

Ministry of Education
Benefits Trust Branch
900 Bay Street
20th Floor, Mowat Block
Toronto, ON M7A 1L2

Ministère de l'Éducation
Direction des fiducies des avantages
sociaux
900, rue Bay
20^e étage, édifice Mowat
Toronto ON M7A 1L2



2016: SB18

MEMORANDUM TO: Senior Business Officials

Secretary-Treasurers of School Authorities (Isolate Boards)

Business Administrators (Section 68 School Authorities)

FROM: Doreen Lamarche
Director
Benefits Trust Branch

DATE: July 11, 2016

SUBJECT: **Update on Transition to Employee Life and Health Trusts (ELHT)**

This memorandum is intended to provide school boards with an update on the upcoming transfer of employee benefits to the ELHTs.

Highlights

As previously communicated to you, the nine central collective agreements gave rise to the creation of five ELHTs that intend to be established no earlier than September 1, 2016 and no later than August 31, 2017 as follows:

1. Association des enseignantes et enseignants franco-ontariens (AEFO) Trust
2. Elementary Teachers' Federation of Ontario (ETFO) Trust – this trust will also include ETFO education workers
3. Ontario English Catholic Teachers' Association (OECTA) Trust
4. Ontario Secondary School Teachers' Federation (OSSTF) Trust – this trust will also include OSSTF education workers
5. Canadian Union of Public Employees (CUPE) Trust

The remaining two central bargaining groups, Educational Workers Alliance of Ontario (EWAO) and Ontario Council of Education Workers (OCEW) are finalizing their plans as to which Trust they will join.

The recently concluded central discussions with the Principals' and Vice-Principals' Associations also contemplate the creation of a sixth Trust for non-unionized employees. Further updates will be provided as soon as more information becomes available.

Employee Eligibility

The following employees are eligible to participate in the ELHTs:

- Employees covered by the central collective agreements and eligible for benefits in the 2012-2014 collective agreements;
- Employees covered by local terms and conditions as of August 31, 2014 (represented by Principals' and Vice-Principals' Associations); and,
- Employees who retired from a school board prior to the school board's transition to the ELHT and are currently enrolled in a school board benefit plan as of the transition date.

Where benefits coverage is currently provided for daily occasional teachers, casual and/or temporary employees, these individuals are not eligible for transfer to the ELHTs. The affected school boards will work with the transition committee to find a similar plan that is cost neutral to the school boards.

Implementation

Due to the magnitude of this transformation, employees will be transitioned to the various ELHTs on a staggered basis over the 2016-17 school year. It is anticipated that there will be 5 waves as follows:

Wave 1	November 1, 2016
Wave 2	February 1, 2017
Wave 3	February 1, 2017 (French school boards only)
Wave 4	April 1, 2017
Wave 5	June 1, 2017

The determination of when an employee / bargaining group is transitioned is based on a variety of factors including:

- Wave size (each wave will include approximately 50,000 employees);
- Current school board insurance carrier;
- Human Resources Information System (HRIS) provider readiness for the transfer;
- Balance between the various employee / bargaining groups respecting the implementation timelines set out in the benefits letter of agreements; and,
- Ratification of the local terms of the collective agreement.

Wave 1 has been finalized and is subject to change only where a school board has not yet ratified the local terms of the collective agreement as of November 1, 2016.

Wave 5 is reserved for school authorities, Provincial Schools Branch employees and other employee / bargaining groups that are not ready to transition by April 1, 2017. The composition of waves 2 to 5 will be shared as soon as they become available.

Readiness for the Transition

Communication with all wave 1 school boards has taken place by the shared services provider of the Trusts, Ontario Teachers Insurance Plan (OTIP). These school boards should have received a letter authorizing the current insurance carrier to transfer employee health benefits information to OTIP as well as key milestone dates to ensure the successful transition to the ELHTs.

We are also pleased to share with you the Implementation Task List and Related Timelines for boards in waves 2 and 4 which can be used as a planning tool, see Appendix A and B. The implementation timeline is comprised of four phases and takes approximately 26 weeks from initial testing to the member portal being live as follows:

- Testing - Phase I: Testing initial information between school board and OTIP, takes approximately nine weeks
- Testing - Phase II: Repeating all steps in Testing - Phase I with the removal of a few basic data element requests, takes approximately four weeks
- Production - Phase I: Repeating all steps in Testing - Phase II, takes approximately seven weeks
- Production – Phase II: Repeating all steps in Testing – Phase II, takes approximately six weeks

Wave 2 boards transitioning on February 1, 2017 will be contacted soon. For Wave 3 boards, the Implementation Task List and Related Timelines will be different than the timelines noted above and detailed in Appendix A. This schedule is expected to be published by the middle of July.

All school boards are encouraged to ensure that all employee benefits information is as up-to-date as possible and is as correct as possible which will expedite and facilitate the transition process.

Funding

The Trustees Associations, Federations/Unions and the Ministry of Education committed to funding the ELHTs based on one of two approaches:

- 1) The 2014-15 actual benefits costs + 4% in 2015-16 + 4% in 2016-17 + \$300 per full-time equivalency (FTE)

- 2) Fixed amount per FTE – where the amount varies depending on the collective agreement

Of these amounts, school boards are responsible for the 4% increase in 2015-16 and 4% increase in 2016-17 which represent inflationary factors. The Ministry will fund through the Grants for Students Needs (GSN) the \$300 per FTE amount. Where collective agreements use the fixed amount per FTE approach, the Ministry will fund the school boards for any shortfall that is created to reach the agreed upon fixed amount per FTE where it is more than the amount described in approach #1.

For any questions, please contact Emily White at Emily.White@ontario.ca or (416) 325-5226.

Original signed by

Doreen Lamarche
Director
Benefits Trust Branch

APPENDIX A – 2016-17 IMPLEMENTATION TASK LIST & RELATED TIMELINE (WAVE 2)

TASKS	TESTING (PHASE I)	TESTING (PHASE II)	PRODUCTION (PHASE I)	PRODUCTION (PHASE II)
DSB to request Benefits, Dependant, Life data files from existing Carriers	Jul 5	N/A	Sep 27	Oct 31
DSB to provide contact information to OTIP for both the HRIS and Payroll testing activities (contact name / phone number / email address)	Jul 20	N/A	N/A	N/A
OTIP to provide HRIS file requirement and notify of changes from previous version (if any)	Jul 20	Sep 6	Oct 11	N/A
DSB to create <u>HRIS test file</u> for active employees that are transitioning and provide to OTIP	Jul 21	Sep 12	Oct 17	Nov 14
DSB to deliver Benefits, Dependant, Life data files to OTIP	Jul 22	N/A	Oct 3	Nov 7
Testing period for HRIS test file until file has no errors (DSB & OTIP)	Jul 21 – Aug 18	Sep 12 – 19	Oct 17 – 24	Nov 14 – 21
OTIP to create <u>Payroll Test File</u> and provide to DSB	Aug 8	Sep 19	Oct 17	Nov 14
Testing period for Payroll Test File until file has no	Aug 8 – 15	Sep 19 – 26	Oct 17 – 24	Nov 14 – 21

TASKS	TESTING (PHASE I)	TESTING (PHASE II)	PRODUCTION (PHASE I)	PRODUCTION (PHASE II)
errors (DSB & OTIP)				
DSB to create <u>HRIS Change File</u> for active employees that are transitioning and provide to OTIP	Aug 18	Sep 19	Oct 17	Nov 14
Testing period for HRIS Change File until file has no errors (DSB & OTIP)	Aug 18 – 25	Sep 19 – 26	Oct 17 – 24	Nov 14 – 21
OTIP to review all <u>Carrier and HRIS Files</u> final screens before transition	Aug 18	Sep 19	Oct 17	Nov 14
Testing period for mismatched/errors in Carrier and HRIS files (DSB & OTIP)	Aug 18 – 25	Sep 19 – 26	Oct 17 – 24	Nov 14 – 21
OTIP to test HRIS Change File and Payroll File with OTIP system	Aug 25 – Sep 7	Sep 25 – Oct 11	Oct 27 – Nov 10	Nov 24 – Dec 7
Member portal site live	N/A	N/A	N/A	Jan 4, 2017

HRIS = Human Resources Information System

Note: the dates are best estimates and are subject to change given the dynamic nature of the transformation.

APPENDIX B – 2016-17 IMPLEMENTATION TASK LIST & RELATED TIMELINE (WAVE 4)

TASKS	TESTING (PHASE I)	TESTING (PHASE II)	PRODUCTION (PHASE I)	PRODUCTION (PHASE II)
DSB to request Benefits, Dependant, Life data files from existing Carriers	Sep 6	N/A	Nov 14	Dec 19
DSB to provide contact information to OTIP for both the HRIS and Payroll testing activities (contact name / phone number / email address)	Sep 22	N/A	N/A	N/A
OTIP to provide HRIS file requirement and notify of changes from previous version (if any)	Sep 22	Nov 7	Nov 28	N/A
DSB to create <u>HRIS test file</u> for active employees that are transitioning and provide to OTIP	Sep 22 – Oct 20	Nov 7	Dec 5	Jan 9
DSB to deliver Benefits, Dependant, Life data files to OTIP	Sep 23	N/A	Nov 21	Jan 3
Testing period for HRIS test file until file has no errors (DSB & OTIP)	Sep 22 – Oct 20	Nov 8 – 15	Dec 5 – 12	Jan 9 – 16
OTIP to create <u>Payroll Test File</u> and provide to DSB	Oct 6	Nov 8	Dec 5	Jan 9
Testing period for Payroll Test File until file has no errors (DSB & OTIP)	Oct 6 – 13	Nov 8 – 15	Dec 5 – 12	Jan 9 – 16

TASKS	TESTING (PHASE I)	TESTING (PHASE II)	PRODUCTION (PHASE I)	PRODUCTION (PHASE II)
DSB to create <u>HRIS Change File</u> for active employees that are transitioning and provide to OTIP	Oct 20	Nov 8	Dec 5	Jan 9
Testing period for HRIS Change File until file has no errors (DSB & OTIP)	Oct 20 – Nov 3	Nov 8 – 15	Dec 5 – 12	Jan 9 – 16
OTIP to review all <u>Carrier and HRIS Files</u> final screens before transition	Oct 20	Nov 8	Dec 5	Jan 9
Testing period for mismatched/errors in Carrier and HRIS files (DSB & OTIP)	Oct 20 – Nov 3	Nov 8 – 15	Dec 5 – 12	Jan 9 – 16
OTIP to test HRIS Change File and Payroll File with OTIP system	Nov 3 – Nov 10	Nov 15 - 29	Dec 15 – Jan 3	Jan 19 – Feb 1
Member portal site live	N/A	N/A	N/A	Mar 1, 2017

HRIS = Human Resources Information System

Note: the dates are best estimates and are subject to change given the dynamic nature of the transformation.