

COMMENCEMENT PACKAGE

Benefits

As employees of the HPSD, you are eligible for Extended Health Care (EHC) – plan 1, Dental (DEN) – plan 3 and Vision (VIS) – plan 3. The Division pays 100% of the premiums for EHC, 90% for DEN premiums and 50% for VIS premiums.

Extended Health Care, Dental and Vision

To enrol for benefits, complete sections A, B, C, D & H on the Application for Group Insurance. If you do not want the benefits, please complete sections A, D and E. If you are waiving because of spousal coverage, it is important to indicate that in section E. **Note: You must complete the application within 30 days of your appointment letter to guarantee coverage.**

Voluntary Accident Insurance Plan

Pamphlet enclosed. This plan is optional and premiums are paid entirely by the employee through payroll deductions.

RRSP

There are three separate plans available, for monthly payroll deductions. Plan information and instructions are included in this package.

If you require assistance or have questions about anything mentioned above, please feel free to call me at 523-9513 or toll free at 1-877-523-3337. You may return the forms directly to our office by truck mail, regular mail (Box 870, High Prairie, AB T0G 1E0), fax (780-523-4639), or drop them off in person.

Welcome aboard!

Shawna Flett
Payroll Accountant