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DENTAL PLAN

PURPOSE

1. The Government provides an optional dental benefit to all eligible employees.

APPLICATION

2. These guidelines and procedures apply to all employees, except for the following:
 - casual employees with less than six months continuous service; and
 - part time employees with less than six months continuous service.
3. All employees must satisfy a six-month waiting period.


DEFINITIONS

4. **Administrator** means Green Shield Prepaid Services Incorporated
5. **Continuous Service** for casual employees is any period of employment with the public service that is not broken by more than twenty consecutive working days. For full-time and indeterminate employees, any period of employment not broken by more than three months is continuous service.
6. **Dependant** means a person living with the employee who is:
 - (a) a spouse;
 - (b) a child, step child or adopted child who is under 21 (a child over 21 can also be dependent due to mental or physical infirmity); or
 - (c) a relative who is wholly dependent for support because of mental or physical infirmity.

In the case of employees represented by the Federation of Nunavut Teachers bargaining unit, a child can attend school or another institution outside of the employee's community of residence and remain a dependant.

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7. Orthodontics means the treatment of potential or current dental problems that affect appearance, bite and overall health.
8. The Compensation and Benefits Division provides eligible employees with a detailed description of plan benefits.
9. Employees are responsible for claiming for reimbursement of eligible expenses.
10. Claims are accepted for a maximum of 12 months from the treatment date.
11. Reimbursement is limited to \$1,000 of eligible expenses for each benefit year for each employee or dependant. Orthodontic claims are limited to a lifetime maximum of \$3,000 per dependant.
12. The yearly deductible is \$25 for single coverage and \$50 for family coverage.
13. Dental benefits are available at no premium to the employee.
14. Dental coverage continues during disability and leave without pay.
15. No benefits are paid for cosmetic treatment, for lost or stolen appliances, or for services that are covered through another dental or health care plan.
16. No information regarding the plan's membership is released by the Government to any outside agency, without written authorization from the employee.
17. The Compensation and Benefits Division prepares all enrolment documentation and forwards it to the administrator.
18. The administrator issues an identification card to the employee.
19. Employees must advise Compensation and Benefits of any changes in information that may affect their entitlement to benefits.
20. Employees present a valid identification card when they visit a dental office for treatment.
21. The employee is responsible for payment to the dental office. Some dentists bill the administrator directly.

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22. If the employee is billed by the dental office, the employee sends the completed dental claim form to the administrator for reimbursement.
23. If the treatment is expected to cost over \$500 an estimate should be sent to the administrator to confirm coverage.

AUTHORITIES AND REFERENCES

24. Main Collective Agreement with NEU
Article 37, Superannuation and Benefits
25. Collective Agreement with NTA
Article B5, Dental Plan
26. Senior Managements' Handbook
Dental Plan
27. Excluded Employees' Handbook
Dental Plan

CONTACTS

28. For further information and clarification, please contact:

**Director Compensation and Benefits
 Department of Finance
 Iqaluit, Nunavut
 975-5881**