



CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3906
Wentworth House, B108, McMaster University
Hamilton, Ontario, Canada, L8S 4K1
www.cupe3906.org

February 28, 2011

Dear Administrator:

Below is important information regarding changes to the benefits plan for Sessional Faculty and Music Faculty this term. 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 to myself at benefits@cupe3906.org or to the CUPE office. The forms and information are also available online at www.cupe3906.org.

Sessional Faculty and Music Faculty currently have access to a Health Spending Account (HSA). The benefits committee has raised the maximum HSA entitlement from \$125/year to **\$400/year on a trial basis**. No other changes have been made to the HSA. As in the past:

- Members can claim \$400 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 include original receipts and be made using the HSA claim form (attached)
- Claims can be 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 feel free to contact me!

Sincerely,

Rebecca Strung
Benefits Office
CUPE 3906