



# KFA Non-Regular Type 1 Health and Benefits Fund Faculty Submission Form

## **Who can use the fund?**

KFA Non-Regular Type 1 members who have workload in the current fiscal year, without existing benefits coverage, can claim costs for eligible medical and/or dental expenses. KFA Non-Regular Type 1 members who are eligible for benefits coverage under a spouse's/partner's plan, or are eligible for coverage through another workplace, are not eligible to claim expenses from the Non-Regular Type 1 Faculty Benefits Fund.

Please see the list of eligible expenses below. Receipts are required to be submitted with this form.

## **Procedures for using the Non-Regular Type 1 Faculty Benefits Fund**

**Step 1:** Prior to incurring the expense, a member wishing to use the fund should first confirm that there is money available by contacting the Sessional Benefits email address [sessionalbenefits@yourkfa.ca](mailto:sessionalbenefits@yourkfa.ca). If an unexpected medical expense occurs that would otherwise be covered by the fund, it will be reimbursed if funds are available. As long as funds are available, all claims for expenses covered by this policy will be approved.

**Step 2:** If money is available in the fund, the member goes ahead with the planned expense.

**Step 3:** The faculty member emails [sessionalbenefits@yourkfa.ca](mailto:sessionalbenefits@yourkfa.ca) with a description of the expense and scans or copies of receipts.

**Step 4:** The KFA will review the expense claimed, and if approved, will fill out and sign the KPU expense form, redact the receipts, and return them to the Faculty member.

**Step 5:** The faculty member will sign the expense form and forward it, along with the redacted receipts, to [accountspayable@kpu.ca](mailto:accountspayable@kpu.ca)

**Step 6:** Upon receipt of the expense report from the KFA, KPU will reimburse the member for the expense.

All attempts will be made to reimburse the member within 2 weeks of an expense form being received by accounts payable. No advances will be issued.

## **How does the fund operate?**

The Non-Regular Type 1 Faculty Benefits Fund will be available annually until depleted. Ten thousand (\$10,000) will be available for distribution per semester (Jan 1- Apr. 30, May 1-Aug. 31, Sept. 1-Dec 31) for eligible expenses accrued during the current fiscal year. Any funds remaining at the end of a distribution period will be rolled over into the next distribution period. All reimbursement is subject to



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availability, and claims against the fund should occur within the same fiscal year (April 1—March 31) as the expense.

## **What eligible expenses will the fund reimburse?**

Due to the limited amount available in the fund, KFA is currently unable to provide coverage for all extended health services covered by the Group Benefits plan. We are prioritizing coverage for categories of necessary expenses not covered by provincial health plans.

Where not otherwise stated, use of the fund is subject to reasonable limitations, in line with the normal restrictions of KPU group benefits in frequency and coverage.

### **Extended Health**

Prescription drugs—95% to a maximum of \$500 annually

Vision Exams—one every 24 months to a maximum of \$125

Vision Glasses/Contacts—\$500 every 24 months

Medical services/supplies—50% to a maximum of \$500 annually

Orthopedic Shoes or Orthotics—\$500 every 24 months

Physiotherapy/massage—\$75 per visit maximum up to \$500 annually

Psychologists/Clinical Counsellors—\$500 annually

### **Dental**

Basic Services—100% to a maximum of \$1000 annually

Dentures—80% to a maximum of \$1000 annually

Major restorative services—80% to a maximum of \$1000 annually

### **Appeals**

Appeals over disputes of whether an expense is covered by this policy will be considered by the KFA Table Officer group. Those wishing to dispute a decision shall send a request by email to the Sessional Benefits email address ([sessionalbenefits@yourkfa.ca](mailto:sessionalbenefits@yourkfa.ca)) detailing the reasoning for the appeal. The KFA VP Negotiations may ask any clarifying questions necessary for the committee to make a decision. The non-voting KFA VP Negotiations will then present the expense **without any personal identification information** to the Table Officer Group, who will vote on whether the expense is covered by this policy. Once the vote is complete, the KFA VP Negotiations will notify the member of the results. No further appeals will be possible.

### **Collection of Sensitive Personal Information**

During the claim process for NR1 Health and Benefits Fund, some personal information is gathered via this form. This information includes your full name, your phone number and the description of medical/dental expense. This personal information is used solely for administering the NR1 Health and Benefits Fund and will be handled, stored, and destroyed in accordance with the requirements of the [Personal Information Protection Act \(PIPA\)](#).