

## Benefits at a Glance – Support Staff

Fixed Term > 6 months: Full-time or Part-time (0.40 FTE to 1.00 FTE)

Effective January 1, 2021

Benefit	Coverage	Eligibility	Total Monthly Cost			
			FTE	Coverage	Employee	University
<b>Extended Health Care</b> Click on the links below each benefit to access more information including plan details or forms:	<b>Benefit year:</b> January 1 – December 31 <i>Extended Health coverage is subject to Alberta Blue Cross inside maximums, limitations and exclusions:</i> 100% Prescription drugs Generic Pricing \$25 annual deductible, \$6.50 dispensing fee cap per prescription 100% Hospital accommodation 100% Ambulance service 100% Paramedical practitioners / 80% Psychologist 100% Eye examinations (\$40/24 months) 100% Out of province emergency medical	Effective: Date of Hire  Mandatory participation	0.80 – 1.00	Single	\$5.10	\$67.14
				Family	\$12.80	\$167.80
			0.60 – 0.79	Single	\$18.52	\$53.72
				Family	\$46.36	\$134.24
			0.40 – 0.59	Single	\$31.96	\$40.28
				Family	\$79.92	\$100.68
<b>Dental</b>	<b>Benefit year:</b> April 1 – March 31 <i>Dental coverage is subject to the current Alberta Blue Cross Usual and Customary Fee Schedule:</i> 80% Basic dental services 65% Extensive dentistry \$1,500 combined maximum per person per benefit year 65% Periodontic dentistry Lifetime maximum of \$1,500 per person 50% Orthodontics Lifetime maximum of \$1,500 per dependent child under age 19	Effective: 6 months from Date of Hire  Mandatory participation	0.80 – 1.00	Single	\$0.00	\$41.00
				Family	\$0.00	\$102.52
			0.60 – 0.79	Single	\$8.20	\$32.80
				Family	\$20.50	\$82.02
			0.40 – 0.59	Single	\$16.40	\$24.60
				Family	\$41.00	\$61.52
<b>Flexible Spending Account</b>	<b>Benefit Year:</b> July 1 – June 30 Eligible employees receive flexible spending credits based on their FTE to allocate to a Health Spending Account (HSA), a Wellness Spending Account (WSA), or both. Unused credits may be carried forward for one benefit year after the year in which the credits are advanced.  <b>Health Spending Account: (Non-Taxable)</b> Benefit may be used for employee and eligible dependents. Provides for reimbursement of medically related expenses not covered by provincial health care or which exceed the plan maximums.  <b>Wellness Spending Account: (Taxable)</b> Benefit is limited to expenses for the employee only. Covers eligible non-medical expenses and wellness related activities which promote the health and wellbeing of the employee.	Effective: Date of Hire	<b>Annual Credit Allocation:</b> Provided at no cost to the employee			
			0.80 – 1.00 FTE: \$850 per year			
			0.60 – 0.79 FTE: \$680 per year			
			0.40 – 0.59 FTE: \$510 per year			
Credits are prorated for staff members who are hired after the new benefit year starts.  \$100 minimum credit allocation to HSA and WSA if employee chooses both.						
<b>Long Term Disability</b>	Non-taxable benefit provides income continuance if the employee is unable to return to work due to long term illness, injury or accident. After an LTD claim is approved, the employee will receive 70% of first \$2,500 earnings and 40% of the balance up to a maximum of \$3,500 /month to age 65 if disability continues.	Effective: 6 months from Date of Hire	Mandatory participation 100% Employee paid	\$1,870 per \$100 insured earnings up to \$6,875 maximum insurable salary per month		
<b>Group Life Insurance</b>	In the event of death, the employee's designated beneficiary will receive a lump sum payment of 2 times the employee's annual salary. Maximum benefit is \$175,000.	Effective: 6 months from Date of Hire	Mandatory participation 100% Employee paid	\$0.1806 per \$1,000 of coverage		
<b>Optional Life Insurance</b>	Additional life insurance can be purchased for both the staff member and their spouse in units of \$1,000 to a maximum of \$300,000. Medical evidence of insurability is required.	To apply, email <a href="mailto:benefits@ucalgary.ca">benefits@ucalgary.ca</a>	100% Employee paid	Based on age, gender, smoker/non-smoker status and the amount of insurance requested		
<b>Child Optional Life Insurance</b>	Optional child life insurance can be purchased in units of \$5,000, \$10,000 or \$15,000 per dependent child.	To apply, email <a href="mailto:benefits@ucalgary.ca">benefits@ucalgary.ca</a>	100% Employee paid	\$5,000 – \$1.10	\$10,000 – \$2.20	
				\$15,000 – \$3.30		

SUPPORT STAFF – FIXED TERM

\* Cost sharing of premiums between the Governors and staff members would be implemented where an increase to these costs exceed the rates outlined in the Collective Agreement between the Governors of the University of Calgary and Alberta Union of Provincial Employees Local 52.

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Pension	Description	Eligibility	Employee and University Contribution Rates																
<b>Public Service Pension Plan (PSPP)</b> <a href="http://pspp.ca">pspp.ca</a>	Defined benefit pension plan provides monthly benefit after retirement based on average salary (to pensionable salary caps) and pensionable service. Participation is: <ul style="list-style-type: none"> <li>• Mandatory if working 30+ hours per week</li> <li>• Optional if working 14 – 29 hours per week</li> </ul> Once in the plan, participation continues until termination or change to ineligible employment category. Visit the PSPP website for more information.	Effective: Date of hire if the term of employment is 1 year or more, or if term is extended to 1 year or more.	Yearly Maximum Pensionable Earnings (“YMPE”) <b>2021 YMPE: \$61,600</b>  <b>The University of Calgary matches the Employee’s contributions</b>  <b>Employee Contribution Rates</b> (as of January 2018): 10.47% on salary up to the YMPE plus 14.95% on salary above the YMPE																
Other Programs	Description	Eligibility	Benefit																
<b>Tuition Support Program</b> Employee <a href="#">Tuition Support</a>	<b>Benefit Year:</b> July 1 – June 30  <b>Employee only:</b> Covers tuition for both University of Calgary Continuing Education courses and Academic credit courses (excludes general fees, course materials and other costs).  Tuition support is based on the tuition course cost listed in the Tuition and General Fees Chart.  The individual is responsible for any difference between program course costs and the amounts in the Tuition and General Fee Chart.	Effective: 6 months from Employee’s continuous service date in a benefit eligible position  Employee must apply for the benefit	<b>Tuition Support per Academic Year: Employee</b> <table border="1"> <thead> <tr> <th>FTE</th> <th>% Course Fee</th> <th>Academic Courses</th> <th>Continuing Education</th> </tr> </thead> <tbody> <tr> <td>0.80 – 1.00</td> <td>100% of</td> <td>4 half-credit course fees</td> <td>4 course fees \$2,000.00 maximum per course</td> </tr> <tr> <td>0.60 – 0.79</td> <td>80% of</td> <td>4 half-credit course fees</td> <td>4 course fees \$1,600.00 maximum per course</td> </tr> <tr> <td>0.40 – 0.59</td> <td>60% of</td> <td>4 half-credit course fees</td> <td>4 course fees \$1,200.00 maximum per course</td> </tr> </tbody> </table>	FTE	% Course Fee	Academic Courses	Continuing Education	0.80 – 1.00	100% of	4 half-credit course fees	4 course fees \$2,000.00 maximum per course	0.60 – 0.79	80% of	4 half-credit course fees	4 course fees \$1,600.00 maximum per course	0.40 – 0.59	60% of	4 half-credit course fees	4 course fees \$1,200.00 maximum per course
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<b>Tuition Fee Waiver</b> Spouse and dependents <a href="#">Tuition Support</a>	<b>Benefit Year:</b> July 1 – June 30  <b>Spouse and eligible dependent children:</b> Covers tuition for University of Calgary Academic credit courses (excludes general fees, course materials and other costs).  The Tuition Fee Waiver for eligible dependents does not include Continuing Education courses.	Effective: 1 year from Employee’s continuous service date in a benefit eligible position  Employee must apply for the benefit	<b>Tuition Fee Waiver per Academic Year: Spouse and Eligible Dependents</b> <table border="1"> <thead> <tr> <th>Employee Job Status</th> <th>% Course Fee</th> <th>Academic Courses</th> <th>Continuing Education</th> </tr> </thead> <tbody> <tr> <td>Full-time</td> <td>100% of</td> <td>3 half-credit course fees</td> <td>Not covered</td> </tr> <tr> <td>Part-time</td> <td>50% of</td> <td>3 half-credit course fees</td> <td>Not covered</td> </tr> </tbody> </table>	Employee Job Status	% Course Fee	Academic Courses	Continuing Education	Full-time	100% of	3 half-credit course fees	Not covered	Part-time	50% of	3 half-credit course fees	Not covered				
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<b>Vacation</b> <a href="#">AUPE Collective Agreement</a>	Vacation leave balances accrue with each pay period from the date of hire. Vacation accrual is pro-rated and based on FTE. Part-time employees accrue vacation entitlement on the same basis as Full-time employees but proportionate to their normal hours of work.	Effective: Date of Hire	3 weeks for years 1 to 4 4 weeks for years 5 to 16 (one-time bonus week after 8 years) 5 weeks for years 17 to 25 6 weeks for years 26 and over																
<b>Sick Leave</b> <a href="#">AUPE Collective Agreement</a>	Sick leave coverage provides Support Staff with income when absent from work due to non-occupational illness or injury. Depending on the situation, medical documentation may be required. Sick Leave for Part-time employees is provided on the same basis as Full-time employees but proportionate to the employee’s normal hours of work.	Effective: Date of Hire	130 Days of sick leave per calendar year <ul style="list-style-type: none"> <li>• Illness within the first 3 months: paid at 70% salary</li> <li>• Illness after 3 months up to 1 year of service: 20 days paid at 100% salary and 110 days at 70% salary</li> <li>• Number of days paid at 100% salary increases with each year of employment</li> </ul>																
<b>WellBeing and WorkLife</b> <a href="#">WellBeing and WorkLife</a>	Access to resources and services to aid in proactively managing your work and personal life.	Effective: Date of Hire	Benefit is provided at no cost to the employee																
<b>Employee and Family Assistance Plan (EFAP)</b> <a href="#">homeweb.ca</a>	EFAP is a confidential service available to you and your family members. Support is available over the phone and off-site, providing referrals to resources, services, and support in the employee’s community.	Effective: Date of Hire	Benefit is provided at no cost to the employee																

**NOTE:** This document is intended only as a general summary of group benefits, pension and other programs offered through employment with the University of Calgary. Group benefit coverage is governed by the contract between plan providers and the Governors of the University of Calgary. Pension is governed in accordance with the provisions of the Public Service Pension Plan. Other programs are governed by specific University Policy. In the event of any variation between the information in this document and the provisions within the governing documents, the governing documents will prevail.

Questions? Please contact **UService** at 403-210-9300 or email: [hr@ucalgary.ca](mailto:hr@ucalgary.ca)