



Concordia University Part-time Faculty Association
Association des professeur(e)s à temps partiel de l'Université Concordia

BENEFITS FOR PART-TIME FACULTY

The following is a brief summary of benefits available to part-time faculty members at Concordia University, along with some relevant introductory information. See additional links to [university services](#) on our website.

Important:

1. You need to acquire an [employee identification card](#), contact [Human Resources](#)
2. You need to acquire a [Concordia email address](#) (see [Carrefour-My CU Account](#) menu) and use it every single day. Key information for Concordia employees is transmitted via the university email system and it is very important you remain informed.
3. *Always remember if you run into any [unusual difficulties](#) with respect to benefits or anything else related to your employment, you should [contact CUPFA first](#) at info@cupfa.org*

BENEFITS:

Pension Plan for Employees of Concordia University

This is a defined benefit pension plan, something which is becoming a rarity these days. It means you will have guaranteed monthly payments for life once you start drawing your pension. You should try to qualify for this as soon as you can.

By law you qualify for the pension plan after either earning 35% of the YMPE (Yearly Maximum Pensionable Earnings as set by the government each year), or 700 hours of employment, within a calendar year. This usually means that *in order to qualify* you need to teach 3 courses in a *calendar* year (January to December). You would then be enrolled in the plan on January 1st of the following year. You remain enrolled even if you teach fewer courses per year after qualifying.

We have full details about how the [Pension Plan](#) works on the CUPFA website.

It's never too early to think about [Retirement Planning](#) and you can also review some suggested [financial workshops and documents](#).

Group RRSP and TFSA Accounts

All Concordia employees may make use of these group accounts: [Group RSP](#)

Your contact point is benefits@concordia.ca.

Health Insurance

Until you reach 40 credits of seniority you will be enrolled in the RAMQ equivalent health care plan. See article 15.15 of the [CUPFA Collective Agreement](#)

Once you have 40 seniority credits you will be enrolled in the Comprehensive Medical Insurance Plan at Concordia. Full details about coverage can be found on Carrefour, Human Resources, Benefits, including how to opt out if you are covered by another plan. Once enrolled you will have contact information for SunLife Insurance which administers the plan. If you run into difficulties, contact us at info@cupfa.org.

Paid Sick Leave and Salary Insurance Plan

See article 15.04 and 15.05 of our Collective Agreement. Coverage starts from the date you sign your contract. If you become too ill to work while you are under contract, you will receive full pay and benefits for up to one month. If the disability continues beyond that, you receive 85% of your salary for up to the remainder of your signed contract for the academic term during which you became disabled. Once you have 75 or more seniority credits, you receive 85% of your salary for the remainder of up to 2 consecutive terms provided you have signed contract(s) for those 2 terms. Contact your department chair and medicalabsence@concordia.ca if you become too ill to work. For Occupational Illness or Injury see article 15.13 of the CUPFA Collective Agreement.

OTHER BENEFITS:

Parental, Paternity and Maternity Leaves

See articles 14.01 to 14.05 of the CUPFA Collective Agreement. Your contact point is benefits@concordia.ca.

Bereavement Leaves

See article 14.06 of the CUPFA Collective Agreement. You are entitled to 5 consecutive working days of paid leave in the event the death of an immediate family member or in-law. If you need to travel more than 300 km from the city of Montreal the leave can be extended to up to 10 days.

Jury Duty Leave

See article 14.07 of the CUPFA Collective Agreement. You will be paid in full while serving on a jury, subject to some conditions.

Office Space and Facilities

See article 19.01 of the CUPFA Collective Agreement. You are entitled to use the part-time faculty office in your department and computer equipment from the date you sign your contract.

Tuition Fee Waivers

See article 19.03 and 19.04 of the CUPFA Collective Agreement. Once you reach 21 credits of seniority, you can benefit from tuition fee waivers as set out in our Collective Agreement.

Library Privileges

See article 19.05 of the CUPFA Collective Agreement. You are entitled to full use of the library as long as you are under contract, or on the seniority list, even if you are on leave. Your contact point is lib-circulation@concordia.ca.

Health Services

Find out more about Concordia's [Health and Wellness services](#).

Employee Assistance Program (EAP)

All Concordia employees may make use of this program. Concordia's [Employee Assistance Program](#) (EAP) is a strictly voluntary, **confidential** counselling, referral and information service that provides a broad range of services to employees eligible for Health Benefits and their immediate family. Services in English and French are available to you at no cost 24 hours a day, 7 days a week.