

TAUMUN EMPLOYEE ASSISTANCE PROGRAM

To assist our members with expenses that are occurred anytime since September 01, 2022 - Till date), TAUMUN is accepting applications for the Employee Assistance Program consisting of,

- **Child / Family Care Program &**
- **Health Care Program**

To assist the members with their Driving Road Test anytime since September 2022 to Till date, TAUMUN has introduced a new **Road Test Reimbursement Program** and is accepting applications for this reimbursement program.

***Each member can claim a maximum of CAD 250.00 per year (Fall 2022 to Spring 2023) from the Care Programs and a maximum of CAD 50.00 per year (Fall 2022 to Spring 2023) from the Road Test Reimbursement Program.

Deadline:

Applications will be accepted and processed throughout the 2022-2023 academic year, until the last day of the 12-month period (i.e., August 31, 2023) or until funds are depleted, whichever comes first.

CHILD/FAMILY CARE PROGRAM

The **Child and Family Care Program** is intended to assist TAUMUN members' childcare/dependent adult/dependent spouse health-related expenses, which are not covered by any insurance program and will be paid **up to CAD 125.00** per semester.

- This support will be applicable to those claims whose expenses are incurred anytime since September 01, 2022 to Till date.
- The benefit is per member, not per child/dependent adult/dependent spouse.

Eligibility: Members must meet the following criteria to be eligible:

- For the Winter 2023 application, the member needs to have TA/GA in the Fall 2022 (preferred). Otherwise, the member must have TA/GA in Spring 2022 at the earliest.
- Member has childcare responsibilities, defined as guardianship or parenting. Receipts need to be given if any member wants to reimburse more than 125 CAD in a semester; we will consider those applications if the funds are available.

- For childcare, the member has a child or children under the age of 13 years old or a child or children with exceptionalities up to the age of 18.
- For family care, the member is currently the sole caregiver for an adult/spouse who is dependent and requires care.
- Member has not already received a disbursement of CAD 125.00 from the Child/Family Care Fund during the semester of application.

Documentation:

- Child's identity document, such as birth certificate/Passport
- For family care, receipt from the caregiver, which includes caregiver's name, address, telephone number, license number, and signature
- For both Child (if applicable) and Family care program, an official receipt of the expenses which must include the name of the patient /care receiver (TAUMUN member's Child/Spouse) and the nature of the cost.
- Copy of TA appointment or the proof of the payment of TAUMUN dues (See the instruction on the next point)
- **TAUMUN Dues** information can be accessed by using Memorial Self-Services
 - Memorial Self-Service >>> Employee Services >>> Deduction History (Date ranging from Spring 2022 to Winter 2023).

HEALTH CARE PROGRAM

The Health Care Program is intended to assist TAUMUN members with personal health-related expenses that are not generally covered by a health care plan and will cover **up to CAD 125.00** per semester.

- This support will be applicable to those claims whose expenses are incurred since September 01, 2022 to Till date.

The following items shall be covered by the Fund:

- Eye-care costs where the Employee does not have access to vision care under a health insurance plan, or where the costs exceed the coverage; and/or
- Dental costs where the Employee does not have access to coverage under an existing dental plan, or where the costs exceed the coverage; and/or
- Physiotherapy costs where the Employee does not have access to coverage under an existing health plan, or where the costs exceed the coverage; and/or

- Chiropractic costs where the Employee does not have access to coverage under an existing plan or where the costs exceed the coverage; and/or
- Speech Therapy costs where the Employee does not have access to coverage under an existing health plan, or where the costs exceed the coverage
- Covid Test Fee
- Prescription drug costs

Eligibility:

- For the Winter 2023 application, the member needs to have TA/GA in the Fall 2022 (preferred). Otherwise, the member must have TA/GA in Spring 2022 at the earliest.
- Member has not already received health or dental care up to 125.00 CAD during the semester of application.
- Priority will be given to members who do not have health care coverage from a graduate program, from a spouse or partner's insurance, or from any other source.

Documentation:

- An official receipt from the health care provider/pharmacy. The receipt must include the name of the patient (TAUMUN member) and the nature of the healthcare service.
- Receipt of prescribed medicine cost that is not covered by the insurance
- Copy of letter of appointment or the proof of the payment of TAUMUN dues (See the instruction on the next point)
- **TAUMUN Dues information** can be accessed by using Memorial Self-Services
 - Memorial Self-Service >>> Employee Services >>> Deduction History (Date ranging from Spring 2022 to Winter 2023).

ROAD TEST REIMBURSEMENT PROGRAM

The **Road Test Reimbursement Program** is intended to assist TAUMUN members with their driving road test will cover **up to CAD 50.00** once per academic year (Fall 2022-Spring 2023).

- This support will be applicable to those claims whose road test expenses are incurred anytime since September 01, 2022 to Till date.

The following items shall be covered by the Fund:

- 50.00 CAD from Road test fees given by the TAUMUN member only

Eligibility:

- For the Winter 2023 application, the member needs to have TA/GA in the Fall 2022 (preferred). Otherwise, the member must have TA/GA in Spring 2022 at the earliest.

Documentation:

- An official receipt from the Motor Registration Division (MRD). The receipt must include the name of the TAUMUN member and the nature of the Test.
- Copy of letter of appointment or the proof of the payment of TAUMUN dues (See the instruction on the next point)
- **TAUMUN Dues information** can be accessed by using Memorial Self-Services
 - Memorial Self-Service >>> Employee Services >>> Deduction History (Date ranging from Spring 2022 to Winter 2023).

APPLICATION PROCESS

General Application Procedure:

1. Complete the application form, available in the email from TAUMUN inviting applications for the Employee Assistance Program (form also available on TAUMUN website)
2. Compile the application package, including all required documentation [see individual program descriptions for details]

3. Submit the application package

- a. by email (taumun@mun.ca) with the application form & other required documents sent as attachments. (Highly encouraged) or
- b. in person at the TAUMUN office (ER-4053). Monday, Wednesday & Friday 12:00 PM - 1:00 PM.

c. via external mail to

TAUMUN
Room ER 4053, Alexander Murray Building
c/o Department of Earth Sciences
Memorial University of Newfoundland
St. John's, NL
A1B 3X5

Important Notes

- Members will get a maximum of \$250 in an academic year (i.e., Fall 2022- Spring 2023) and a maximum of \$125 in a semester either from Child/Family Care Benefit or Health Care Benefit. If someone claimed for more than \$125, he/she would be given \$125 in that semester, and the rest will be paid in the upcoming semesters after giving priority to the new claimants of that semester.
- All applications will be processed on a first-come, first-served basis. Assistance will be provided until funds are depleted.
- The TAUMUN Employee Assistance Programs subcommittee will make all regarding decisions, and all decisions will be final.
- **Any applications without the required documents will not be considered.**
- There will be no advance payments nor any payments without eligible receipts.
- If all funds allocated for the year (Fall 2022- Spring 2023) are not dispersed, the remaining funds will be carried over to the next year's program.
- Health Care Treatment should be taken anywhere in Canada (Preferably NL).