

# Benefits Bulletin – January 16, 2017

OSSTF District 7, Bluewater

Teachers' Bargaining Unit

Stephen Lau, Vice-President

## The New Provincial OSSTF Benefits Plan Begins February 1!

It's official! The new provincial OSSTF benefits plan, including extended health care insurance (which includes travel insurance), dental insurance, and life insurance, begins February 1, 2017. Information about the new plan, including how to enroll, will come from the provincial OSSTF office and OTIP in January of 2017. In order to ensure this information is received, **individual Members MUST ensure that their mailing address on file with the Bluewater District School Board is up to date.**

If a Member's address is not correct with the Board, the Member risks not receiving important information about the new benefits plan, including enrollment, beneficiary information, and new OSSTF ELHT/OTIP benefits cards.

### How To CHECK Your Personal Information

- 1) To CHECK your personal info, you need to go to Employee Services. There are two ways you can get to the correct website:
  - a) Through the BBS. Go to the Employee Services conference and click on "My Pay Stub," which will take you to the Employee Services website where you can log in.
  - b) Go to the BWDSB main webpage, at [www.bwdsb.on.ca](http://www.bwdsb.on.ca) and scroll to the bottom of the page. Click on "Staff Portal" and click on "My Pay Stub," which can be found under the heading "Employee Services."

- 2) Now you can log in with your 4+3 login (i.e. John Smith's is "smitjoh") and your current password.
- 3) Once you're logged in, click on "Employee Services" on the left side.
- 4) Click on "Personal."
- 5) Click on "Basic" to see your current address.

### How to CHANGE your Personal Information

Log in to the BBS through the First Class Client (program), not the Bluewater website portal.

Click on the "*Policies, Procedures, Forms & Templates*" conference.

**You will notice that most policies, procedures, forms, and templates have been moved to Sharepoint, EXCEPT the "Change of Personal Information Form."**

Click on it.

A new window will pop up. Click on "*New Request*" to get it started, and follow the prompts to change your personal info.

You should receive a confirmation email in O365 when your changes have been completed.

**If you experience difficulty accessing this form, please contact the ICT Help Desk at 1-866-538-0575, or contact the Human Resources Department by calling 519-363-2014, ext. 2016.**

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## **Our Current Benefits Plans Terminate January 31, 2017**

With the introduction of the new provincial benefits plan, our current extended health care and dental insurance plan #47902 terminates at midnight on January 31, 2017. As such, any health and/or dental claims incurred prior to midnight on January 31, 2017, should be submitted for processing through our current plan. In order to be reimbursed, Members **MUST** submit their claims within 90 days of our plan's termination date, which means before May 1, 2017. Any claims submitted after May 1, 2017, for processing under our current plan will **NOT** be reimbursed.

Any claims incurred by Members currently enrolled in our health and dental plan prior to February 1, 2017, **MUST** be submitted to OTIP prior to May 1. Prior to February 1, Members can submit claims for our current benefits plans on paper or, in some cases, online. However, after January 31, any outstanding claims will have to be submitted using a paper claim form and cannot be done online. If you wish to file any claims electronically, you must do so by January 31. Also, after January 31, 2017, you will not be able to access your claim history in our current plans online, nor be able to print off any explanation of benefits showing previous claims already paid. However, Members can still call OTIP Services for that information if the need arises.

## **Basic, Optional and Spousal Life Insurance**

Our current life insurance policy #49188-902 will terminate at midnight on January 31, 2017. Current coverage will be transferred to the provincial plan but, all Members will be required to re-enrol under the new plan to confirm benefit information and designate a new beneficiary(ies). Members' current beneficiary designations will not be valid as this will be a new plan. All Members will need to complete, print and mail the beneficiary form as a signed hard copy with a "wet" signature is required by law.

## **Members Disabled on Date of Transfer**

Members disabled prior to February 1, 2017, will remain covered under the current life policy 49188-902 for as long as they are disabled. Their health and dental coverage will transfer to the new provincial OSSTF plan.

## **Conference Call About The New Provincial Benefits Plan – Wednesday, January 18, 7pm**

A webinar/conference call regarding the new provincial benefits plan will be held on Wednesday, January 18, at 7pm. Call in details will be provided shortly. Please watch your emails for more information.

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For more information, visit [www.OTIPinsurance.com/Amazon-TJX](http://www.OTIPinsurance.com/Amazon-TJX)



\*Restrictions apply. See details. You must speak with an OTIP broker on the telephone to be eligible for the \$25 gift card. Must be a resident of Ontario and a member of the education community. Valid on quotes for policies expiring in the next 60 days. Promotion ends May 31, 2017. Maximum of one \$25 gift card per household. Visit [OTIPinsurance.com/shop](http://OTIPinsurance.com/shop) for full terms and conditions.