

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

In the last Annual General Meeting, you, the PSAC Local 555 membership, allocated \$9500.00 for non-student travel and/or parking-related expenses.

Members can apply for one of:

- Option 1: As of Jan 2026-a maximum of 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: As of Jan 2026- a maximum \$60 per month subsidy for the purchase price of a bus pass.

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.