

Policy Category: General

Subject: PSAC Mental Health Committee Fund Disbursement Policy

Vetting Authority: Generating committee

Approving Authority: PSAC Executive Committee

Related Documents: PSAC Bylaws 12

Effective Date: ASAP

1 PURPOSE 1 The purpose of this policy is to outline how the executive will disperse the \$50,000 allocated to PSAC 610 in the current collective agreement and how data related to this disbursement will be stored.

2 Disbursement Policy

2.1 The PSAC 610 Mental Health Fund (MHF) will be made available to all members of PSAC 610 on a first come, first served basis. Members will be made aware of this when they apply; it will be clearly stated on the website, in any official communications regarding the Fund, and on the application form.

2.2 Members will be eligible to apply for the Fund to cover the following, based on the evidence-based literature review done by the PSAC 610 Mental Health Committee:

- i) Individual therapy by a licenced practitioner
- ii) Group therapy performed by a licenced practitioner
- iii) Medications, to treat mental health, with prescriptions made by a nurse practitioner, physician or psychiatrist.

Further details on each of these can be found in the literature review (Appendix 1).

2.3 Members will be able to apply for the fund to a maximum of \$299

2.4 In order to make the Fund quickly accessible to PSAC 610 members, approval of applications will only require that they meet the terms set out in 2.2 and 2.3, with the signature of the President or Admin Chair, as well as the VP Finance verifying this on the application forms.

2.4.1. The VP Finance will sign each application because they will be responsible for issuing cheques and maintaining the status of the fund. As such, they will know when the Fund has been exhausted.

2.4.1.1 Once the VP Finance is aware of the exhaustion of the Fund, they will immediately contact the Communications Chair, who will send out communication to the membership to let them know that funds are no longer available.

3 Privacy Policy

3.1. The application form will specify that all data collected for the purpose of administering the MHF will be kept confidential. The application form will describe the policy written below.

3.2. In order to be eligible for the funding, members of PSAC 610 will sign that they agree to their data being collected and stored in this manner.

3.2 Data Storage Analysis, and Retention Policy

3.3.1 The office staff and members of the executive will ensure that the privacy of PSAC 610 members is maintained by keeping all applications in a locked filing cabinet (hard copy) or on a password protected computer (electronic).

3.3.2. Applications will only be stored in the Union office, which will be locked when staff and executive are not present.

3.4 At the discretion of the President, or by a majority vote by the executive, members of PSAC 610 (e.g. members of the bargaining team) will have the ability to analyze anonymized data within the Union office.

3.5 Raw data will only be accessible to the President and the VP Finance for the purpose of administering the MHF.

3.5 Raw data and anonymized raw data will not leave the Union office; only aggregate statistics will be made publicly available.

3.6 Raw data and anonymized raw data will be retained by the Union for a period of 7 years after the application year end date. After this period, the data will be destroyed.