

## Professional Development Fund

### Entitlement:

\$1,000/academic year (subject to the availability of funds). The current eligible expenses include:

- conference participation;
- professional association fees;
- academic books;
- research journal subscriptions;
- leadership development courses;
- *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/postdoctoral-fellow-professional-development-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 B111  
McMaster University  
1280 Main Street West  
Hamilton, ON L8S 4M4  
Email:  
[administrator@cupe3906.org](mailto:administrator@cupe3906.org)

September 2024 Version

## Health Care Spending Account

### Entitlement:

\$450/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 \$450 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** <https://login.lifeworks.com/> or call 1.833.366.4544.



## UNIT 3



## Postdoctoral Fellows

# BENEFITS

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



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 @cupe\_3906

**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, UHIP costs, and relocation costs that are not covered by your supervisor).

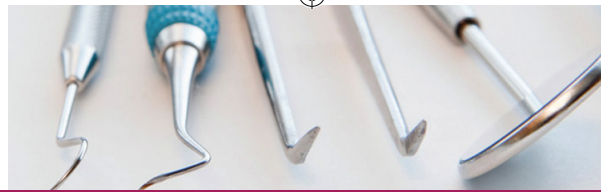
The fund is currently limited to a maximum of \$750 per member. The fund is administered by the School of Graduate Studies and Postdoctoral Affairs with a CUPE 3906 representative.

A link to the application form is available at <https://cupe3906.org/postdocs-unit-3/postdoc-support-fund-unit-3/>

#### ***Did you know?***

CUPE 3906 Unit 3 members are eligible for a number of leaves, including paid leaves and leaves without loss of benefits, such as pregnancy and parental leave.

For more information, please visit <https://cupe3906.org/about-us/what-we-do/> or contact our office.



### Sunlife Extended Health and Dental Plan

Unit 3 Members holding a Postdoctoral Fellow contract for 12-months or greater are eligible for the Employer's Sunlife Extended Health and Dental 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 about enrollment, contact your McMaster HR Advisor.

We encourage members with contract durations of fewer than 12 months to contact us at [benefits@cupe3906.org](mailto:benefits@cupe3906.org) for more information about possible benefits reimbursement options.

For Postdocs working a full-time equivalent of 50% or greater (that is, those working at least 17.5 hours per week), the plan is fully paid by the employer (meaning no cost to you) for both single coverage AND dependent coverage. For those working part-time hours (that is, fewer than 17.5 hours per week), there is a shared cost between you and the Employer.



If you would like to enroll in family coverage, you will need to fill out a dependent enrollment form. Please contact your HR Advisor immediately for instructions to complete your family enrollment.

A Sunlife Coverage booklet and links to login instructions and a login portal are available via the following website: <https://cupe3906.org/postdocs-unit-3/sunlife/>

If you have general questions or a specific a question concerning a specific medical or dental claim, please call Sun Life at **1-800-361-6212**. Your name, policy number (25018) and certificate number (employee ID number) should be provided. You may also email Sun Life at [askus@sunlife.com](mailto:askus@sunlife.com)

### Reproductive Health and Gender Affirmation

Based on membership feedback and our commitment to an inclusive and equity-seeking Local, your bargaining committee recently negotiated language that allows us to provide Unit 3 members with funding for costs associated with Reproductive Health and Gender Affirmation.

The maximum eligibility per member per academic year is \$2,000. For more information about the fund and to obtain an application form, please visit <https://cupe3906.org/postdocs-unit-3/gender-affirmation-fund-reproductive-health-fund/>

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