



# ANNOUNCEMENT

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FOR POSTING  
H. R. BRUCKNER

Monday, 29 October 2012

To: All Hourly Employees

From: Linda Smith  
Manager Payroll & Benefits

## SUBJECT: CHANGE IN BENEFIT CARRIER

As of January 1, 2013, we are moving our Benefit Plans from Manulife Financial to Medavie Blue Cross (MBC).

In order to make this transition we will be holding Benefit Enrolment Sessions. Employees on the afternoon shift the week of November 5 will follow the same schedule the week of November 12.

Arrangements will be posted shortly for employees on a 3 shift operation not scheduled for a day shift in these 2 weeks.

To ensure there is no disruption in your benefit coverage, please bring the following information to your assigned Enrolment Session.

- Name and date of birth for all dependents to be covered
- Other Benefit coverage through Spouse (if applicable) including name of Insurance Company and type of coverage.
- Proof of full time enrolment at school for overage dependent(s) (age 19 to 23) if not previously submitted this year.

## Schedule for Benefit Enrolment Sessions

10 am to 12 pm

Supervision will notify employees when to attend  
their scheduled session

Date	Location	Department
Tuesday, November 6 & 13	Fabrication Lunch Room	P1
	Finishing Lunch Room	P7, Shipping
	Conference Room A & B	P2, Tool Room, Janitorial, Administration
Wednesday, November 7 & 14	Fabrication Lunch Room	Fabrication, P3, P4
	Finishing Lunch Room	F1, F2, F3
	Conference Room A & B	QA, Logistics
Thursday, November 8 & 15	Fabrication Lunch Room	P5
	Conference Room A & B	Welding Service, Welding Technology, Maintenance, Equipment, Truck & Axle

Failure to complete a new benefit enrolment form will result in a delay in your benefit coverage.

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