

To CUPE Local 30 members:

The recently settled collective agreement between the City and Local 30 provides for a Health Care Spending Account (HCSA) in 2007. Human Resources has prepared the attached communication summarizing the HCSA plan provisions for Local 30. The communication will be sent by regular mail to the home address of each eligible employee on December 18, 2006. The same HCSA summary will be posted on the City's website (internal and external) under the Benefits at a Glance section under CUPE Local 30 the week of December 18, 2006. **Updates will also be posted on Local 30's website.**

Although the effective date of the HCSA is December 24, 2006, the late date of the settlement does not allow us to set-up the employees HCSA account in time. The HCSA account for each eligible Local 30 member will not be set-up until **January 22, 2007**. This means that if an employee phones Alberta Blue Cross or tries to submit a claim under the HCSA prior to January 22, 2007, Alberta Blue Cross will advise the employee that they do not have a HCSA. Eligible expenses incurred after December 24, 2006 will be reimbursed from the HCSA but they must be submitted on or after January 22, 2007. **If they are submitted prior to January 22, 2007, there is a strong possibility that they will be rejected.**

The City is sending out the communication and posting the HCSA summary prior to the start date of the HCSA Policy Year (December 24, 2006) and prior to the individual HCSA accounts being set-up (which will occur by January 22, 2007) so that members have an opportunity to learn about the new plan. We also hope that by providing this information early we can alleviate the large number of questions that the Employee Service Centre and your bargaining agents are receiving on this subject.

However, we would ask that you caution all members that reimbursement of eligible expenses from the HCSA will only occur if those eligible expenses are incurred on or after **December 24, 2006** and that they should not submit a claim to the HCSA until on or after January 22, 2007. Alberta Blue Cross Customer Service and Employee Service Centre representatives will be advising CUPE Local 30 members that they will not be able to access their HCSA until January 22, 2007 **and that they should hold onto any receipts for eligible expenses until that time.**

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