

# Health & Wellness Fund FAQ's

REVISED: February 28, 2024

**Q – What is the Health & Wellness Fund?**

A – This pilot project was established during the 2022 negotiations to support the health and wellness of eligible CUPE 411 employees by allowing them to purchase identified items and submit a request for reimbursement form to be compensated for a predetermined dollar amount.

**Q – What is the maximum amount I can request for reimbursement?**

A – Each eligible member will receive a one-time allocation of \$320 that they can draw from for reimbursement.

**Q – How do I know if I am eligible to access the Fund?**

A – If you answer “Yes” to the following:

- a) I am a permanent 12-month “Regular” employee. (must hold a single position at minimum 4 hrs/day), or
- b) I am a permanent 10-month “School Term” employee. (must hold a single position at minimum 4 hrs/day)  
*and*
- c) I was a permanent employee and actively working with SD#33 on July 1, 2022, or
- d) I was a permanent employee and actively working with SD#33 as of February 28, 2023.  
*and*
- e) I am currently in receipt of a Statement of Earnings by SD#33.

**Q – Do I have to use the entire \$320 allocation at once?**

A – No, but members are only able to submit a reimbursement request once per calendar year, during the pre-determined intake periods (see form), until their allocation has been exhausted; May 2025 will be the last opportunity to access your allocation.

**Q – What qualifies as an acceptable Health & Wellness purchase?**

A – The Reimbursement Form has a list of eligible items, if members are considering making a purchase outside of those guidelines (i.e., clothing, electronics, etc.) and want to be assured of reimbursement, they can submit the form and complete the section “How will this purchase contribute to your Health & Wellness?”. The Committee will then consider the request at the next Labour Management meeting and an email response will be forthcoming to the applicant.

**Q – I enjoy riding my motorcycle but it needs repairs do those receipts count?**

A – Please refer back to the “Ineligible” items as purchases, to include repairs, for leisure vehicles (i.e., motorcycles, boats, snowmobiles, Sea-Doo’s, etc.) will not be accepted.

**Q – Can I use someone else’s account or credit card if making an on-line purchase?**

A – We recognize that not everyone has on-line accounts where membership is a requirement, and we also understand that not everyone may have a credit card therefore a check box has been added to the application form that must be checked when purchases being made are clearly not in their name.

**Q – Do I have to submit a separate application for each purchase?**

A – No, members are permitted to submit multiple purchases on one application, we would ask that you do not submit multiple applications for individual purchases during an intake period. Please note that you will only be reimbursed to your maximum one-time allocation of \$320 should your purchases exceed that amount.

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**REVISED:** February 28, 2024**Q – Where can I find the reimbursement form?**

A – The fillable form will be accessible via the CUPE 411 website and SD33's SharePoint via a link in CONNECT 33. Please make sure you read it thoroughly and complete all the required fields.

**Q – When can I submit my reimbursement request form and receipt(s)?**

A – There are four (4) intake periods per calendar year when the requests will be accepted, please do not submit your requests outside of those specified dates as they will not be accepted and will be returned via email unprocessed. We will endeavour to have all reimbursements processed within two (2) weeks of the final date of intake for that period.

**Q – Who do I submit the completed form and receipt(s) to?**

A – The Union is administering the fund and therefore all requests, along with valid receipts, must be emailed to [unionoffice@cupe411.ca](mailto:unionoffice@cupe411.ca). We do not accept Sales Orders, Order Summaries, or Invoices as proof of purchase, nor can we accept any proof of purchase that does not have a date in which the transaction took place, or the name of the Vendor on it.

**Q – What if I can't submit the paperwork electronically?**

A – Members need to call the Union office at 604-392-1411 to make arrangements to drop of the original documents in person; a copy will be provided to you for your records. DO NOT leave envelopes in our mail slot or under the door as we will not be responsible for documentation that has not been handed directly to a Table Officer.

**Q – How will I receive my reimbursement cheque?**

A – The application form has been revised and members are asked to indicate whether they would like their refund cheque:

1. Sent to their site via interschool mail; you will need to indicate what site you are currently working at,
2. Mailed to you via Canada Post in which case we would ask that you please confirm your mailing address, or
3. Picked up from the Union Office.

Members with any other questions or concerns regarding the Fund are encouraged to reach out to an Elected Union Representative for support.