

PROTOCOL FOR REPORTING STAFF CHANGES IN YOUR WORKPLACE

Mark Ouellette Director of Personnel is mandated to oversee the administration of lay and clergy benefits and pension to those employees who qualify according to the Personnel Policy of the Diocese of London. All clergy benefits are processed directly at the diocesan level.

In order to keep the diocesan records as up to date as possible, all workplaces are requested to submit all lay staff changes as they occur to the Diocese of London, Personnel Office regardless of whether the employee is enrolled in benefits or pension. Staff changes include address, phone number, new hire, those who leave the workplace, change in hours, salary, pension and benefits. We would ask you to submit these changes to jfurac@dol.ca or call 519-433-0658 ext 239. We have included in this parish manual the following forms: *Notice of New Employee - Support Staff* and *Notice of Change for Employee*.

For Your Information -

GREEN SHIELD BENEFIT ADMINISTRATION - The benefit administrator in each workplace is responsible to report all benefit changes i.e. new enrolment, payroll changes, changes to coverage, address change, termination directly to Morneau Sobeco. You can obtain the forms directly from the website or call Judy Furac, Administrative Assistant to Mark Ouellette and she will be glad to assist.

Employees enrolled in Green Shield Benefits can access directly the following website: www.greenshield.ca/English/PlanMembers/Forms/ . This website will link you to various forms e.g. Drug Claim Submission Forms, Extended Health Claim Form as well as information pertaining to Online Services regarding your health benefit coverage. An employee can also call directly 1 888 711 1119 to seek clarification and ask questions pertaining to coverage. Remember you must have your Green Shield Card number accessible.)

PENSION ADMINISTRATION - Mark Ouellette is responsible to make sure that each new employee (who is entitled to the pension plan) is enrolled and informed of our diocesan pension policy. Any changes to enrolment and/or address changes must be reported to Standard Life. As an employee leaves any of our workplaces, it is the responsibility of the Pension Administrator for the Diocese to inform the employee of their options related to their pension contributions.

Employees who are enrolled in the pension plan can access the Standard Life Website at www.standardlife.ca/en/group/retirement/members/index.html . The VIP Room provides members with an info-line, access to members statements, one-on-one guidance pertaining to plan contributions and gives access to report address changes.