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## Reimbursement and Bursary Policy

**All Administrative Staff are responsible for administering this policy.**

Implementation Date: January 1<sup>st</sup>, 2021

Date of Last Revision: April 1<sup>st</sup>, 2021

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### **Purpose:**

The purpose of this policy is to ensure that active UA Local 170 members receive bursaries and reimbursements that they are entitled to. It is also to ensure that no reimbursements or bursaries are issued to members (Apprentice or Journeyperson) that do not qualify.

### **Procedure for JTIP and JRD Reimbursements:**

1. A UA 170 member may be entitled to a reimbursement if:
  - a) The member provides written confirmation that they are actively, currently working on a UA 170 signatory contractor site (via *JTIP Reimbursement Requisition Form* or *JRD Reimbursement Requisition Form*) or,
  - b) The member provides adequate written explanation as to why they are not working for a UA 170 signatory contractor, and attaches it to the relevant payment requisition form.
2. The written notice is subject to review by UAPICBC staff, and approval by the Executive Director. No member is automatically eligible for reimbursement. Potential reasons a reimbursement might be refused include, but are not limited to:
  - a. Member has not worked a minimum of 900 hours with a UA 170 signatory contractor,
  - b. Member is currently, or has at any point since initiation into UA 170 worked for a non-union company,
  - c. Member has already received reimbursement for this expense,
  - d. Previous or current disciplinary review, and/or
  - e. A false declaration on the *JTIP* or *JRD Reimbursement Requisition Form*.
3. Should the member receive reimbursement without having met the above conditions, they will be expected to pay back the fund **IN FULL** and may be subject to re-initiation/re-instatement fees in the future.

### Procedure for Bursaries:

1. A UA 170 member may be entitled to a bursary if:
  - a) The member provides written confirmation that they are actively, currently working on a UA 170 signatory contractor site (via *Bursary/Gas Payment Requisition Form*) or,
  - b) The member provides adequate written explanation as to why they are not working for a UA 170 signatory contractor, and attaches it to the *Bursary/Gas Payment Requisition Form*.
2. The written notice, as well as bursary request are subject to review by UAPICBC staff, and approval by the Executive Director. No member should expect a bursary payment automatically. Potential reasons a bursary might not be issued include, but are not limited to:
  - a. Member has not worked the required minimum hours with a UA 170 signatory contractor, as outlined below,
  - b. Member is currently, or has at any point since initiation into UA 170 worked for a non-union company,
  - c. Member did not attend schooling at UAPICBC,
  - d. Member has already received a bursary for this level of schooling,
  - e. Previous or current disciplinary review, and/or
  - f. Member is undergoing a second apprenticeship.
3. Should the member receive a bursary without having met the above conditions, they will be expected to pay back the fund **IN FULL** and will be subject to re-initiation/re-instatement fees in the future.

4.

#### Bursary hour requirements:

Bursary	School level completed	Total union worked hours	Monetary value
1	1	900	\$500
2	2	2700	\$500
3	3	4500	\$500
4	4	6300 + successful completion of IP exam	\$500



**\*\*ADDENDUM TO PREVIOUS POLICY\*\*** If a member joins after some of their apprenticeship is complete, they will be entitled to bursaries at the minimum required hours for brand new apprentices. For example, if an apprentice joins UA 170 in the middle of their apprenticeship, after completing first- and second-year schooling elsewhere, and then takes level 3 and 4 schooling at UAPICBC, that member is entitled to the 3<sup>rd</sup> year bursary (their first bursary) at 900 UA union-worked hours, and the 4<sup>th</sup> year bursary at 2700 UA union-worked hours (and successful completion of the IP exam).



# Bursary/Gas Payment Requisition Form

Please complete all fields:

FULL NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ UA CARD NO: \_\_\_\_\_

**PLEASE NOTE:** All receipts must be submitted within 18 months of payment.

AMOUNT PAID (\$)

FIRST BURSARY (900 HOURS) \_\_\_\_\_

SECOND BURSARY (2700 HOURS) \_\_\_\_\_

THIRD BURSARY (4500 HOURS) \_\_\_\_\_

FOURTH BURSARY (6300 HOURS + IP) \_\_\_\_\_

GAS B INITIAL TEST \_\_\_\_\_

### UA LOCAL 170 MEMBER VERIFICATION

I have read and understand the *Reimbursement and Bursary Policy*. I am currently working for a UA 170 Signatory contractor or have attached a written expiation as to why I am not. My union dues are up to date. I understand that a false declaration on this form will result in financial penalties. I have attached both a copy of the original invoice paid, as well as my ticket (if applicable).

\_\_\_\_\_  
(UA local 170 member's Signature)

\_\_\_\_\_  
(Date)

### UAPICBC STAFF MEMBER VERIFICATION:

\_\_\_\_\_, is a member in good standing with UA Local 170, and I have verified this member meets the conditions laid out in the *Reimbursement and Bursary Policy*.

\_\_\_\_\_  
(UAPICBC Staff Name and Signature)

\_\_\_\_\_  
(Date)