referred to it by the Board or the Vice-President (Administration);
- c) annually reviewing the financial performance and making recommendations on premium changes for the following Staff Benefit Plans
 - i. Group Life Insurance (Basic, Dependent and Optional);
 - ii. Long Term Disability Plan and LTD Catastrophic Loss coverage;
 - iii. Accidental Death and Dismemberment;
 - iv. Supplementary Health and Dental Plans;
- d) and in the event that no recommendation is forthcoming the University will take the necessary actions to ensure that the integrity of the group benefits program is maintained, including financial issues.

2.4.2 Guidelines for Committee Member

The Staff Benefits Committee makes recommendations to the Board of Governors on matters affecting the interests of all members of the Staff Benefit Plans. The guidelines listed below are founded on common sense principles and are intended to facilitate the work of the Staff Benefits Committee members.

Staff Benefits Committee members:

- a) shall act honestly, in good faith and in the best interests of all plan members and other beneficiaries;
- b) shall exercise the degree of care, diligence and skill that a person of ordinary prudence would exercise in dealing with the property of another;
- c) shall be even-handed in considering competing legitimate interests;
- d) shall not let personal interest conflict with the duty to the beneficiary; and
- e) shall not personally profit from their position as a committee member.
- f) may freely represent the interests of their appointing/electing constituency.

**Part III
Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

**Part IV
Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is June 21, 2021
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - a) comply with the revised Policy; or
 - b) are in turn rescinded.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes:
 - a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
 - c) Policy Staff Benefits Committee (dated March 22, 2006)

Part VII
Cross References

Procedures: Staff Benefits Committee