PAY AND BENEFITS

Salary
Salaries shall be determined by the Director in collaboration with AOMBT management, based on budget considerations and commensurate with the experience of the successful candidate. The organization shall pay employees on a bi-weekly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer’s standard payroll practices. These payroll practices may be changed from time to time at the Employer’s sole discretion with notification provided to the employees. Currently, payday occurs every second Thursday.

Employees can arrange to have pay deposited directly into their bank account by providing their manager a void cheque during orientation.

Overtime
From time-to-time, employees of the AOMBT may be required to work hours in excess of their regular 35 hour workweek. Only hours worked in excess of 44 in a workweek will be recognized for compensation. The Employer will compensate non-managerial or non-supervisory employees by providing them with an hour and a half of time off for every hour that they work in excess of 44 in a workweek. Managerial or supervisory employees will be compensated for hours worked in excess of 44 in a workweek with time off in lieu of pay at the Employer’s sole and absolute discretion.

All overtime must be pre-approved in advance by the Employee’s supervisor. The Employer may, at its sole and absolute discretion, decide not to compensate the Employee for overtime hours worked that were not approved in advance. The Employee acknowledges and agrees that time off in lieu of pre-approved overtime hours must be taken within a twelve (12) month period from the work week within which the overtime accumulated.

Health, Dental, Life, AD&D, Long-term Disability and Critical Illness
The AOMBT offers its employees group benefits provided by AOMBT’s insurance carrier. These benefits are paid by the employer after completion of the probationary period and continuation of employment is confirmed. AOM employees are enrolled in the plan and may select Single or Family coverage as required. The benefits plan also includes a component for Life Insurance, Accidental Death and Dismemberment (AD&D), Long-term Disability and Critical Illness insurance. Information about the AOMBT benefits plan can be accessed through the staff benefit plan booklet from AOMBT’s insurance carrier.
AOMBT employees are eligible for long term disability benefits with coverage at 60% of earnings, to a maximum of $3,500 per month.

AOMBT pays the premiums for most of the coverage. The exception is the premium for long-term disability, which is deducted from the employee’s pay.

Please consult the Group Benefits Plan Booklet for a more detailed list regarding benefits.

**How to Submit Claims**

Claims may be send to Equitable Life via their website, mail, fax, mobile device.

**Equitable EZClaim Mobile - Wireless Device Claims**
If you have a wireless device (AndroidTM, iPhone, iPad2 or BlackBerry®), you can submit Health and Dental claims and receipts using Equitable EZClaim Mobile.

**Equitable EZClaim Online - Paperless Claims**
PAPERLESS CLAIMS ALLOW YOU TO USE A SAVABLE PDF TO COMPLETE YOUR CLAIM FORM AND SAVE IT DIRECTLY TO YOUR COMPUTER. THIS WAY, YOU CAN EITHER USE EQUITABLE EZCLAIM ONLINE OR EMAIL TO SUBMIT YOUR HEALTH AND DENTAL CLAIM AND ASSOCIATED RECEIPTS DIRECTLY TO US IN AN ELECTRONIC FORMAT. YOU CAN ACCESS EQUITABLE EZCLAIM THROUGH YOUR SECURE PLAN MEMBER WEB SERVICES SITE (EQUITABLEHEALTH.CA).

**Claims - Fax or Regular Mail**
From Equitable Life’s website open and complete the appropriate claim form (#466, #466PD or #520) and fax or mail it. Forms will require a signature of the employee before being sent along with the related receipts.

**Health Claims**
Equitable Life of Canada One Westmount Road North P.O. Box 1604 Stn. Waterloo Waterloo, Ontario N2J 0A7
Tel: 1.800.265.4556 (or press option 2)
Fax: 1.888.505.4373
Email: group-health-claims@equitable.ca

**Dental Claims**
Equitable Life of Canada One Westmount Road North P.O. Box 1605 Stn. Waterloo Waterloo, Ontario N2J 0A8
Tel: 1.800.265.4556 (or press option 3)
Fax: 1.888.505.4373.
Email: group-dental-claims@equitable.ca

**Drug Claims**
When submitting a claim for a drug expense and unable to use your Pay Direct Drug Card complete the required form and forward to:
Telus Health Claims Department PO Box 900 STN B. Montreal, QC H3B 3K5
Group RRSP
Employees begin participation in the AOMBTRRSP plan upon successful completion of the probationary period similar to the benefits program. The contribution by the AOMBTRRSP is 6% of an employee’s gross earnings. Employees may elect to contribute additional funds to their Group RRSP.

The AOMBTRRSP submits the RRSP employer contribution to the Record-keeper each pay period. Withdrawal of assets from the plan are in keeping with the AOMBTRRSP plan sponsor policy.

The employee is enrolled in the AOMBTRRSP by the employee’s manager. Once pre-enrolled, the manager will then send notice to the employee advising of the group plan and employee numbers so that they may register with the Group RRSP provider and set up their investments on the AOMBTRRSP record-keeper website.

Once no longer employed by the AOMBTRRSP, an employee will receive communication from the record-keeper as to options for re-directing GRSP assets.

Employee Assistance Program
Lifeworks, offered through Ceridian Canada, is AOMBTRRSP’s Employee Assistance Program/Employee & Family Assistance Program provider. This service is provided to employees, upon the completion of their probationary period, free of charge to help manage personal issues at work or at home. LifeWorks consultants are available 24 hours a day, 7 days a week, 365 days a year.

To access Lifeworks electronically visit https://portal.lifeworks.com/portal-ca or use Ceridian Lifeworks Mobile app. Telephone consultations can be made by calling 1-877-207-8833