

WELCOME TO Benefits

Congratulations on your new employment. Depending on your employment contract, you may be eligible for pension and insurance benefits on your date of hire or at the end of your probationary period.

CBBenefits Retirement & Savings program

- **Canadian Baptist Pension Plan (CBPP)** is a Defined Contribution (DC) Pension Plan where the 6% deducted from your payroll is matched by the employer and the total 12% is remitted monthly to Canada Life, the pension record keeper.
- **Additional voluntary contributions** can be made however these funds are not matched by the employer.
- **Tax-Free Savings Account (TFSA) & Registered Retirement Savings Plan (RRSP)** are optional for the member and spouse to open.
- **Funds can be transferred** into these accounts from other institutions.

CBBenefits Group Insurance Plan

- Basic Life Insurance - \$60,000 (reduces to \$5,000 at 65 and \$2,500 at 70)
- Dependent Life Insurance - \$20,000 spouse, \$8,000 child (reduces to \$5,000 at 65)
- Long Term Disability – 67% of your **reported** income after 6 months waiting period.
- Employee and Family Assistance Program – FREE confidential counselling
- Medical Dental Plan – **This portion can be put on hold IF your spouse has medical dental coverage through his/her employment. All other insurances still apply.**
- Accidental Death & Dismemberment - \$25,000

Member booklets can be found on our website: [Pension & Benefits - CBAC \(atlanticbaptist.ca\)](http://atlanticbaptist.ca/Pension%20&%20Benefits)

Member Responsibility

Please notify karen.gunn@atlanticbaptist.ca within 31 days if any of the following life events occur:

- Married – to add spouse to plan and to change name (if needed)
- Beneficiary changes for any reason
- Spouse loses medical dental coverage
- Death of spouse or dependent child
- Birth or adoption of a child
- Move – address changes

Next Steps

Once these completed forms have been returned to karen.gunn@atlanticbaptist.ca, either Karen or your treasurer will provide you with an access ID & password to access www.mycanadalifeatwork.com so you can enrol into the pension plan online.

You will also receive two emails from Canada Life to complete your benefits enrolment: one for Medical Dental (Policy 57198 & 160885) and the other for Life insurance, Long Term Disability and Employee and Family Assistance Plan (Policy 156241). Both are required.

Upon completion and confirmation, you can access all your benefits on www.mycanadalifeatwork.com.

EMPLOYEE INFORMATION SUMMARY SHEET

EMPLOYEE NAME: _____

AND STREET NAME: _____

City, Province & Postal Code _____

EMPLOYEE EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____ CELL PHONE NUMBER _____

SOCIAL INSURANCE NUMBER: _____ DATE OF BIRTH: _____ MALE: FEMALE:

NAME OF CHURCH/ CAMP _____

OCCUPATION TITLE: _____ Pastoral position: Support position:

Are you: Full-time: Part-time: NUMBER OF HOURS A WEEK: _____ (minimum 20hrs/week)

ANNUAL SALARY: _____ DATE OF EMPLOYMENT: _____

EFFECTIVE DATE OF COVERAGE:(after probationary period, if applicable) _____

MARITAL STATUS: Married, spouse name _____ Single Single with Dependents

Applying for Group Insurance: Yes, all coverage (**must work a minimum of 20 hours/week**)
 Yes, but spouse has Med/Dental (**Life, LTD, EFAP, AD&D still apply**)
 No, Waiver Form is required (I don't want any insurances)
 Not Eligible, I do not work more than 20 hours/week

Applying for Canadian Baptist Pension Plan: Yes. Online enrolment by treasurer or CBAC
 No, Waiver Form is required
 Not Eligible for pension

DATE: _____

APPROVED BY:
CHURCH TREASURER NAME: _____

CHURCH TREASURER EMAIL: _____

Church Treasurer Phone: _____

CONFIDENTIAL INFORMATION SHEET

Long Term Disability and Pension Calculations

Employee's Name: _____ ID#: _____

(last 6 digits of S.I.N.)

Effective Date of Salary: _____

TOTAL GROSS SALARY, which includes either:

- Basic Salary PLUS Housing Allowance OR
- Basic Salary PLUS Fair Rental Value of Parsonage AND utilities,
if paid by the church on behalf of the member

A. \$ _____

OF PAY PERIODS (Weekly=52, Bi-weekly=26, Semi-monthly=24, Monthly=12)

B. _____

PENSION CONTRIBUTION PER PAY PERIOD

- Employee portion -6% deducted from employee. (A divided by B x 6%)
- Employer portion - 6% matched by the employer. (A divided by B x 6%)

C. \$ _____

D. \$ _____

TOTAL Pension Contribution per Pay Period: (C + D)

E. \$ _____

NOTE: Send in the number of pay periods each month. Ex: If there are 3 pay periods in a month, send in 3 x E.

Pension Contributions are calculated by the Treasurer and sent in **monthly** to the Record Keeper, Canada Life, by the end of the month. It is the record keepers' job to ensure they receive a monthly amount for each member. Canada Life does not verify whether the amount is accurate or not.

Long Term Disability (LTD) Monthly premiums are determined by Canada Life however premiums can roughly be calculated using the following: Total Salary / 12 x .67 x .02788

TREASURER

Church: _____

Treasurer: _____

Email: _____

Phone No: _____ Date: _____

IMPORTANT: Please return to: Karen Gunn, Pension and Benefits Manager
By email: karen.gunn@atlanticbaptist.ca
Or by mail: PO Box 6003, Moncton, NB E1C 0V7