

TO: Members of CUPE 3906, Unit 2 (Sessional Faculty and Hourly Rated Sessional Music Faculty)

FROM: Nathan Todd, CUPE 3906 President

DATE: August 24, 2020

RE: CUPE 3906 DENTAL PLAN

The following information is intended to cover only the highlights of the CUPE Dental Plan. For more information, visit the CUPE website at <https://cupe3906.org/sessionals-unit-2/unit-2-dental-coverage/>, or consult a copy of the CUPE 3906 Unit 2 Collective Agreement (available online).

1. Who is covered?

Sessional Faculty not teaching in Health Sciences and **Hourly Rated Sessional Music Faculty** (i.e., CUPE 3906 Unit 2 Members) are eligible for coverage for any **academic year**, September 1 to August 31, **in which they are contracted to work** as a Unit 2 Members.

2. Premiums

The Employer will deduct the full 12 months' worth of CUPE single dental premium coverage from your pay cheque in October or November 2020 (or in February 2021 if you are not working until the Winter 2021 term). If you are not receiving pay deposits or pay statements, please contact CUPE 3906. The premiums for the 2020-2021 academic year are:

SINGLE: \$170 (for the academic year)

FAMILY: \$946 (for the academic year)

The Employer will only collect the yearly single premium coverage cost (\$170) from members on your first paycheque of the academic year. Members wishing to enrol in **family dental** coverage must remit the difference (\$776) of the family coverage cost and the single coverage cost to our third Party Administrator, the Prosure Group, using the direct debit form included with the family enrolment form. (Two debit deductions of \$388) will be made from your bank account on the first day of the two months following Prosure's receipt of your single dental premium payment from the Employer.)

3. Opt-out Provisions

You may opt-out of the Dental Plan by **completing the 'CUPE DENTAL PLAN OPT-OUT AUTHORIZATION'** and CUPE 3906 **direct deposit payment forms** and by **providing the required proof of alternative coverage** [normally a letter or a copy of an insurance ID card from the employer or insurance provider, which clearly indicates that dental coverage is in effect for you (i.e., **your name MUST be listed on the document**)]. Once

approved, the opt-out will remain in effect until August 31, 2021. If this coverage is cancelled, you should contact CUPE to discuss your options. **If you are working as a Sessional Faculty or Hourly Rated Sessional Music Faculty in the Fall 2020 term, you must submit the 'OPT-OUT' form and 'proof of coverage' to administrator@cupe3906.org by October 2nd, 2020** in order for the change to be retroactive to September 1st, 2020 (please see point 5 below). **No forms for Unit 1 members who work in the Fall 2020 Term will be accepted after October 2nd, 2020. Opt-outs must be completed EACH YEAR to keep your opt-out status valid.** *RECENT CHANGE* If you do not work as a CUPE 3906 Unit 2 member until the winter 2021 term, you may submit your change of coverage forms between January 1st and January 31st, 2021. Similarly, if you do not work as a Unit 2 member until the Spring/Summer 2021 term, you may submit change of coverage forms up to 30 days after your hire in the Spring/Summer 2021 term.

The Employer will collect the full single premium cost from each member in one payment from members' pay in late October or early November. Members who successfully complete the dental opt-out process by October 2nd, 2020 will not have the deduction made from their pay.

Please note: If you are a graduate student at McMaster and would like to opt out of **both** the CUPE 3906 dental plan and the GSA extended health plan, **you must opt out of both plans**. Please contact the GSA at macgsa@mcmaster.ca to find out how to opt out of the GSA extended health plan.

4. Family Coverage

Family coverage is available for both spouse (married, common-law, or same sex) and children. To activate coverage, **complete the 'CUPE DENTAL PLAN FAMILY COVERAGE ENROLLMENT AUTHORIZATION', the attached dependent information form, and the Prosure Direct Debit form**. Once approved, family coverage will remain in effect until August 31, 2021. **If you are working as a Unit 2 member in the Fall 2020 term, you must submit the forms to the CUPE 3906 Office (Kenneth Taylor Hall B111) by October 2nd, 2020 in order for the change to be retroactive to September 1st, 2020** (please see point 5 below). **No forms will be for Unit 2 members working in the Fall 2020 term will be accepted after October 2nd, 2020. Forms must be completed EACH ACADEMIC YEAR in order to keep your family coverage valid.** Any change(s) to those enrolled must be made through CUPE 3906. *RECENT CHANGE* If you do not work as a CUPE 3906 Unit 2 member until the winter 2021 term, you may submit your change of coverage forms between January 1st and January 31st, 2021. Similarly, if you do not work as a Unit 2 member until the Spring/Summer 2021 term, you may submit change of coverage forms up to 30 days after your hire in the Spring/Summer 2021 term.

The Employer will not deduct family dental premium costs from your pay. Instead, **you must** fill in a Prosure "direct debit" form to authorize the payment of the difference (\$776) of the single premium coverage cost (\$170) and the family coverage cost (\$946) directly to the Prosure Group. Payments will be collected via direct debit from your bank account on the 1st of the month over 2 months following the receipt of successful enrollments.

Please note: If you are a graduate student at McMaster and would like to enroll in **both** the CUPE 3906 **family dental** plan and the GSA **extended family health** plan, **you must enroll in both plans**. Please contact the GSA at macgsa@mcmaster.ca to find out how to enroll in the GSA extended family health plan.

5. Deadlines

Changes/renewal of coverage status must be made **every year** and **are permitted only in September (for Unit 2 members employed in the Fall term) or January (for Unit 2 members employed only in the Winter term)**.

Please ensure the completed forms and any required documents are submitted to

administrator@cupe3906.org by **October 2nd, 2020** to ensure that your status is effective September 1.

Except in exceptional circumstances, **there will be NO changes permitted after October 2nd for Unit 1 members employed in the fall term (or January 31st for Unit 2 members employed in the winter term only)**.

CUPE Dental Plan forms (including opt-out, family coverage and claim forms) are available at <https://cupe3906.org/sessionals-unit-2/unit-2-dental-coverage/>.

6. Black-out Period

***RECENT CHANGE:** There is a **coverage black-out** period for CUPE 3906 dental benefits. This is because the Employer re-enrolls Unit 2 members every academic year. If you work as a Unit 2 member in the fall, Equitable may have you listed as ineligible for dental benefits in the months of September and October. Similarly, if you do not work as a Unit 2 member until January, Equitable may have you listed as ineligible for dental benefits during the fall term. Please hang on to your claims and resubmit them in November and/or February/March, and eligible claims will be paid once Equitable receives your up-to-date coverage information from the Employer. Your coverage will be activated retroactive to September 1, 2020.

Please contact administrator@cupe3906.org with any questions.

In solidarity,

Nathan Todd
President, CUPE 3906