



## POLICY MANUAL

**SECTION: BENEFITS**  
**SUBJECT: ONA BURSARIES**

**POLICY: 3.7**  
**PAGE: 1 of 3**  
**EFFECTIVE: SEPT. 1989**  
**REVISED: FEB 2018, DEC 2018**  
**FEB 2021**

### Policy:

ONA is dedicated to providing an environment conducive to learning and personal growth within the union with the acknowledgement of diversity and creativity. The Board of Directors has established The Bursary Fund in order to provide the following annual bursaries for membership who are active in the union:

1. "ONA Glenna Rowsell Bursary" to recognize the time and energy spent by ONA members in the pursuit of labour education to improve working conditions and quality of worklife.
2. "ONA Human Rights and Equity Education Bursary" to assist members who wish to participate in education or outreach to improve human rights and/or equity in the workplace.
3. "ONA Occupational Health and Safety Bursary" to provide access to additional education for members to improve occupational health and safety in the workplace.

Note that these bursaries are for education other than that sponsored or delivered by ONA.

### Procedure:

#### A. Bursary Amounts

Revenue from The Bursary Fund will be used to offer five (5) annual bursaries in each of the three program areas (Glenna Rowsell, Human Rights & Equity and Occupational Health & Safety) in the amount of \$1,000. For each program area consideration will be given to awarding one bursary per region.

#### B. Applicant Eligibility Criteria and Conditions

The Board of Directors has established the following eligibility criteria for each bursary/scholarship:

1. Applicants must be ONA members with entitlements who are active in the union.

2. Applicants must provide evidence that the education/outreach relates to the purpose of the bursary (i.e. labour education, human rights/equity or occupational health and safety as applicable). **Note: This could include courses related to the purpose of the bursary that are part of a certificate/degree program.**
3. Applicants must explain how the education/outreach will advance the goals of the Union.
4. Applicants must agree to provide a written report to the Provincial President within 30 days of completion of the education/outreach. Applicants will also explain how they plan to share the information obtained from the education/outreach with ONA members at the Local/Bargaining Unit level.
5. **The education/outreach must commence in the academic calendar year in which the bursary funds are awarded.** Bursary funds will be provided to successful applicants upon proof of completion of the education/outreach. The successful applicant should endeavour to complete the education/outreach within 12 months of notification of bursary approval, but no later than June 15<sup>th</sup> of the following year.
6. Receipts for the expenses incurred by the education/outreach are to be submitted by June 30 of the year following bursary approval.
7. In compliance with Canada's federal Tax Act, a T4A Information slip will be issued by ONA confirming the bursary amount. The bursary amount is to be reported as Other Income on the recipient's personal tax return. All Information slips will be issued on or before the last day in February following the calendar year to which the slips apply.

#### D. Application Procedure

1. Completed applications must be received no later than March 1 of each calendar year. If the maximum number of scholarships have not been awarded, then applications received after the March 1 cut-off date will be considered.
2. Applications are to be sent **via email** to the Office of the President using the Application Form appended to the policy. The email should be sent to [bursaries@ona.org](mailto:bursaries@ona.org).



## **POLICY MANUAL**

**POLICY: 3.7 PAGE: 3 of 3**

3. Successful applicants will be notified of the decision by mail/email within one month of the decision. A copy of this notification will also be sent to the applicable Local Coordinator and Bargaining Unit President.

### E. Selection Procedure

1. The Provincial President and the Vice-President, Labour Relations Portfolio, will serve as the Selection Team for the Glenna Rowsell Bursary.
2. The Provincial President and the Vice President, Human Rights and Equity Portfolio, will serve as the Selection Team for the Human Rights and Equity Education Bursary.
3. The Provincial President and the Vice President, Occupational Health and Safety Portfolio, will serve as the Selection Team for the Occupational Health and Safety Bursary.
4. The Board of Directors will be notified of all selections. All selections are final and not subject to review.

### F. Yearly Status Report to the Board of Directors

A report concerning the status of The Bursary Fund is to be made yearly to the ONA Board of Directors.