

<b>Number:</b>	RHR-218
<b>Title :</b>	Conditions of Eligibility for Employee Benefits
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	March 30, 2022
<b>Approved:</b>	March 30, 2022 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation determines the conditions of eligibility for employee benefits for administrative and management staff, and members of the Administration Committee of Saint Paul University.

## 2. Definitions

Employee benefits comprise:

- 2.1 Group insurance (eligibility requirements as well as group coverage may vary depending on the participant's age and whether or not he has a family);
- 2.2 The pension plan;
- 2.3 Monetary compensations such as:
  - an exemption from tuition fees;
  - moving expenses;
  - loans for the purchase of computers.

## 3. Regulation

- 3.1 The following are eligible for all employee benefits:
  - regular administrative and management staff in an open-ended contract position with a work schedule of over 21 hours a week;
  - members of the Administration Committee.
- 3.2 The following are eligible for group insurance, except for short- and long-term disability:
  - employees with a contract of 12 consecutive months or more in a fixed-term position with a work schedule of over 21 hours a week.
- 3.3 Eligibility for certain benefits may include a waiting period.