

UA Local 516 Training Reimbursement Policy

UA Local 516 members working for employers that contribute to the Fund and attend trade-related training programs may apply for a reimbursement of eligible expenses such as monies paid for tuition fees and required books. To ensure an equitable distribution of training funds this policy has been adopted by the JATF to set out the reimbursement procedure.

General

- A written reimbursement application is required for all courses. Applications are available at: www.ua516.org/training
- Effective October 2, 2019 the annual training allowance was increased from \$2000 to \$4000 per calendar year.
- The final approval date of reimbursement shall be recorded as the date of record for the training.
- Class A Gasfitter training for members will be reimbursed 100% for the cost of tuition and required books (code and text), this reimbursement is outside of, and in addition to the \$4,000 annual limit.
- Reimbursement requests will be reviewed for eligibility and processed by the administrator of the fund.
- Requests may be submitted by the member or by the employer for training paid by them and attended by the member(s).
- Unresolved issues such as reimbursement eligibility will be presented to and ruled on by the JATF at the next regularly scheduled meeting.

Training Programs Outside of Apprenticeship Technical Training

To claim a reimbursement for training expenses, written preauthorization is required from the JATF administrator. The preauthorization process will ensure members and employers are aware of the reimbursement eligibility of the training expenses prior to the training occurring.

Eligible expenses include tuition fees and required books (code and text).

Expenses for travel, accommodations, wages, and examination fees are not eligible for reimbursement.

The process for claiming a reimbursement of eligible costs for training is as follows:

- Complete the appropriate Training Reimbursement Application (TRA) which is available at: www.ua516.org/training
- Submit the completed TRA and a course outline to the UA Local 516 JATF administrator.
- Upon review of the TRA, the applicant will be advised of pre-authorized expenses.
- Upon successful completion of the training, submit copy of receipt(s) and certificates of course completion to the Training department.

UA Local 516 Training Reimbursement Policy

Apprenticeship Technical Training (TT)

General

- Apprenticeship technical training tuition and required books (text and code) are outside of, and in addition to the \$4,000 annual training allowance.
- Apprentices successfully completing technical training after October 2, 2019 are eligible for a 100% reimbursement of tuition and book costs, this is in addition to the annual \$4000 training allowance.
- Required text and code books will either be supplied at no cost to the eligible apprentice or the apprentice will be reimbursed upon successful course completion depending on where training is taken.
- If the apprentice does not successfully complete the TT, or if it is determined that the apprentice does not work for a contributing employer, the apprentice will not be eligible for reimbursement.

Apprentices attending Technical Training (TT) at RTI

- Text and code books required for apprenticeship TT will be provided by RTI at no cost to eligible apprentices upon confirmed attendance of apprentices employed by contributing employers. The JATF will pay RTI for the books directly.
- Should an apprentice be unsuccessful in completion of the TT, or if it is determined that the apprentice does not work for a contributing employer, the JATF will invoice the apprentice to recover the cost of all books.

Apprentices attending Technical Training (TT) at Other Institutes

- Apprentices attending TT at institutes other than RTI are required to submit a copy of paid receipts to claim reimbursement for tuition and book costs to the UA Local 516 JATF.
- Tuition fees and the cost of required text and code books will be reimbursed by the JATF to the eligible apprentice upon successful completion of the training.

Amended October 2, 2019