

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

FROM: Fernando Lennertz, Acting President, CUPE 3906

DATE: December 23, 2021

---

**RE: CUPE 3906 DENTAL PLAN**

The following information is intended to cover only the highlights of the CUPE Dental Plan. For more information, contact [administrator@cupe3906.org](mailto:administrator@cupe3906.org), 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 <https://cupe3906.org/sessionals-unit-2/collective-agreement-unit-2/>.

**1. Who is covered?**

**Sessional Faculty and Hourly Rated Sessional Music Faculty who are members of CUPE Local 3906 Unit 2 are eligible for CUPE 3906 Unit 2 (Division 203) coverage for the full academic year (September 1 to August 31) of an academic year in which they work as a CUPE 3906 Unit 2 member.**

**2. Premiums**

The Employer will deduct the full 12 months' worth of CUPE single coverage dental premiums from your pay in late October or early November (date TBA) from Unit 2 Members working in the fall 2021 term. (Members who **do not** work in the fall 2021 term but do work in the winter 2022 term will have premiums deducted in February or March of 2022. Members who **do not** work in the fall 2021 or winter 2022 term but do work in the spring and/or summer 2022 term will have deductions made in May/June or July/August of 2022). If you are not receiving pay deposits (or if premiums do not show as a deduction), please contact CUPE 3906. From September 1, 2021 to August 31, 2022 the premium cost per academic year is:

**Individual - \$170 yearly      Family - \$946 yearly**

**\*RECENT CHANGE:** The Employer will only collect the yearly single premium coverage cost from members. Members wishing to enrol in family coverage must remit the difference of the family coverage cost and the single coverage cost (i.e., \$776) to our third Party Administrator, the Prosure Group, using the direct debit form included with the family enrolment form.

...Continued...

### 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, 2022. If this coverage is cancelled, you should contact CUPE to discuss your options. **You must submit the 'OPT-OUT' form and 'proof of coverage' to administrator@cupe3906.org by January 31<sup>st</sup>, 2022, (if you did not work as a Unit 2 Member in the Fall 2021 Term but are working as a Unit 2 Member in the Winter 2022 term) in order for the change to be retroactive to September 1st, 2021 (please see point 5 below). No forms will be accepted after January 31<sup>st</sup>, 2022, for Unit 2 members working in the winter term. Opt-outs must be completed EACH YEAR to keep your opt-out status valid.** (Please note that if you are only working as a Unit 2 Member in the Spring or Summer 2022 Terms, you may opt out within 30 days of the start of your contract in those terms.)

Members who successfully complete the dental opt-out process by January 31<sup>st</sup>, 2022, should not see a CUPE 3906 dental premium deduction on their pay. If your opt-out is complete and submitted by the deadline, and a deduction is made in error, our third party administrator, the Prosure Group, will receive **reimbursement via direct deposit** within approximately 30 days of the deduction.

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](mailto:macgsa@mcmaster.ca) to find out how to opt out of the GSA extended health plan.

Please note: Unit 2 members who are also members of **UNIFOR Local 5555** and wish to opt-out of the CUPE 3906 dental plan must fill out an opt-out form and provide proof of alternate coverage. We are not able to opt-out UNIFOR 5555 members from the CUPE plan automatically due to privacy reasons.

### 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, 2022. **You must submit the forms to administrator@cupe3906.org by January 31<sup>st</sup>, 2022, in order for the change to be retroactive to September 1st, 2021, if you are working in the winter term (please see point 5 below). No forms for members working in the winter term will be accepted after January 31<sup>st</sup>, 2021. (Forms for members working in the Fall 2021 term are no longer accepted.) Forms must be completed EACH YEAR in order to keep your family coverage valid.** Any change(s) to those enrolled must be made through CUPE 3906. (Please note that if you **do not** work in the fall 2021 or Winter 2022 terms as a CUPE 3906 member, but do work in the spring and/or summer 2022 terms, you may enroll in family coverage within 30 days of the start of your contract in the spring/summer 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 of the single premium coverage cost and the family coverage cost (i.e., \$776) directly to the Prosure Group. Payments will be collected via direct debit in two equal installments from your bank account in two installments on the 1<sup>st</sup> 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](mailto: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 January (if you work as a Unit 2 member in the winter term and did not work as Unit 2 member in the fall term)**. Please ensure the completed forms and any required documents are submitted to the CUPE 3906 Office by **January 31<sup>st</sup>, 2022**, to ensure that your status is effective retroactive to September 1<sup>st</sup>. Except in exceptional circumstances, **there will be NO changes permitted after January 31<sup>st</sup> for members working in the winter 2022 term.** (Please note that submission deadlines are different for members who do not work in the winter term.)

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

## 6. Black-out Period

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 month of September (and part of October). Similarly, if you do not work as a Unit 1 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, 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, 2021.

Please contact [administrator@cupe3906.org](mailto:administrator@cupe3906.org) with any questions.

In solidarity,

Fernando Lennertz  
Acting President, CUPE 3906