

Memo #35

Date: March 14, 2017

To: Executive/Members

Re: **Annual Offence Declaration; Benefits Transition**

Annual Offence Declaration

The 2017-2018 Annual Offence Declaration (AOD) process will be beginning on March 27, 2017 and ends on April 13, 2017. The AOD will be completed online using the eServe website <https://sdsweb.smcdsb.on.ca>.

On March 27 an email will be sent to all employees, this email contains an eServe link and the instructions for completing the AOD. Letters will be mailed to home addresses of all employees who are on leave, providing information and instructions on completing their AOD using eServe.

Benefits Transition

Welcome Kits:

Welcome Kits for the OECTA Benefits Plan have been mailed out by OTIP. If you recently moved you will need to notify the School Board so they can update your information. The OECTA Benefits Plan will be requesting regular updates from the School Board, but if you didn't change this information by February 22, 2017, then your Welcome Kit will go to the last address the Board had on file for you.

Email Notification:

During the week of March 20-31 members' will receive an email to their Board email requesting that they enroll in the plan. It is very important that you do not delay in enrolling in the OECTA Benefits Plan as you do not want to be without benefits.

Benefits Termination:

Your current benefits will terminate on March 31, 2017, and any claims on or before this date must be submitted to Sun Life within 30 days, which means you have until April 30, 2017 to submit those claims. It is advised that you print off a copy of your claims history and keep track of any outstanding claims – because after March 31st you may not have access to Sun Life claims.

Benefit Cards:

Your Benefit card will be mailed out the week of March 20-31 - you will not be able to use it until you have enrolled. This card is also your Out of Country Travel coverage.

Beneficiary Notification:

You will have to **print**, complete the beneficiary notification form - for your Life Insurance - **this has to be signed and mailed** in the self-addressed envelope provided.

Pre-approval:

If you have been pre-approved for any drug coverage - I would suggest that you print a copy of that pre-approval (this information is to be provided by our current carrier) to provide to OTIP/Manulife if there is a dispute about coverage. I would also suggest that you also print a copy of your current claim history, again, just in case there is a dispute.

If you have any pre-approvals for dental work then you will have to re-submit for that work after April 1, 2017, if the work has yet to begin.

Other Information:

Manulife has made available their paramedical Reasonable and Customary (R&C) amounts. These are posted in both English and French and the list is accessible to members after they enroll in the OECTA Benefits Plan. From the www.otip.com when members log in to the member secure site you can choose the document from the Quicklinks menu and view the Manulife "Reasonable and Customary" information.

I would encourage members to review the tutorial videos before the enrollment process - they are not long in length and will prepare you for what you will need when completing your enrollment. You can access those videos at: www.otip.com/loginhelp.

Once you have enrolled it is very important that you go back in and change your email address to your personal email and also to change your password. This information should not be shared with others.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1-800-558-4815
Thank you for sharing this information with OECTA members.**