



Edmonton Public
Teachers

Local 37 of The Alberta Teachers' Association

MEMBERS' BENEFIT FUND FRAME OF REFERENCE & OPERATING PROCEDURES

The *Members' Benefit Fund* evolved from the Salary Benevolent Fund which was established early in the life of this Local. The basic format of the Members' Benefit Fund Frame of Reference was approved by Council in March 1986, and the Operating Procedures were approved by Executive in September 1988.

STATEMENT OF PURPOSE

The purpose of the **MEMBERS' BENEFIT FUND** is to provide financial assistance to members of the Edmonton Public Teachers' Local who:

- a. exhaust their sick leave entitlement prior to the time that they become eligible for long-term disability benefits, or
- b. find themselves in exceptional circumstances which create financial hardship.

SECTION A: GENERAL

1. The Service to Members' Committee shall administer all disbursements from the Fund.
2. The administrators of the Fund will provide the Executive Committee and the Finance Committee with an annual report on all disbursements from the Fund.
3. A committee consisting of the elected Table Officers of the Local will serve as final arbiter of disputes related to the administration of the Fund.
4. Any teacher who is a member under the terms of the Collective Agreement between the Edmonton Public School Board and the Alberta Teachers' Association is eligible to apply for benefits from the Fund.
5. The maximum benefit to any individual teacher from this Fund shall be limited to a career maximum of \$5,000.00, with the amount per day being \$75.

SECTION B: SALARY BENEFITS

A teacher may become eligible for salary benefits from this Fund provided that:

- a. the teacher is not on leave of absence without pay,
- b. the teacher qualifies for, but has exhausted, sick leave as provided either under the *School Act* or the terms of the Collective Agreement between the Edmonton Public School Board and the Alberta Teachers' Association,
- c. the teacher has not yet become eligible for salary continuance benefits under the A.S.E.B.P. or any other insurance plan, and
- d. the teacher is not in receipt of salary from another employer.

A teacher employed on a full-time basis may be eligible for a benefit from the Fund of \$75.00 per school day, and a teacher employed on a part-time basis may receive a prorated amount, both for a maximum period of 60 school days.

A teacher may become eligible for benefits from the Fund on the school day following the last day of sick leave entitlement, and such eligibility shall cease upon the return to work of the teacher, or the teacher becoming eligible for salary continuance benefits from any other source or a salary from another employer.

SECTION C: EXCEPTIONAL CIRCUMSTANCES

On a case-by-case basis, the Committee may authorize financial assistance to a member who, because of exceptional circumstances, is in dire financial need. Such assistance shall be limited to the maximum benefit stipulated in Section A.

OPERATING PROCEDURES FOR THE MEMBERS' BENEFIT FUND

1. Applications for benefits should be directed to the Executive Staff Officer (or designate) of the Local.
2. Local staff shall make every effort to keep the identity of applicants ***confidential*** from the Service to Members' Committee.
3. Claims on the *Members' Benefit Fund* will normally be honored only after expenses have actually been incurred or salary has actually been lost.
4. The *Members' Benefit Fund Operating Procedures* shall be reviewed annually by the Service to Members' Committee.
5. The Service to Members' Committee shall distribute information about the *Members' Benefit Fund* to all members of the Local on an annual basis.

For questions regarding the Members' Benefit Fund, contact the Executive Staff Officer, Catherine LeBlanc, in the Local's office by phone: 780-455-2164; or email: catherine.leblanc@edpub.org).