



Taber Public Library Policy Manual

Personnel Policy: Employee Health Benefits

PURPOSE:

To ensure adequate health coverage for eligible employees of the Taber Public Library.

POLICY:

The Taber Public Library Board is committed to providing employee health benefits to all eligible employees of the Taber Public Library.

GUIDELINES:

1. All active, permanent employees who work at least 20 hours must apply for the Group Health Benefit Solutions group benefits plan for health and dental coverage. Eligible employees with dependents must apply for family coverage.

Eligible employees must participate in the plan's health and dental coverage unless they have other coverage. New employees who choose not to participate in the Group Health Benefit Solutions group benefits plan because they have other coverage must complete a benefit waiver form.

2. The Taber Public Library will contribute 50% of the overall monthly costs of the plan.
3. Group Health Benefit Solutions premium deductions will be processed by payroll once a month.
4. For year-end income tax purposes, eligible employees will receive a statement showing health and dental deductions made over the past year.

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