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September 13<sup>th</sup>, 2009

Dear Administrator;

Greetings at the beginning of the term! Below is important information regarding changes to the benefits plan for Sessional Faculty in the coming year. The details are briefly outlined for your information, and a copy of the claim form is attached. Please feel free to direct any and all questions from Sessional Faculty (or yourself!) to myself at [benefits@cupe3906.org](mailto:benefits@cupe3906.org) or to the CUPE office. The forms and information are also available online at [www.cupe3906.org](http://www.cupe3906.org).

The new benefits mean that an eligibility list is extremely important. Members are able to make a claim as soon as they have a contract, and so it is of even greater importance that new contracts and appointments be forwarded to CUPE as soon as possible. I would greatly appreciate your help in this, and am at your disposal if you either have questions or need assistance.

The Sessional Faculty now have access to a Health Spending Account (HSA). This plan replaces the vision coverage previously offered.

- Members can claim \$125 a year towards any medical, paramedical, drug or dental expense they incur.
- The benefit year is the academic year (September-August).
- Dependents, including dependent parents, are eligible for coverage.
- Claims should be made with receipts and the HSA claim form (attached) and submitted to the Union office or directly to Prosure for processing.
- Claims can be made as soon as a teaching contract is signed.

Thank you very much for your attention. Again, if you have any questions or concerns, please don't hesitate to contact me!

My best wishes,

Heather Johnson  
Benefits Officer  
CUPE 3906