

## Professional Development Fund

### Entitlement:

\$400/academic year (Sept 1st-Aug 31st) subject to the availability of funds.

The current eligible expenses include:

- conference participation;
- professional association fees;
- academic books;
- research journal subscriptions;
- *and more!*

### Eligibility:

Any Unit 3 Member can apply while employed as a Unit 3 Member at McMaster.

### Application Procedure:

To file an application, download the application form available at <https://cupe3906.org/postdocs-unit-3/posdoctoral-fellow-professional-support-fund/> Submit your signed, completed application with supporting documentation to [benefits@cupe3906.org](mailto:benefits@cupe3906.org). Applicants will be notified via email of the outcome of their application (usually within 4-6 weeks of submission).

CUPE Local 3906  
Kenneth Taylor Hall, Room B111  
McMaster University  
1280 Main Street West  
Hamilton, ON L8S 4M4  
905-525-9140 x 24003

Spring 2021 Version

## Health Care Spending Account

### Entitlement:

\$300/academic year (Sept 1st-Aug 31st) for any medical (health and dental) expenses considered eligible by the Canada Revenue Agency for tax purposes.

### Eligibility:

Any Unit 3 Member can apply while employed as a Unit 3 Member at McMaster.

### Claim Procedure:

To file a claim, fill out a claim form available at <https://cupe3906.org/postdocs-unit-3/post-doc-health-spending-account/> Email the completed, signed form with a scan of your receipts (and other supporting documentation where required) to [claims@prosure-group.com](mailto:claims@prosure-group.com).

### Family Members:

You can claim expense(s) for a spouse and/or dependent(s) from this account. These expenses count towards your individual \$300 annual cap.

## Employee & Family Assistance Program

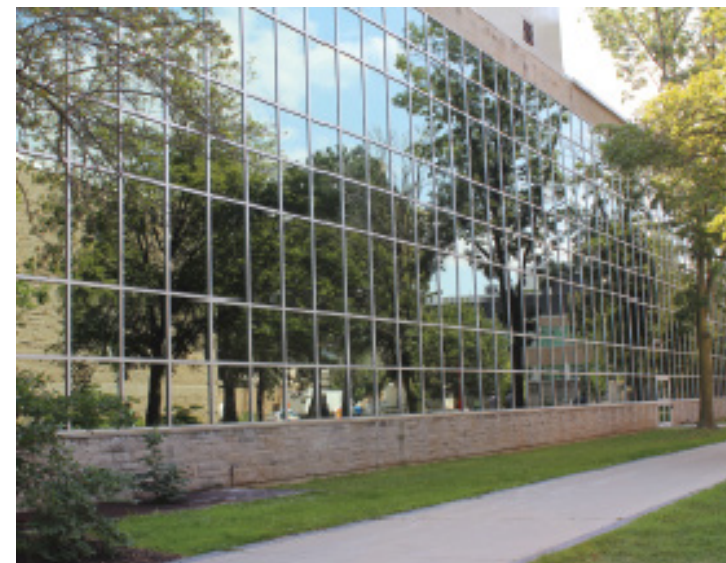
### Eligibility:

All Unit 3 Members, their spouses, and dependents.

**Entitlement:** Assessed by individual need. The EFAP provides confidential counselling, coaching, and support on a variety of topics, such as financial planning, smoking cessation, depression, grief, addictions, relationships and more.  
**To access, visit [homeweb.ca](http://homeweb.ca) or call 1-800-663-1142.**



## UNIT 3



## Postdoctoral Fellows

# BENEFITS

[cupe3906.org](http://cupe3906.org)



CUPE Local 3906 Unit 3 is made up of Post-doctoral Fellows working at McMaster University (excluding those in Health Sciences).



## Postdoctoral Fellow Support Fund

Unit 3 Members can apply to the Postdoctoral Fellow Support Fund to address areas of emergency financial need (including childcare costs and UHIP costs that are not covered by your supervisor). The fund is currently limited to up to \$500 per member. The fund is administered by the School of Graduate Studies and Post-doctoral Affairs with a CUPE 3906 representative. A link to the application form is available at <https://cupe3906.org/postdocs-unit-3/postdoc-support-fund-unit-3/>



## Sunlife Extended Health Plan

Unit 3 Members holding a Postdoctoral Fellow contract for 12-months or greater are eligible for the Employer's Sunlife Extended Health Plan, provided they a) are a resident of Canada and b) are enrolled in provincial health care (or University Health Insurance Plan or University Health Plan exempt).

Members who obtain an extension to their Postdoc contract to 12 months (making the entire appointment 1-year or greater) are eligible for the plan as of the date of their contract extension. For more information, contact your McMaster HR Advisor.

## Dental Coverage

### Eligibility:

All Unit 3 Members are eligible for the CUPE 3906 dental plan while employed as a Unit 3 Member at McMaster.

### Entitlement:

\$1,000/calendar year. Details of procedures covered are available in our dental plan booklet available on our website. Unit 3 Members enrolling in family coverage are eligible for \$2,000/calendar year.

Normal cleanings and fillings are covered. If you require a non-standard procedure, or one that costs more than \$200, we strongly advise that you ask your dentist to submit an estimate of the cost to Equitable Life for approval before you have the procedure done.

Please note that if you have been employed as a CUPE 3906 Unit 1 or Unit 2 member in the same calendar year of your appointment, the amount of eligible dental reimbursement funds available to you does not "reset". So, if you were a Teaching Assistant in March, used your \$1,000 (or a portion thereof) in March, and became a Postdoc in September of the same calendar year, your full entitlement does not reset until January of the subsequent calendar year, regardless of the change in your job classification.

To view this year's **single and family dental premium costs**, please visit our website.

## Dental Claim Procedure:

To make a claim, you will need to provide the following information to your dentist:

**Policy Number:** 97528

**Division:** 003

**Certificate Number:** Your Employee Number

**Insurance Company:** Equitable Life of Canada

Normally, your dentist can submit a claim on your behalf electronically. The dentist may make you pay for your dental work at the time of your appointment, in which case Equitable Life will reimburse you for eligible expenses. To sign up for direct deposit or to submit a claim form, you can create a profile at [www.equitable.ca](http://www.equitable.ca) **Dental claims must be submitted within 90 days of incurring the expense.**

### Adding Family Members:

You can enroll in family dental coverage for an additional premium cost. You must enroll within 30 days of the start date of your contract.

### Opting-Out:

You may elect to opt-out of dental coverage if you have other, comparable coverage through a spouse or parent. You must opt-out within the first 30 days of your contract.

**For more information or to obtain a form for family dental coverage or dental opt-outs, please visit our website or contact administrator@cupe3906.org.**

<https://cupe3906.org/postdocs-unit-3/dental-plan/>