



## HUMAN RESOURCES MANAGEMENT 36 – Caretakers – Benefits During Summer

Date: November 14, 2003

Responsible Administrator: Associate Superintendent; Human Resources

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### **1.0 RATIONALE**

A clear understanding of benefit coverage during the summer is required for the period of time that caretakers are not working.

### **2.0 PROCESS**

The Associate Superintendent, Human Resources is responsible for maintaining this Administrative Practice.

### **3.0 GUIDELINES**

- 3.1 Caretakers usually work for the first two (2) weeks in July, then return to work when school resumes in the fall. This is considered a shortage of work rather than a lay-off.
- 3.2 The Board continues to pay the employer portion of benefits to Caretakers who fall under the shortage of work period as in 3.1 above.
- 3.3 Premiums for health benefits are deducted in July for July coverage.
- 3.4 Advance deductions for health benefit premiums are taken from July's remuneration in order to continue with coverage through August.
- 3.5 Local Authorities Pension Plan is continued as there is no ending date.

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References: *General Employment Conditions*