

There are three main steps to Defence Fund Benefits:

- A. Obtaining approval by the Directors;
 - B. Requesting payment of the benefits; and
 - C. Repayment of any Defence Fund loans.
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A. Applying for director approval

The decision to provide benefits must be made by the Directors.

To apply for Defence Fund benefits, a Member Union must send a brief (maximum one page) report to the Fund's Secretary, at CAUTDFsecretary-secretaireCDACPPU@caut.ca. The Secretary will work with the Defence Fund President to schedule a meeting of the Directors to consider a Member Union's request. The request must be sent at least seven days prior to the date of the Directors' meeting.

The Member Union's report **must** contain:

1. The Union's current bargaining situation (do not include confidential or sensitive information as the report will be sent to all Defence Fund Directors);
2. The benefits requested, which may include one or some of the following:
 - Daily Benefit (SRR 7.2.1),
 - Strike Support Loan (SRR 7.2.2),
 - Group Insured Benefit Loan (SRR 7.2.3),
 - Strike Support Actions (SRR 7.4),
 - Strike Mediation and Arbitration Benefit (SRR 7.2.4) [see below for additional requirements],
 - Mediation and Arbitration Benefit (SRR 7.3.1) [see below for additional requirements], and
 - Rotating Strike Daily Benefit (SRR 7.6) [see below for additional requirements],

* Typically, Member Unions who are considering strike action apply for the Daily Benefit (or Rotating Strike Daily Benefit), Strike Support Loan, Group Insured Benefit Loan and Strike Support Actions at the same time. A Union can decide later which of the approved benefits it will access.

3. A list of the Union's bargaining demands. This is so that, in accordance with By-Law No. 1, section 4.3, the Defence Fund Secretary can ensure that the demands are not in substantial conflict with CAUT Policy Statements or Guidelines on Academic Freedom, No Discrimination, Academic Appointments and Tenure, or Collective Bargaining. A list of bargaining demands is not required when applying for the Solidarity Daily Benefit or the Bargaining Rights Defence Benefit.

Benefits with additional requirements

For the **Strike Mediation and Arbitration Benefit (SRR 7.2.4)**:

- if strike mediation or arbitration has already occurred, the Union must also include in its email to the [Defence Fund Secretary](#) an itemized list of the costs incurred for mediation or arbitration **to settle a strike**, as set out in SRR 7.2.4(a).
- if strike mediation or arbitration has not yet occurred, the Member Union may still apply for this benefit, but will have to submit the itemized costs incurred following mediation or arbitration (referenced in the preceding paragraph) before any payment will be made.

The email must also indicate the Union has paid the first \$5,000 of the costs incurred and the amount sought (up to \$50,000) from the Defence Fund. Please see SRR 7.2.4 for benefit conditions and eligible expenses.

For the **Mediation and Arbitration Benefit (SRR 7.3.1)**:

- if mediation or arbitration has already occurred the Union must also include in its email to the [Defence Fund Secretary](#) an itemized list of the costs incurred for mediation and/or arbitration to **settle contract negotiations** (i.e., no strike has occurred), as set out in SRR 7.3.1(a), or
- if mediation or arbitration has not yet occurred, the Member Union may still apply for this benefit, but will have to submit the itemized costs incurred following mediation or arbitration (referenced in the preceding paragraph) before any payment will be made.

The application also needs to include details of the dispute, including steps already taken to negotiate or arbitrate a solution, and the purpose of the expenditure. The email should indicate the Union has paid the first \$5,000 of the costs incurred and the amount sought (up to \$50,000) from the Defence Fund. Please see SRR 7.3.1 for all benefit conditions and eligible expenses.

Benefits with other requirements

For the **Bargaining Rights Defence Benefit (SRR 7.3.2)**, the Union must send an email to the Defence Fund Secretary indicating that it has incurred or will incur costs to defend bargaining rights, such as:

- unfair labour practice complaints against the employer,
- complaints against an employer's failure to bargain in good faith,
- applications for legal remedies against certain types of employer actions that might otherwise lead to strikes in situations where that member union has legal bargaining rights and where a collective agreement is being negotiated or renegotiated, or
- legal defence against legislative actions to remove or restrict collective bargaining and/or strike rights.

The email must provide details of the dispute, a summary of the bargaining defence rights actions and indicate the amount the Union is seeking from the Defence Fund. Applications, eligible expenses and the amount to be approved is determined by the Directors. Please see SRR 7.3.2 for all benefit conditions and eligible expenses.

For the **Solidarity Daily Benefit (SRR 7.3.3)** the Union must send an email to the Defence Fund Secretary indicating that that some of its members will be lawfully demonstrating solidarity with members of another union by refusing to cross a picket line when those individuals would otherwise be required to cross the picket line to get to their work and as consequence will lose pay. The email must indicate the name of the striking union and its anticipated strike date.

B. Accessing approved benefits

Once a Member Union's requests for CAUT Defence Fund benefits have been approved by the Directors at one of its directors' meetings, and the Union determines it is now in need of any or all the approved benefits, the Union should follow the step outlined below.

All forms can be found on the Fund's website <https://defencefund.caut.ca/documents>. If a Union is accessing several benefits which require completion of the Banking Information form and a void cheque, only one copy of each need be sent to the Defence Fund Secretary.

Wire transfer payments take a minimum of three business days after complete payment instructions and strike information have been provided to the Defence Fund Secretary.

Daily Benefit (SRR 7.2.1)

1. The Union must complete the [Strike Headquarters and Banking Information Form](#) and return them to the [Defence Fund Secretary](#) with a copy of a void cheque.
2. The Union must notify the [Defence Fund Secretary](#) once the strike has started.
3. Payments are made electronically directly to the Union. **There is no Strike Benefit until the fourth day of a strike.** The Daily Strike Benefit will be paid following each seven-day period after the initial three-day waiting period unless the strike is of a shorter duration. If the day falls on a weekend or statutory holiday, the payment will be made on the prior business day.
4. The Union must notify the [Defence Fund Secretary](#) when a strike ends.

Strike Support Loan (SRR 7.2.2)

1. The Union must complete and sign the [Strike Support Loan Form](#) and [Banking Information Form](#) and email them to the [Defence Fund Secretary](#) with a copy of a void cheque.
2. The Union must notify the [Defence Fund Secretary](#) once the strike has started.
3. Payments are made electronically directly to the Union. Payments are limited to a maximum of \$200,000 before or at the commencement of the strike, and a maximum payment of \$200,000 at the end of each one-week period during the strike. A Member Union may request expedited payment of the first instalment but note that three business days are required for any payment.
4. A new Strike Support Loan Form must be completed for each new installment.
5. The Union must notify the [Defence Fund Secretary](#) when a strike ends.

Group Insurance Benefits Loan (SRR 7.2.3)

1. The Union must email to the [Defence Fund Secretary](#) completed the [Group Insurance Benefits Loan Form](#), [Banking Information Form](#), and a copy of a void cheque.
 2. The Union must notify the [Defence Fund Secretary](#) once the strike has started.
 3. Payments are made electronically directly to the Union.
 4. The Union must notify the [Defence Fund Secretary](#) when a strike ends.
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Strike Support Actions (SRR 7.4)

1. The CAUT Defence Fund President will reach out to the President of the Member Union engaged in a strike to determine if it would like visitors from Member Unions to demonstrate in support or to take other actions that may help lead to the end of the strike.
2. If requested by the Member Union, the CAUT Defence Fund President will make arrangements for flying and driving picketers from the Defence Fund.
3. The Union must notify the [Defence Fund Secretary](#) when the strike ends.

Strike Mediation and Arbitration Benefit (SRR 7.2.4)

1. The Member Union must email the [Defence Fund Secretary](#) with the invoices setting out the expenses for the mediation or arbitration used to settle the strike and confirm that the Union has paid the first \$5,000 of the expenses. The Union must also complete and send the [Banking Information Form](#) with a copy of a void cheque.
2. Payments are made electronically from the Defence Fund account directly to the Union.

Mediation and Arbitration Benefit (SRR 7.3.1)

1. If it has not already done so, the Member Union must email the [Defence Fund Secretary](#) with the invoices setting out the expenses for the mediation and/or arbitration used to settle contract negotiations and confirm that the Union has paid the first \$5,000 of the expenses.
2. The Union must send in to the [Defence Fund Secretary](#) a completed [Banking Information Form](#) with a copy of a void cheque.
3. Payments are made electronically from the Defence Fund account directly to the Union.

Bargaining Rights Defence Benefit (SRR 7.3.2)

1. If it has not already done so, the Union must email the [Defence Fund Secretary](#) the invoices for eligible expenses incurred defending its bargaining rights, as approved by the Directors.
 2. The Union must send in to the [Defence Fund Secretary](#) a completed [Banking Information Form](#) with a copy of a void cheque.
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3. Payments are made electronically from the Defence Fund account directly to the Union.

Solidarity Daily Benefit (SRR 7.3.3)

1. The Union must email the [Defence Fund Secretary](#) the completed [Banking Information Form](#) with a copy of a void cheque.
2. The Union must notify the [Defence Fund Secretary](#) once the strike has started and indicate for each day how many individual members lawfully showed solidarity with the striking union by refusing to cross the picket line to get to their work and therefore lost pay.
3. Payments are made electronically directly to the Union. **Please note that the Union will not receive any Solidarity Daily Benefits for the first three days of a strike.** The Solidarity Daily Benefit will be paid following each seven-day period after the initial three-day waiting period unless the strike is of a shorter duration.
4. The Union must notify the [Defence Fund Secretary](#) when the strike ends.

Rotating Strike Daily Benefit (SRR 7.6)

1. The Union must email to the [Defence Fund Secretary](#) the completed and signed [Strike Support Loan Form](#) and [Banking Information Form](#) with a copy of a void cheque.
 2. The Union must notify the [Defence Fund Secretary](#) once the strike has started.
 3. At the end of each week of partial or rotating job actions the Union must send an email to the [Defence Fund Secretary](#) attaching a [completed Rotating Strike Worksheet \(SRR Appendix 2\)](#). The Worksheet indicates when the total number of individual member strike days (FTE) equals the number of days lost if the entire membership went on strike for three full days (i.e., the Three Day Threshold (TDT)). Upon receipt, the Secretary will advise the Union of their eligibility status for benefits (i.e., if they have reached or passed their TDT, how close they are to their TDT if they have not passed it yet, and the amount of the Daily Benefit they will be receiving, if any).
 4. The Union must notify the [Defence Fund Secretary](#) when the strike ends.
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C. Loan repayment

Defence Fund loans are interest-free for six months following the end of the strike. As of the last day of the six-month period following the end of the strike, interest will be charged at the Bank of Canada Overnight Money Market Financing Rate plus 1%. Any loans received but not used should be repaid within 30 calendar days of the conclusion of a strike or lockout.

*Please note that the Union is responsible for covering any bank charges associated with electronic, wire transfer or cheque payments.

Unused loans

1. At the request of the Union, the Defence Fund Secretary will provide the Union with the CAUT Defence Fund banking information.
2. The Union repays the loans by electronic transfer (EFT) or by cheque.

Repayment of loans within six months following the end of the strike

1. The Union confirms with the Defence Fund Secretary all loan amounts outstanding before six months from the last day of the strike.
2. The Union repays the loans by electronic transfer (EFT) or by cheque before six months from the last day of the strike.
3. The Defence Fund Secretary confirms receipt of funds and advises when loans are paid in full.

Repayment of loans after six months following the end of the strike

1. The Union confirms with the Defence Fund Secretary all loan amounts outstanding before six months from the last day of the strike and the interest amount that will apply to any amounts not repaid within the six months.
 2. The Union arranges with the Defence Fund Secretary a plan to repay all outstanding amounts within a year of the end of the strike.
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