

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
QUEEN'S UNIVERSITY ("UNIVERSITY")
AND
THE QUEEN'S UNIVERSITY FACULTY ASSOCIATION ("QUFA")
RE: Child Care Benefit

WHEREAS Human Resources is updating the application and approval process that is currently in place for childcare support benefits;

AND WHEREAS the process is changing in that the proof of attendance from the provider, and of amounts paid for the benefit year, need no longer be submitted to Human Resources in paper form, unless such documentation is required for audit purposes.

AND WHEREAS, with a view to ensuring funds are allocated appropriately, Human Resources will conduct a prepayment audit of submitted applications, randomly across all employee groups at the University that participate in such a plan;

AND WHEREAS Appendix M of the Queen's-QUFA Collective Agreement must be amended to reflect the updated application and approval process;

NOW THEREFORE the Parties agree as follows:

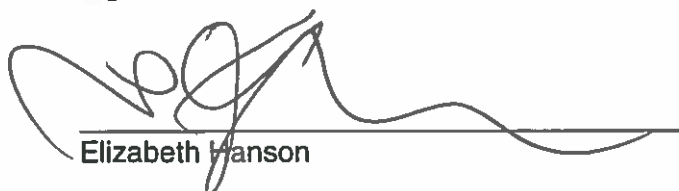
1. Appendix M – Child-Care Benefit Plan, 1. (a) shall be amended to read: "All applications must be received in Human Resources by February 1st (i.e., the online application on the Human Resources website must be completed). If audited, Members will be required to submit proof of attendance from the provider, and amounts paid, to confirm entitlement to reimbursement."
2. Attached to and forming a part of this MOA is a copy of the amended Appendix M. As per Article 4.3 of the Collective Agreement, a link to this MOA will appear on the Faculty Relations webpage and, as per the Parties' practice, the official copy of the Collective Agreement that is posted on the Faculty Relations' webpage will be amended to reflect the changes resulting from this MOA;
3. This MOA is without prejudice and without precedent to any and all future matters between the Parties except as expressly set out in this MOA.

Signed on behalf of Queen's this 11 day of January 2017.



Dan McKeown

Signed on behalf of QUFA on this 11 day of Jan. 2017.



Elizabeth Hanson

APPENDIX M CHILD-CARE BENEFIT PLAN

1. Subject to the following, Members who have dependent children under the age of seven, and Members who have dependent children under the age of twelve in before and/or after school programs, summer camps, or programs during school professional activity days are eligible for reimbursement of child-care costs:
 - (a) ~~All applications must be received in Human Resources by February 1st (i.e., the online application on the Human Resources website must be completed). If audited, Members will be required to submit proof of attendance from the provider, and amounts paid, to Human Resources prior to confirm entitlement to reimbursement. Members are required to submit proof of attendance from the provider and amounts paid for the benefit year. All documentation must be received in Human Resources by February 1st.~~
 - (b) Reimbursement for dependent children under the age of seven will be made if the child-care costs are incurred at the usual facility attended by the child or at a summer camp. Reimbursement will not be provided for casual care. A Member on Academic Leave will be reimbursed for child-care expenses incurred at facilities away from the child's normal place of residence if the expenses qualify under (c).
 - (c) Reimbursement will be made only for child-care expense payments that meet the Canada Revenue Agency definitions for the Child Care Expenses Deduction.
 - (d) If both parents are eligible, only one may claim the Child-Care Benefit.
 - (e) The plan maximum of \$2,250.00 per child will be provided annually, based on a calendar year. There are no carryover provisions if the full \$2,250.00 is not used in any given year.
 - (f) The daily maximum reimbursement for child-care expenses incurred by a Member for participation by a dependent child at a summer camp is \$5.00.
 - (g) Eligible dependent children are natural, step, common-law or adopted children or wards.
 - (h) The nominal value of the fund for this plan is \$351,714 in each year of the the collective agreement. In the event that the value of eligible claims is less than the total amount available, the surplus shall be carried forward and added to the fund for the following calendar year. If the eligible claims exceed the total amount available per year, the fund will be reviewed and

**APPENDIX M
CHILD-CARE BENEFIT PLAN**

amounts will be pro-rated based on the number of eligible claims. The participation rate, reimbursement levels, funding and administration of this plan will be evaluated each year.