



# LOCAL 33

## Education Funding (EITF)

### **STEP #1**

**APPLY at least 2 weeks BEFORE @ [www.unalocal33.com](http://www.unalocal33.com)**

*\*\*All applications must be submitted electronically*

*\*\*Please ensure you meet all the requirements listed for approval*

### **STEP #2**

**SUBMIT an EITF claim in UNA DMS AFTER you attend/complete.**

*\*\*Remember to include BOTH payment receipt & confirmation of attendance*

*\*\*screenshots of partial receipts will not be accepted*

Information on how to submit an EITF Claim can be found on the UNA website at

⇒ <https://help.una.ca/ei-trust-fund-claims-member-with-una-account/>

### **Background**

The Education Fund is comprised of monies obtained from Employment Insurance (EI) rebates via the employer that are held in trust by Local 33. EI contributions are made by full-time and part-time employees (for STD and LTD). Casual employees do not pay into STD or LTD.

Therefore, funding is only made available to those who are in a temporary or permanent FT/PT position. They are not Local 33 funds obtained through union dues or levies.

### **Guidelines for Application**

1. Must be currently employed at RAH under the terms of the UNA Collective Agreement.
  - a. employed for 2 months in a regular or temporary position with a minimum 0.4 FTE at time of application (this includes BECE positions).
  - b. casual employees are not eligible.
2. The application form must be submitted a minimum of 2 weeks prior to the start of the requested education date. This includes online course work.
3. No funding shall be approved retroactively.
4. Each applicant will be notified of approval/denial of their application via email within 14 days. Please remember to also check your junk mail.
5. Brochures are no longer required.
6. The Local is committed to supporting members' access to education funding. To ensure fairness and consistency for all applicants, funding decisions must follow the established process. Communications related to funding are expected to always remain respectful and professional.

## **Distribution of Funds**

1. Funding for each calendar year is to a maximum of \$1000 per individual. Amount of funding will be provided based on the year requested and shall not be cumulative. The amount available per individual each calendar year, shall be determined during a Local 33 EITF member/duespayer meeting as required.
2. Expenses considered for funding:
  - a. registration
  - b. travel (airfare, bus, train, taxi, and/or mileage if event is held outside a 100km radius of Edmonton and approved at the discretion of UNA executive). Mileage covered at \$0.57/km, or gov't rate, whichever is higher.
  - c. accommodation (including Hotel and Air B&B)
  - d. textbooks
3. Both proof of attendance/course completion and complete receipts must be provided with each EITF expense claim submission. Where possible, please download and attach the full documents as attaching only screenshots often cuts off vital information further delaying the approval process. Receipts must include your name, the amount paid and date, and the course name. If sharing accommodations, it is your responsibility to request a receipt in your name.
4. Correspondence courses must be completed within one (1) year of approval of funding. Requests for extension must be submitted in writing to [local33@una.ca](mailto:local33@una.ca) for approval.
5. Funds will be distributed on a first come, first serve basis with \$250,000 allocated for each six months period, January 1<sup>st</sup> – June 30<sup>th</sup> and July 1<sup>st</sup> – December 31<sup>st</sup>. EITF expense claims will be denied if the education fund becomes depleted.

### **PLEASE NOTE**

- Applicants should submit EITF expense claims within 4 weeks following the completion of the course for reimbursement.
- Applicants are responsible for ensuring their direct deposit information is up to date in DMS, this includes submitting all applicable tax forms.  
Go to <https://help.una.ca/submitting-a-td1-and-td-1ab-forms/>
- Deadline for submitting receipts to be funded out of that calendar year is December 31<sup>st</sup>. Otherwise, they will be funded out of the following year.

**If you have any questions or concerns, please contact the Local 33 office at 780-735-5285 or via email at [local33@una.ca](mailto:local33@una.ca)**