

Information for Contract Faculty – Adapted from Local 556 George Brown College

Benefits Eligibility:

If you are eligible for Sun Life benefits as a result of having a partial-load contract (7-12 teaching hours per week), you should have completed paperwork at onboarding or when you became eligible.

You may have been on a part-time contract (6 teaching hours or less per week) when first hired (and therefore not eligible for Sun Life benefits), and at a later point have been offered a partial-load contract (therefore becoming eligible for Sun Life benefits).

In either case, benefits are terminated by the college at the end of the partial load contract and usually expire at the end of the calendar month of your expired contract.

Bridging Benefits:

Benefits coverage will stop at the end of the month that your contract ends. If you are re-employed as a partial load employee within six months of the end of your contract, the waiting period for the group benefits you are participating in will be waived and your benefits reinstated on the date of your contract.

If you are re-employed after six months, you will be considered a new employee and will be required to complete the waiting period to receive benefit coverage.

When a contract ends in April or June, group benefits can be bridged, and the cost of benefits are paid by the individual faculty member. Bridging benefits has an upfront cost.

In between the Fall and Winter semesters, group benefits will be reinstated effective the first day of your new contract, and there is usually a lag of 24-48 hours for the Sun Life system. It is always wise to wait 48 hours for the Sun Life update before submitting any claims.

For any questions about Sun Life, please access your Sun Life's Plan Member Services website at www.SunLife.ca/member.

Member Services and Coverage Details

To access Sun Life's Plan Member Services, you will need an access ID and password. Please follow the instructions as provided on Sun Life's website, entering 50832 as the contract/policy number and 219 plus your employee ID as the certificate/member number.

As you may be aware, you can stop your optional coverage or change to single coverage at any time, but you can only change from single to family or add optional coverage if (1) there is a break in your partial-load contracts of more than six months or (2) for life insurance only, you complete the prescribed health questionnaire or there is a change in your dependents or marital status. If there is a change in your dependents or marital status you may choose family and/or optional coverage by completing a new enrolment form and submitting it within 31 days of the change.

Online Benefit Claims are available. Active employees have the option to submit paramedical, vision care and dental claims electronically through Sun Life's plan member site.

Please be advised that while the information pertaining to the claim is submitted electronically, you will need to keep your original receipts for a period of 12 months from the date of claim in case Sun Life conducts an audit. Failure to provide receipts when requested by Sun Life will result in the loss of access to online claims, and possible further action. This service is not mandatory, so you can still submit paper claims.

Many of these and other questions about benefits are covered in the benefit booklet. Please refer to the Partial Load Booklet [Benefits Booklets – OPSEU 417 \(slcfaculty.ca\)](#).

Pension

Members can now go online to view their annual statements and get estimates. For more information go to <https://www.caatpension.ca/members> and select DB plus members as you are a non full-time employee.

You will need your member ID which is on your annual statement or you can call CAAT directly at 416.673.9000 to get your member ID. Here is the link to register <https://www.caatpension.ca/signin>

Maternity and PD Leave

Partial-load contract faculty maternity leave top salary up to 92% of pay on whatever remains of your contract which is normally a max of 4 months.

Although paid professional development (PD) leave opportunities are available to full-time faculty—including, in some cases, funding towards further post secondary studies—faculty on partial-load contracts do not have access to paid PD leave.

Your Associate Dean/Dean may offer some compensation, at their discretion, for workshops/conferences; however, most do not. Please check with your Associate Dean/Dean.

Email presence during non-contract time:

You are not obligated to monitor or respond to email messages from the College during non-paid time.

If your Associate Dean/Dean emails offers of teaching to your college account, you can supply the Associate Dean/Dean with an alternative email to which they can send any teaching assignment offers.

Faculty Members who work at multiple colleges

While working at 2 colleges you will continue to contribute to your pension at both colleges as long as you signed up for your pension at both. CAAT will be advised that you work at 2 colleges.

If you have a partial-load contract at multiple colleges, only one college can offer you full benefits. The other college would have to provide you with just basic medical benefits.