

## **UNIT 1 PERF EXTENSION - NEW DEADLINE AUGUST 1, 2020 IN LIGHT OF THE COVID 19 SITUATION**

In light of the COVID 19 situation, I have negotiated with the VPFA's Office for an extension to the Unit 1 Professional Reimbursement Expense Claim Form for all Unit 1 members on a one time basis only from June 15, 2020 to August 1, 2020. Nonetheless, Unit 1 members are encouraged to submit their claims earlier if possible and not wait until the extended deadline.

Here are the instructions for submitting the claim form and original receipts:

- 1) Print the form and complete it with original signature and attach original receipts (make sure these receipts are itemized on the form with all categories filled out);
- 2) Put the form and receipts in an envelope;
- 3) Snail mail the form to our office: 350 Victoria Street, POD 156B, Toronto, Ontario, M5B 2K3;
- 4) The deadline is August 1, 2020. Make sure that your form is postmarked August 1, 2020 or earlier.

If you have any questions regarding the claim funds, please contact our Treasurer, Richard Deklerk, at [richard.deklerk@ryerson.ca](mailto:richard.deklerk@ryerson.ca).

Those holding a Reduced (teaching 9-14 hours per week) sessional Unit 1 employment contract are eligible to claim up to \$425 per term with a maximum of \$850 for the academic year.

Those holding a Full (teaching 15 hours per week) sessional Unit 1 employment contract are eligible to claim up to \$550 per term with a maximum of \$1100 for the academic year.

Please note that the PERF 1 Claim form requires that original receipts MUST be attached. The form lists explicit details of what expenses qualify for reimbursement. All PERF 1 Claim forms must be submitted in hard copy with original receipts attached and itemized on the form to be eligible.

The form for these claims is available on our website, [www.cupe3904.ca](http://www.cupe3904.ca), under Unit 1, Forms, Unit 1 PERF Claim Form. **Here is the URL for the form:** <https://cupe3904.ca/unit-1-professional-development-claim-form/>

**New Deadline for submission (this year only in light of COVID 19): August 1, 2020.**

Members are limited to one PERF 1 Claim form per term. Kindly ensure that you submit your claim for the full amount allowable as per the terms of the collective agreement noted above. All claims must be submitted by August 1st. Due to the high volume of PERF 1 claims, only your first claim form submitted will be accepted.

Funds are provided on a first-come-first-served basis. Once the funds are depleted for the term, no further funds will be available.

No unused PERF funds from previous academic years will be eligible to be claimed or paid out.

All forms must be submitted in hard copy to the CUPE 3904 union office in POD 156B, together with original receipts attached. Our office is open from 9am to 12noon and 1pm to 4pm from Monday through Friday. If the CUPE 3904 office door is closed, kindly slip your form together with original receipts under the office door. Your documents will be safely received by the union.

Due to the high volume of claims, we ask that members do not contact the CUPE 3904 Office for an update regarding their application.

Deadlines are non-negotiable.

Kelly Train, PhD  
Unit 1 Chief Steward  
CUPE 3904  
[ktrain@ryerson.ca](mailto:ktrain@ryerson.ca)