

## Professional Development Fund

### Entitlement:

\$200 per unit taught to a max of \$1,000/academic year (Sept 1st-Aug 31st) subject to the availability of funds. Eligible expenses include:

- conference participation;
- professional association fees;
- academic books;
- ~~up to~~ \$200 for tech items;
- *and more!*

### Eligibility:

Any Unit 2 Member can apply in the academic year (Sept 1-Aug 31) in which they are employed as a Unit 2 Member at McMaster.

### Application Procedure:

To file an application, download the application form available at <https://cupe3906.org/sessionals-unit-2/professional-development-fund-unit-2/> Submit your signed, completed application with supporting documentation to [benefits@cupe3906.org](mailto:benefits@cupe3906.org). Applications are due on the last day of classes each term. Applicants will be notified via email of the outcome of their application after the adjudication period.

## Training Fund

We won a limited training fund for Unit 2 Members in a recent round of negotiations. For more information, please visit <https://cupe3906.org/sessionals-unit-2/training-fund/>

## Health Care Spending Account

### Entitlement:

\$500 per member per 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 2 Member can apply in the academic year (Sept 1-Aug 31) in which they are employed as a Unit 2 Member at McMaster.

### Claim Procedure:

To file a claim, fill out a claim form available at <https://cupe3906.org/sessionals-unit-2/unit-2-benefits/> 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 cap.

## Employee & Family Assistance Program

### Eligibility:

All Unit 2 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 <https://login.lifeworks.com/> or call 1.833.366.4544**



## UNIT 2



Sessional Faculty & Hourly Rated  
Sessional Music Faculty

# BENEFITS

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



**CUPE Local 3906 Unit 2** is made up of Sessional Faculty and Hourly Rated Sessional Music Faculty (HRSMF) working at McMaster University (excluding those working in Health Sciences).



Also, you must be working as a Unit 2 member in the current academic year (Sept 1 to Aug 31) to be **eligible** to make a claim in the current academic year.

For example, if you work as Sessional in March 2021 but do not return as a Sessional in the following academic year (i.e., Sept 2021-Aug 2022), your eligibility for dental benefits will expire on August 31, 2021.

Finally, your coverage gets activated only when you start working as a Unit 2 member in any given academic year.

For example, if you only work in the Winter 2021 Term, you must submit claims from the Fall 2020 Term after January 1st, 2021. Eligible dental expenses from the Fall Term will be paid out, but only after you start working as a Sessional for the current academic year. (This is because McMaster purges everyone from the eligibility list every August, and eligible members can only be re-activated after they are paid as Unit 2 employees in the new academic year.)

Too complicated? Need help? Don't worry! Our staff and executive can help you navigate your employee benefits! Please contact [administrator@cupe3906.org](mailto:administrator@cupe3906.org) or [benefits@cupe3906.org](mailto:benefits@cupe3906.org) with any questions. You can also visit our "FAQ" section on our website.

### Dental Claim Procedure:

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

**Policy Number:** 97528

**Division:** 203

**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.

### Adding Family Members:

You can enroll in family dental coverage for an additional premium cost within the designated family enrollment period.

### Opting-Out:

You may elect to opt-out of dental coverage if you have other, comparable, coverage through another job or through a spouse or parent. You cannot use student coverage (e.g., coverage offered through the GSA or MSU) to opt-out of this employee plan. Opt-outs will only be accepted in the designated opt-out period.

**For more information on family coverage enrollment and opt-out deadlines, or to obtain a form for family dental coverage or dental opt-out, please visit our website at <https://cupe3906.org/sessionals-unit-2/unit-2-dental-coverage/> or contact [administrator@cupe3906.org](mailto:administrator@cupe3906.org)**

## Dental Coverage

### Eligibility:

All Unit 2 Members are eligible for CUPE 3906 dental coverage during the academic year in which they are employed as Unit 2 Members at McMaster University.

### Entitlement:

\$1,000/calendar year. Details of procedures covered are available in our dental plan booklet available on our website. Unit 2 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 your **eligibility** for the dental plan is determined by academic year (Sept 1-Aug 31) but your **entitlement** to dental benefits reimbursement money is determined by calendar year (Jan to Dec).

For example, if you work as a Sessional in March 2021, claim your full \$1,000 entitlement and return as a Sessional in September 2021, you will not be eligible for another \$1,000 in coverage until January 2022.