

July 12, 2011

Reminders & Updates from HBT Benefits Administration

Early Retirement Incentive Benefit (ERIB) - Healthcare

Following the successful retirement of 155 employees through the ERIB program in 2010, HBT initiated the 2011 program in April. We have now begun to receive authorizations to communicate with MPP and, to help LTD claimants make an informed decision, we are in the process of obtaining detailed personal retirement information. The tentative retirement date for those who accept an ERIB payout in 2011 is September 1st.

Enrolment Cut-off

To ensure new enrolments, changes and terminations are included on the current month's invoice, both the enrolment and earnings spreadsheets from community social service and affiliated healthcare members must be received by the second business day of the month. If you should have questions or require assistance completing the spreadsheets, please contact your Enrolment Client Assistant at 604.678.6449 or 1.877.678.6449.

Group Life and AD&D Contributions for Employees Approved for LTD Benefits

- Employees *disabled prior to April 1, 2011*, who have been approved for LTD benefits: Group Life & AD&D contributions will be billed effective April 1, 2012.
- Employees *disabled on or after April 1, 2011*, who are approved for LTD benefits: Group Life & AD&D contributions will be billed starting the month the LTD benefits begin.

HSPBA Authorizations

When handing out the LTD Claim Package for HSA members covered under the HSP Collective Agreement (Class Code 9) with a date of disability on or after of August 15, 2010, please use the Claimant's Statement specific to this employee group. The form is stored on HBT's [member portal](#). Notably, this new authorization gives consent for the exchange of personal information with the union and/or bargaining association. If the incorrect authorization is used, Great-West Life will return the form and request that the correct authorization be completed. This could delay the adjudication of a claim.

Sick Leave Credits Form for the Nurses' Provincial Collective Agreement

Sick leave options have changed and employees with a date of disability on or after of April 1, 2011, will require a different Sick Leave Credits Form. This form will be available on HBT's [member portal](#) by July 31, 2011.

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Please ensure that this communication is distributed to the appropriate people within your organization.