
Locals – Employment Insurance Rebate Trust Funds

Reference: Last Amended: Executive Board Meeting –February 2019

All Locals that have EI funds will adopt an internal policy Re: the administration of EI funds in accordance with the following procedure. The Locals must submit a copy of the policy and minutes of the Local AGM at which the policy was approved to the Secretary/Treasurer of UNA.

Purpose Of The Funds

The Fund is to reimburse eligible Employees within the UNA bargaining unit for their portion of the EI premium reduction in accordance with Revenue Canada Guidelines and policy. Reimbursement to be administered by the eligible UNA Locals and used to support continuing education expenses for all Employees at a worksite within that Local to whom the reduced rates apply.

Eligible is defined as a UNA bargaining unit Employee at a worksite within that Local who is regular or temporary full-time, 0.4 FTE or greater or a Benefit Eligible Casual Employee (BECE).

1. The Employer shall submit to UNA or the Locals at least quarterly, the EI rebate. If the funds are submitted to UNA, the Rebates shall be distributed to the Locals based on the number of eligible employees in the Local.
2. Financial records will be kept and will be available for audit.
3. Each eligible Local must keep accurate records of fund usage and submit the report to UNA Provincial Office on a quarterly basis. Locals may establish the EI fund through Centralized accounting.
4. Each eligible Local must establish an EI Fund Committee and appoint an EI Fund Administrator.
5. Each Local shall establish Local criteria for disbursement of funds based on the following:
 - a. The money will applied in an equitable manner;
 - b. Funding for non compulsory education expenses shall be available to all employees covered by the collective agreement;
 - c. Education expenses may include conference funding, Local educationals, guest speakers, workshops, seminars, writing certification exams or recertification, non-credit courses and credit courses from an accredited post secondary institution. The amount of eligible funding and will be determined yearly at the Local Annual General meeting;
 - d. Funding for the above will be subject to submission of an application to the EI Fund Committee or Administrator of each Local. Receipts are required for all funding received. Expenses to be covered may include registration, travel, accommodations and applicable course supplies.
 - e. Employees are not eligible to receive salary replacement from the fund except funding may be allocated annually for the EI Fund Administrator and Committee to administer the fund.