

POLICY ON CUPE EMPLOYEE PRE-RETIREMENT PLANNING SEMINARS

1. Purpose

The purpose of the Pre-Retirement Planning Seminars is to help CUPE Employees' Pension Plan (CEPP) members:

- Understand their pension as a retirement income source.
- Learn how their pension integrates with other income sources (e.g., CPP/QPP, OAS, spouse's pension).
- Consider key financial factors and steps to address before retirement.

Note: These seminars provide general guidance on relevant financial questions, but **do not constitute financial planning sessions**.

2. Eligibility

Members of the CEPP are eligible to attend a pre-retirement planning seminar if they are at least **45 years old**.

Participation Rules:

- Eligible members may attend **one in-person seminar** during their CUPE employment.
- The employee's **spouse** (as defined in the CEPP Plan Text) or **one adult family member** (exceptionally) may also attend.
- Attendance of a family member must be **approved by the Joint Board of Trustees**.
- A spouse who is also a CEPP member may not attend twice (as a member and spouse).

3. Seminar Details

Frequency and Location:

- **Up to three** in-person seminars will be offered each year (with a minimum of one in French).
- Locations will be selected based on a minimum of:
 - **15 members + spouses/family** or
 - **20 members** confirmed attendance.

- Held in the **fall**:
 - **September/ November** during national convention years.
 - **October** every second year.
 - May be scheduled around **Division Conventions**.

Duration and Content:

- **Two days seminar**, held on **Friday and Saturday**.
- Ends by **3:00 PM on Saturday** to allow same-day travel home.
- Includes optional and mandatory components:
 - **Psychological Adaptation to Retirement** (*Optional*)
 - **Pension Benefits** (*Mandatory*)
 - **Financial Planning** (*Mandatory*)
- Up to **three optional psychological and Wellness webinars** may also be offered throughout the year in collaboration with HR.

4. Time Off to Attend

- Employees will receive **paid leave** for any regularly scheduled workday during the seminar and for necessary travel time.
- Time spent outside of normal work hours **is not considered overtime**.
- Employees choosing a non-air travel method that requires additional travel time may request **vacation leave**.
- **Spouse's lost wages will not be reimbursed**.

5. Expenses

All approved expenses will be covered by the **CUPE Employees' Pension Fund** for the employee and their accompanying spouse or family member.

Transportation:

- **Covered:** Receipted economy air/train fare and taxi fare.
- **Personal Vehicle Use:** Reimbursed as per the Pre-Retirement Seminar Expenses Guide including receipted parking.
- **Local Attendance:** Only receipted **parking and public transit** will be reimbursed.
- **Booking:** Prepaid airline and train tickets will be arranged through **WEUnion Travel**.

Hotel Accommodation:

- For employees living **outside the seminar's province or region**, CUPE will arrange and cover:
 - **Room cost and applicable taxes** (billed directly to CUPE).
- **Employees are responsible** for incidental or personal charges.

Meals:

- Reimbursed per Pre-Retirement Seminar Expenses Guide

Child Care:

- Employees will be reimbursed for **reasonable receipted childcare costs** that exceed their normal expenses.
- “Reasonable” is defined relative to local standards in the employee’s place of residence.

Other Expenses:

- All other expenses are subject to **case-by-case approval** by the **Joint Board of Trustees**.

Reference: Please consult the **Pre-Retirement Seminar Expenses Guide** for full accommodation and reimbursement details.