

Dear Teacher-Teaching-On-Call:

In accordance with the Provincial Collective Agreement, all TTOCs have the option to enrol in the benefits plan of their choice in one school district provided that they pay for the full premiums.

You are eligible to enroll in both or one of benefits Dental/Employee Assistance Benefit Plan AND/OR Extended Health Benefit.

If you opt out of enrolling in both or one of the benefits, you are required to complete the waiver of benefit form .

The Burnaby School District's benefits plan is as follows:

TTOC MONTHLY PREMIUM CHART			
July 2025	DENTAL AND EMPLOYEE ASSISTANCE PLAN COST		EXTENDED HEALTH PLAN COST
	Dental	Employee Assistance	Extended Health
Single coverage	\$74.68	\$5.00	\$153.88
Double coverage	\$149.29	\$5.00	\$276.99
Family coverage	\$242.92	\$5.00	\$353.93

Conditions of Enrolment and Withdrawal

- The Dental Plan and EAP are mandatory for all teachers-on-call who opt to enrol in Burnaby's Plan. If you are able to provide proof of Dental Coverage in another plan and elect not to have 'double' coverage, then the dental plan will become optional.
- For the Dental and EAP if you elect to enrol, **you must remain on the plans while employed as a TOC in the district**. Should you accept a temporary appointment with another school district and accept their benefits plan, **I am to advise the Burnaby School District and provide proof of enrollment**. My TOC benefits will then be suspended the first day of the month following notification.
- All eligible spouses and dependants must be enrolled in your initial application or within 90 days of eligibility (i.e. date of marriage).

Consequences of NOT Enrolling If you elect NOT to enrol, you will not have any further options to participate in the plans while employed as a TTOC. You will be considered for the plans again when you receive your first temporary appointment with Burnaby School District.

Method of Payment Premiums are payroll deducted (payable one month in advance, i.e. September for October premiums) to cover the applicable cost of the benefits you are enrolling in.

Action Required

1. If you do not wish coverage, please complete and return the attached "Waiver of Coverage Form" to Human Resources within three weeks of commencement of TTOC employment.
2. If you wish to apply for coverage for any of the plans, please contact Human Resources. You will then be supplied with additional information brochures detailing the benefits of each plan. Application for coverage must be made within three weeks of commencement of TTOC employment; otherwise a late enrolment penalty will be applied.

NOTE: You will relinquish your opportunity for TTOC Benefits if you have not submitted your enrolment forms within three weeks of commencement of TTOC employment.

Please call Payroll at (604) 296-6900 Extension 661092 or email payroll.department@burnabyschools.ca for additional information relating to pay and benefits.