



## MEMORANDUM

TO: Teachers' Teaching on Call

FROM: Diana Etherton – Benefits Specialist

RE: Benefit Coverage for Teachers' Teaching on Call

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Outlined below are the conditions that have to be met in order to be entitled to benefits under Article 9.7.2 of the Collective Agreement:

- One Hundred percent (100%) of all applicable premiums are payable by you.
- Deductions for any benefit that you enroll onto will be taken from the first payroll of the month to cover premiums for the following month (ie deductions in September cover October premiums). If there is not sufficient funds to cover the cost of benefits in that payroll an arrears deduction will be set up so that premium costs will be deducted on a subsequent payroll. If the arrears premiums have not been deducted for a period of three months you will be billed for the coverage and payment is expected within ten days of submission of the billing.
- Benefits are tripled on the June payroll to cover premiums over the summer, when you are not working.
- If coverage is allowed to lapse during your period of TTOC employment it will not be reinstated unless you qualify for coverage under another provision of the Collective Agreement.
- If you become eligible for coverage under another provision of the Collective Agreement you will be entitled to a reimbursement of any premiums that are to be covered by the District.

If you are interested in the benefits offered to TTOC's and are willing to meet the above noted conditions, please complete the attached benefit form and return it to the Benefits department. Once it is received you will be forwarded the applicable application form(s) to complete. In order to meet the eligibility requirements you should note that the completed form(s) for the benefits you choose must be returned to the Benefits department within 30 days. Coverage will commence the first of the month following receipt of the benefit form.

Thank you,  
Benefits Department  
School District 68(Nanaimo-Ladysmith)