



**MEMBERS OF ASPA  
FLEXIBLE SPENDING PROGRAM**

**TERMS OF REFERENCE**

**Purpose**

The Flexible Spending Program provides additional health and wellness benefits for members through two separate spending accounts:

- **The Health Spending Account (HSA)** provides reimbursement for qualifying health and dental expenses for eligible members and their dependents for claims that have not been reimbursed by the extended health or dental plans. Benefits paid by the Health Spending Account are considered non-taxable.
- **The Personal Spending Account (PSA)** provides reimbursement for eligible expenses that promote the wellness of eligible members through physical fitness activities that have been shown to contribute to reduced absenteeism and reduce the cost of health benefits. Benefits paid by the Personal Spending Account are considered taxable.

Both the HSA and PSA are administered by Sun Life Financial according to their respective plan summaries.

**Eligibility**

Members of the ASPA bargaining unit who work at least half-time and are permanent, or who have been appointed into a term position of six months or greater, and are enrolled in the Extended Health Benefit Program are eligible for the Flexible Spending Program.

Members must also be a resident of Canada and be eligible under provincial government health care benefits.

**Effective Date**

Coverage under the Flexible Spending Program will take effect on the date when an eligible member is enrolled in the Extended Health Benefit Program.

## **Benefit Period**

The benefit period is the twelve month calendar year, January 1 to December 31.

## **Credit Funding**

A contribution (total credit allocation) in the amount of \$900 per eligible member per benefit year is made by the University of Saskatchewan to the Flexible Spending Program. Annual credit amounts are not pro-rated and members receive the full credit amount on the effective date of coverage.

## **Credit Allocation**

Eligible members may choose, on an annual basis, to allocate the \$900 in total credits between the HSA and the PSA or designate the full amount to one account.

Human Resources will notify eligible members of the requirement to allocate their funds between accounts, or to one account online (through PAWS) before December 31 of each year. Credit allocations between accounts cannot be changed after December 31 of that year.

If no allocation choice is made by December 31, the \$900 credit allocation will be automatically allocated to the members HSA. In subsequent plan years, if no allocation choice is made by December 31, the credits shall be allocated to the account chosen in the previous year.

## **Carry Forward Credit Accrual**

If the member's HSA and/or PSA reach a zero balance at any time during the benefit year, further expenses cannot be carried forward. If there is a credit remaining in either account at the end of the plan year, it can be carried forward to the next benefit year only.

Any unused credit amounts are forfeited by the member and revert back to the University of Saskatchewan.

## **Continuation**

The Flexible Spending Program is in effect while a member is actively at work and occupies an eligible position. If a member is on an approved leave of absence and has continued health benefits, the member's eligibility for the Flexible Spending Program will continue. If a member is on an unpaid leave of absence on January 1, they will receive their new allocation upon their return to work.

## **Termination:**

The Flexible Spending Program will cease in the event of:

- a member's employment termination,
- a member's retirement,
- a member's death,
- a change in a member's eligibility,
- the member does not maintain health coverage while on leave, or
- the program termination.

Any unused credit amounts are forfeited by the member and revert back to the University of Saskatchewan. Eligible claims incurred prior to employment terminating must be submitted within 90 days of the date of termination.

### **Taxation**

Any amounts reimbursed under the HSA are considered non-taxable benefits to the eligible member.

Under the University of Saskatchewan's interpretation of *The Income Tax Act*, amounts reimbursed from the PSA are considered taxable benefits to the eligible member.

### **Claim Procedures**

All claims must be received by Sun Life Financial within 90 days of the end of the calendar year in which the expense was incurred. Expenses incurred prior to employment terminating (as defined under Termination of Coverage section in this summary) must be submitted within 90 days of termination.

#### **Health Spending Account**

Sun Life Financial will provide reimbursement for eligible non-taxable health and dental expenses as defined in the underlying policy. Claim procedures for the HSA are detailed in the plan summary on Human Resources' website.

#### **Personal Spending Account**

Sun Life Financial will provide reimbursement for eligible expenses incurred by an eligible member as defined in the underlying policy. Claim procedures for the PSA are detailed in the plan summary on Human Resources' website.