

PSAC Local 555 Non-Student Parking or Public Transportation Relief Policy

The non-student travel relief policy exists to provide assistance to PSAC Local 555 non-student members with parking or public transportation relief. This policy defines eligibility for the non-student travel relief policy, guidelines for applications, and how PSAC Local 555 is authorized to respond to and assist applicants.

Eligibility

The non-student travel relief is open to all PSAC Local 555 members who are not students.

Fund Information

Members can apply for one of the following options:

- Option 1: Members are eligible for Five (5) Ontario Tech University North Campus 1-day parking passes per term (3 Terms: Spring/Summer Term, Fall Term, and Winter Term).
- Option 2:
 - Members working under 20 hours per week or holding 1 Sessional Instruction contract are eligible for \$25 CAD per month from the fund.
 - Members working 20 to under 30 hours per week or holding 2 Sessional Instruction contract are eligible for \$50 CAD per month from the fund.
 - Members working 30 hours or more per week or holding 3 Sessional Instruction contract are eligible for \$75 CAD per month from the fund.

Option 1

How to Apply

Make an appointment by sending an email to Office@PSAC555.ca to review eligibility and receive passes.

Option 2

How to Apply

- Complete the Bus Pass Subsidy Application Form and submit it to PSAC Local 555 by the posted deadline.
- Applicants must provide proof of expenses incurred (i.e. receipts) and a brief explanation of the expenses, as necessary.

- Applications must include all requested information. Incomplete applications will not be considered.
- Please submit your completed application to Office@PSAC555.ca.

Deadlines

There are three application cycles for reimbursement of bus pass purchases each year:

Documentation for expenses incurred in this time frame:		Application deadline
Summer	May 1 – August 31	September 30
Fall	September 1 – December 31	January 31
Winter	January 1 – April 30	May 31

The PSAC Local 555 Adjudication Committee will evaluate applications and notify applicants of the decision within 30 days of the applicable application deadline.

Application Review Process

Applications must be filled out in full, with supporting documentation (receipts), to receive consideration. The PSAC Local 555 Adjudication Committee will review all applications and notify applicants within 30 days of the application deadline via email. The application review process assures your confidentiality:

- Each applicant is assigned an ID number before the application is sent to the Adjudication Committee.
- Applications are then reviewed and assessed by the Committee.
- Applications are kept on file for the purposes of characterizing members' needs for future rounds of negotiations.

Recipients and award amounts are kept anonymous. If your application has been denied and you would like to know why, please contact Office@PSAC555.ca.