SIMON FRASER UNIVERSITY
Policies and Procedures

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Benefits (1) for SFUFA Bargaining Unit Members, Retirees and Visiting Faculty

1. General

This policy summarizes the benefits available to SFUFA members. Please refer to the other policies referenced below for the full details of the specific benefits. Participation in all benefit plans (except Accidental Death and/or Dismemberment Insurance, Basic Life Insurance, Long Term Disability, Pension and Travel Accident Insurance) requires the employee to make application to Human Resources.

2. Definitions

Dependent - any unmarried child under 21 years of age who is living with and is financially dependent on the employee or spouse; any unmarried child under 25 years of age in full-time attendance at a recognized educational institution; any unmarried handicapped child of any age who is living with and is financially dependent on the employee and/or spouse and is incapable of self-sustaining employment. Child means a person born to the employee or spouse or a stepchild, legally adopted child, or legal ward, but not a foster child.

Faculty - full-time and part-time employees in the following categories: Instructors, Assistant Professors, Associate Professors, Professors, Lecturers and Senior Lecturers.

Long-Term - full-time and part-time employees in the following categories: Instructors, Assistant Professors, Associate Professors, Professors, Laboratory Instructors, Lecturers, Senior Lecturers and Librarians on continuing or probationary appointments: Limited Term Faculty, Librarians and Laboratory Instructors, who have an appointment of more than one year.

Post-Retirement Contract Employees - SFUFA members on post-retirement contracts. These employees are eligible for the benefits detailed in A 12.10.

Recurring Limited Term (RLT) - full-time and part-time employees in the following categories: employees who have held SFUFA bargaining unit appointments totalling at least one year over a four year period. Recurring Limited Term status shall be maintained during any subsequent appointment, except if more than four years have elapsed since the end of the last appointment. For one year after the end of an appointment, RLT employees shall be eligible to maintain their membership in medical, extended health and dental plans at their own expense. Appropriate prepayment arrangements shall be made prior to the end of their employment.

Retirees - former members of SFUFA who have retired. As outlined in this policy, retirees are eligible to participate in retirees' medical, extended health, and dental plans.

Short-Term - refers to full-time and part-time employees in the following categories: Limited Term Faculty, Librarians and Laboratory Instructors, any of whom are on appointment of one year or less. In the event that an employee originally appointed for a term of one year or less in any of the above categories is reappointed so that the total length of continuous appointment is more than one year, the employee shall start receiving the benefits as though he/she was a long-term employee when he/she has completed one year’s service, but this shall not be retroactive to the initial year of service. Short-term also refers to all Visiting Faculty appointments.
Spouse - either an employee's legally married spouse or a person with whom the employee has co-habited for twelve months in a common-law relationship and who is known in the community as the employee's spouse or partner. Only one spouse is eligible for benefit coverage under this Policy at any one time.

A. **Health and Welfare Benefits**

1. **Accidental Death and/or Dismemberment Insurance**

   All employees are covered by this insurance until their normal retirement date.

   SFU pays 100% of the premium for the principal amount of $10,000. Employees may purchase additional coverage.

2. **Basic Life Insurance and Optional Life Insurance**

   The University provides life insurance at two times the annual salary (rounded to the next highest thousand) for long-term employees until their normal retirement date. Thereafter, the University provides life insurance at the annual salary rate (rounded to the next highest thousand).

   Long-term employees are eligible for additional optional life insurance in units of $25,000 up to $400,000 for themselves. Prior to their normal retirement date they are also eligible for additional optional life insurance in units of $25,000 up to $240,000 for their spouses. Proof of insurability is required for optional life insurance amounts between $25,000 and $400,000.

   Long-term and RLT employees: SFU pays 100% of the premium for basic life insurance. The employee pays 100% of the premium for optional life insurance.

   Short-term employees: This plan is not available to these employees.

   The University shall notify the designated beneficiaries/trustees of deceased Bargaining Unit Members that, on request, the University shall arrange, as quickly as possible, for a partial prepayment of $15,000 of the Group Life Insurance benefits due. The $15,000 figure shall be subject to biennial review.

3. **Dental Plan**

   a. After the required 3 month waiting period, employees and dependents are entitled to participate in the dental plan which provides coverage for the following services: (Note: Spouses who are both employed by SFU are entitled to independent coverage.)

      Plan A - basic diagnostic, preventative and restorative services.
      Plan B - crown and bridge procedures and prosthetic appliances.
      Plan C - orthodontia.

      Reimbursement for Plan A is 90% and for Plan B is 70% according to the B.C. College of Dental Surgeons Schedule of Fee Allowances. Reimbursement for Plan C is 85% with a life-time maximum of $5,000.

   b. Long-term and RLT employees: SFU pays 100% of the premium for employees and dependents.

   c. Short-term employees: This plan is not available to short-term employees.

   d. Retirees with 10 years’ service hired prior to September 1, 2001: These individuals pay 50% of the premium. All other retirees pay 100% of the premium.

      Reimbursement for Plan A is 70%, for Plan B is 50% and Plan C is 0% according to the B.C. College of Dental Surgeons Schedule of Fee Allowances.
4. **Extended Health Benefits**

   a. All employees are entitled to participate in the Extended Health Benefits plan after the required waiting period. (See Pacific Blue Cross booklet for extended benefits).

      Long-term and RLT employees: SFU pays 100% of the premium for employee and dependents.

      Short-term employees: SFU and employee share the premium for employee and dependent 50:50.

   b. Retirees: Retirees with 10 years' service hired prior to September 1, 2001 pay 50% of the premium. All other retirees pay 100% of the premium.

5. **Gym Membership**

   All employees and retirees are entitled to a free gym membership, which allows them access to various SFU facilities during recreational hours. Contact the Recreation Department for details.

6. **Medical**

   Employees are entitled to participate in the Medical Services Plan (MSP) through the University after the required waiting period. If employees are not immediately eligible and require coverage, they should obtain private medical and hospital insurance and the costs of the premiums shall be paid according to the arrangements detailed below.

   Long-term and RLT employees: Employer pays 40% of the current premium rate for employee and dependents (MSP or private).

   Short-term employees: SFU and employee share the premium for employee and dependents (MSP, private equivalent to MSP) 50:50.

   Retirees hired prior to September 1, 2001: These individuals pay 100% of the premium and are eligible for 50% reimbursement at the end of the calendar year.

7. **Pension**

   The University contributes to the Canada Pension Plan (CPP) for all employees.

   Long-term employees who joined the University prior to March 20, 1973 are eligible upon retirement to receive either a formula benefit pension or to purchase an annuity with their money purchase account balance. Long-term and RLT employees who joined SFU on or after March 20, 1973 are eligible upon retirement to purchase an annuity with their money purchase account balance. See the Pension Plan brochure for details.

   Long-term and RLT employees: SFU contributes a total of 10% of the employee's pensionable earnings (less a CPP offset to a maximum of $419.40) to the pension plan until the employee retires or elects to receive their retirement benefits or is required by legislation to receive their retirement benefits.

   Short-term employees: SFU makes CPP contributions for these employees but they are not eligible to participate in the pension plan.

   Members of the pension plan have a number of investment options available to them through Sun Life, including the SFU Academic Plan Balanced Option which is also the default option. A Sun Life Investment Package can be obtained from Human Resources.
8. **Business Travel, Accidental Death and Dismemberment**

All employees are covered by this insurance for the duration of their employment.

SFU pays 100% of the premium.

Benefit: Business related travel coverage during teaching and research semesters with a principal payment of $150,000 in the event of death, and smaller sums in the event of dismemberment.

9. **Vacation**

All employees are entitled to vacation time or, in the case of short term laboratory instructors and librarians, vacation pay. The University recognizes the benefits of vacation time for its employees and recommends that all employees entitled to vacation time take their vacation during the period in which they become entitled to it.

**Long-term employees:**

a. Faculty, and laboratory instructors are entitled to one month's vacation per year. Tenure-track faculty should take their vacation in the research semester.

b. Librarians are entitled to the following vacation per calendar year:

**Service Period Entitlement**

- 0 - 7th year: 4 weeks (prorated in the first year)
- 8th - 15th year: 5 weeks
- 16th and succeeding years: 5 weeks plus one additional day of annual vacation for each additional year of service beyond 15 years to a maximum of five additional days per year.

Librarian Vacation - 50% credit for vacation entitlement accrued through at least half time employment over continuous years, as a Librarian elsewhere, immediately preceding employment at SFU, up to a maximum entitlement of five years.

**Short-term and RLT employees**

a. Faculty are entitled to one week's vacation for each semester of appointment to be taken within the term of their appointment. If an academic unit requires faculty to work during the entire term of their appointment, monetary compensation will be given.

b. Laboratory instructors and librarians are entitled to 8% of salary in lieu of vacation.

B. **Leaves and Exchanges**

1. **Faculty Exchanges**

Long-term faculty are eligible to apply for a one to three semester exchange with another institution in order to gain experience which will benefit the faculty member and/or the University or to provide an SFU department with short-term specific expertise. See A 31.04 (Faculty Exchanges) for application procedures and benefit details.

2. **Leave of Absence without Pay**

Long-term employees are eligible to apply for leave of absence without pay for a period of up to one year. The nature of the leave and the needs of the University will be among the items considered in determining whether a leave will be granted.
Short-term employees including RLT: In unexpected circumstances an employee may apply for a personal leave. See A 31.01 (Leave of Absence) for application procedures and benefit details.

3. **Parental Leave**

Long-term employees are entitled a leave of absence in accordance with the provisions of the Employment Standards Act, and to the following:

   a. 35 weeks paid leave for biological or adoptive mothers as follows: 2 weeks at 95% salary (EI waiting period) and 33 weeks at basic formula (see below)
   b. 18 weeks paid leave for biological or adoptive fathers as follows: 18 weeks at basic formula unless there is a waiting period when the first 2 weeks will be at 95%
   c. Maternity benefits/Parental benefits if they are eligible for such benefits from the Employment Insurance scheme.

**Basic Formula**: 95% of salary less the maximum EI benefit that may be paid except for the two-week waiting period when there is no EI benefit. For the current dollar amount of maximum EI benefit please visit the Service Canada webpage.

Short-term and RLT employees are entitled to a leave of absence without pay for the duration of the leave, with benefits coverage maintained. Employees may be eligible for Employment Insurance maternity and parental benefits.

Details concerning parental leave are contained in A 31.05.

4. **Political Leave**

Leave without pay shall be granted to those employees who have been elected to public office. See GP 2 (Political Leave) for application procedures and benefit details.

5. **Study Leave**

Tenured faculty members are eligible to apply for study leave which for non-tenured faculty may be granted on receipt of tenure. The conditions under which study leave is granted are specified in A 31.02 (Study Leave). Lecturers, Senior Lecturers, Laboratory Instructors, Librarians and Archivists are eligible to apply for study leave after each six year period of employment. The conditions under which study leave is granted are specified in A 31.06 (Study Leave for Lecturers etc.).

6. **Sick Leave and Long Term Disability**

Details concerning sick leave and long-term disability are contained in A 31.03.

Sick Leave: All employees are eligible to have paid sick leave depending on the type of appointment and length of service.

**Long-term employees:**

   a. faculty, laboratory instructors and librarians: an employee who is ill and unable to work will be eligible for sick leave of up to 26 weeks at 100% salary.
   b. limited term faculty, limited term librarians and limited term laboratory instructors and RLT employees:

   **Accumulated Service Period Entitlement**

   i. Less than 3 months: 1 week at 100% salary
   ii. 3 months but less than 1 year: 4 weeks at 100% salary, then 12 weeks at 75% salary, then 10 weeks at 60% salary
iii. 1 year but less than 5 years: 12 weeks at 100% salary, then 4 weeks at 75% salary, then 10 weeks at 60% salary

iv. 5 years or more: 26 weeks at 100% salary

Sick leave does not extend beyond the expiry date of the employee's contract. 100% salary means the normal bi-weekly salary received by employee.

Short-term employees:

In the first three months of the appointment, 1 week at 100% salary; after three months, 4 weeks at 100% salary or to the end of the appointment, whichever is shorter.

**Long Term Disability Insurance**: This plan is designed to provide income insurance in combination with Canada Pension disability payments for continuing employees who are incapacitated, unable to work and fulfil the eligibility requirements set out in the master agreement between the University and the Plan carrier. Under this agreement, coverage ends at the normal retirement date. The combined plan provides 70% of the salary at the time the disability claim is established (with indexing based on the Consumer Price Index [Canada] to a maximum of 7% per annum). During the waiting period of six months, the sick leave policy provisions apply.

Details of remuneration for employees on continuing partial disability are outlined in A 31.03.

Long-term and RLT employees: The premium is paid 100% by SFU. For limited term and RLT employees the benefit extends only to the end of the employee's contract.

Short-term employees: This plan is not available to short-term employees.

### C. Miscellaneous Benefits

1. **Computer Subsidy Program**

   This program has been suspended for budgetary reasons.

2. **Group Insurance for Homeowners, Tenants and Condominium Owners**

3. **Property Insurance**

   Long-term and RLT employees may apply for property insurance. The employee pays 100% of the premium. Application forms are available from Human Resources.

4. **Group RRSP**

   All employees are eligible to enroll in the SunLife Insurance Company RRSP. Enrollment forms are available from Human Resources.

5. **Professional Development Expense Reimbursement**

   Long-term and RLT employees are eligible for a Professional Development Expense Reimbursement. For details, see Professional Development Expense Reimbursement Policy A 21.04. Forms may be obtained from the Office of the Vice-President, Academic (Academic Relations).

6. **Mortgage Interest Subsidy**

   New employees in a continuing position are eligible for a mortgage interest subsidy of $3000 a year for five years. See A 21.07 (Mortgage Interest Subsidy) for details.
7. **Relocation Expenses**

Faculty, Laboratory Instructors and Librarians with an appointment of two years or more are eligible for assistance with the cost of relocation of domicile and/or travel to the Greater Vancouver area. See A 21.02 (tenure track faculty) or GP 9 for details.

Other employees may be eligible for assistance. See GP 9 for details.

8. **Tuition Reimbursement**

Long-term and RLT employees are eligible during their appointment for 100% reimbursement of the tuition fees for completed job-related non-credit SFU courses or job-related courses taken elsewhere. Prior approval is required. Eligibility shall be determined by the Dean on the advice of the Chair.

Short-term employees are not entitled to this benefit.

9. **Tuition Waiver Policy**

Subject to limitations and conditions as outlined in A 21.05 Tuition Waiver procedures, long-term, RLT and retired employees, their spouses and children under 25 years of age are exempt from the payment of tuition fees for SFU credit courses approved by Senate. The spouses and children under 25 years of age of deceased employees and retirees are also eligible. Under Reciprocal Tuition Waiver Agreements with Carleton and York universities, employees' eligible dependents may apply for a waiver of tuition fees. (There are a limited number each year.)

Application forms may be obtained from the employee's department/unit or Human Resources. See A 21.05.

Short-term employees are not eligible for this benefit.

**Interpretation**

Section 14.1 of the Faculty Association Framework Agreement deals with matters of interpretation of this policy.

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**Note:**

1. Part-time employees shall be eligible to participate in all the benefit plans available to their full-time colleagues except:
   a. that tuition-reimbursement / waiver, study leave and the professional development reimbursement prorated in accordance with the percentage of the appointment; and
   b. those with an appointment of 25% or less are ineligible for Basic Life Insurance and Long Term Disability insurance.