

Number:	RHR-218
Title :	Conditions of Eligibility for Employee Benefits
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	March 30, 2022
Approved:	March 30, 2022 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
	Revised June 18,2025
Exception:	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,:
 - 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.
- 3.4 During a leave of absence without pay, employees, subject to the provisions of the insurance policies in force, may maintain their coverage in the benefit plans in articles 2.1 and 2.2 above provided they pay the full premium for these benefits for the period of the leave, on a monthly basis or according to the terms agreed upon between the employee and the University..