

Employee Benefits

At-A-Glance

April 2022



Standing Committee on Insured Benefits
Comité permanent sur les régimes d'assurance

Enrolment Opportunity

The open enrolment opportunity available **May 1st to May 31st** is the only time during the year that you may enrol in **Dependent Life insurance coverage** (other than at qualifying life changing events).

Dependent Life Coverage

You can choose to add \$12,000 in life insurance coverage for your spouse and each dependent child at this time. No Statement of Health Form is required. The employee's share of monthly premium is currently \$2.58 and is the same regardless of the number of dependents covered. The total cost of the monthly premium is \$5.16, however it is cost shared at 50% with the employer, therefore the employee's cost is \$2.58.

Coverage will become effective June 1st and your employer will begin payroll deductions as of May (this may require the retroactive collection of premiums).

Process for Enrolling

The attached Special Enrolment/Change Form has been specially created for this enrolment opportunity, please fill-out each section:

- Provide your employee information.
- Select the 'Yes' option in the 'Dependent Life' section.
- Sign and date the Form.
- Submit the completed Form to your employer/payroll.
- Your employer/payroll will complete their portion of the Form and submit it to Vestcor for processing.

For employees in Fusion, you can find the instructions for Dependent Life Open Enrolment on the [ERP sharepoint site](#). When you login to Fusion, make sure you are on the **Me** landing page, select the **Benefits** tile, click on **Make Changes**, and follow the instructions until the confirmation message of "benefit elections have been saved" appears. Your enrolment will automatically be sent to payroll.

Deadline

The enrolment in Fusion or the completed Form (Section A) **must be submitted to your employer/payroll by May 31st**. Any requests for Dependent Life coverage received after May 31st will not be processed.

For more information, contact the Member Services Team at 1-800-561-4012 or 506-453-2296 or visit vestcor.org/benefits.