Associate Retiree of the University of Manitoba: Benefits, Eligibility, and Procedure

In 2011, the University created the status of Associate Retiree of the University of Manitoba in order to provide certain benefits to lifetime UMRA Members who do not qualify as Retired Staff. Eligibility for Retired Staff status is retirement from the University at age 55+ with 10 or more consecutive years of employment in a continuing or regular position. The Registrar's Office can tell you whether you qualify for Retired Staff status; if so, you should not apply to become an Associate Retiree. Please note that the status of Associate Retiree of the University of Manitoba is not the same as the UMRA membership category of Associate Member.

Associate Retirees are currently entitled to the following benefits:
1) Use of Library Services.
2) A sponsored computer account with U of M email address and access to free software via Software Express.
3) Recreation Services membership - Associate Retirees under the age of 55 pay the Alumni rate; Associate Retirees who are 55+ pay the the Seniors rate.

Eligibility
To be granted the status of Associate Retiree of the U of M you must be a lifetime Member of UMRA. In addition, you must also meet one (1) of the following requirements:
   a) you retired/voluntarily resigned from the University of Manitoba between the ages of 45 and 54 with 10 or more years of service in a continuing or regular position; or
   b) you retired/voluntarily resigned from the University of Manitoba at the age of 55+ with between 5 and 10 years of service in a continuing or regular position.

Procedure
1) Applications (see reverse) are sent to UMRA for verification of lifetime Membership.
2) Applications from lifetime Members are forwarded to Human Resources for verification of the applicant’s age at retirement and employment history.
3) If all eligibility criteria have been met, the Registrar’s Office (400 University Centre) issues an Associate Retiree identification card.

Please contact UMRA if you have questions about becoming an Associate Retiree of the University of Manitoba.
Application to Become an Associate Retiree of the University of Manitoba

[Please Print]

Name: ____________________________________________
(First name or initial) (Middle name or initial) (Last name)

Year Retired/Resigned________ Department/Unit_________________________________________

Street Address:____________________________________________________________________

City: __________________________   Province: _________ Postal Code:___________

Telephone: (_____)____________________________

E-mail Address:_______________________________

I satisfy the following requirements to become an Associate Retiree of the University of Manitoba:

☐ 1) I have paid the fee to become a lifetime Member of the University of Manitoba Retirees Association.

   AND

☐ 2a) I retired/voluntarily resigned from the University of Manitoba between the ages of 45 and 54, and had 10 or more years of service in a continuing or regular position.

   OR

☐ 2b) I retired/voluntarily resigned from the University of Manitoba at the age of 55+, and had between 5 and 10 years of service in a continuing or regular position.

Note: To reactivate your U of M email address as an Associate Retiree of the University of Manitoba please complete Parts A and B of the individual Sponsored Computer Account Application and include it with this application.

Signature: ___________________________  Date:_____________________

Please mail your application to: UMRA, Box 5, Administration Building, University of Manitoba, Winnipeg, MB, R3T 2N2.

(For UMRA Office Use Only)

Date received: ______________  UMRA Member (lifetime): Yes ___ No ___

Date forwarded to H.R.: __________  Approved by H.R.: Yes ___ No ___

Revised: August, 2014
Information Services & Technology

INDIVIDUAL

SPONSORED COMPUTER ACCOUNT APPLICATION

Do not use this form for employees or departmental function accounts

DEPARTMENTAL RESPONSIBILITIES – PLEASE ATTACH A LETTER OR EMAIL DESCRIBING THE WORK THE APPLICANT WILL BE DOING FOR THE UNIVERSITY

A University department is required to sponsor a computer account for an individual who is not a University of Manitoba employee, but who will be doing work for the benefit of the department or University.

The department must designate a full-time salaried University of Manitoba staff member as the sponsor of the applicant. For contact purposes, the sponsor’s phone number and email address must be provided.

An expiry date will be set on the account. If the account is required past this date, the sponsorship must be. If there is a change in the sponsoring relationship prior to the expiry date, the department must notify the IST Computer Accounts Office.

For information on IST accounts: umanitoba.ca/ist/accounts

APPLICANT INFORMATION

PART A – Required information for all accounts:

Applicant’s name: _________________________    _________________________    _________________________

First                                                 Middle                                                  Last

Organization:  UNIVERSITY OF MANITOBA RETIRES ASSOCIATION

Work address:________________________________________________________________________

Phone (work): ________________________________

Former students and/or employees accounts can be re-activated. If this is preferred, please also complete Part B.

PART B – Additional information to re-activate an account:

UMNetID:  ________________  U of M employee number: ___________________  U of M student number:  ________________

You may be contacted if additional verification information is required.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act and The Freedom of Information and Protection of Privacy Act. The information you provide will be used by the University for the purpose of creating a sponsored computer account or reinstating a former computer account. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Applicant’s Declaration of Responsibility

In accepting this sponsored account, I agree to use it only for the purposes for which it was sponsored and to abide by the principles of responsible use outlined at http://umanitoba.ca/ist/accounts/usage_agreement.html

I understand that misuse of this account will lead to the suspension of my computing privileges to allow investigation. Confirmed misuse will result in the withdrawal of computing privileges and may lead to legal action by the University. I understand that re-instatement of my account, if suspended for misuse, is subject to a $25 fee.

Applicant’s signature:  __________________________    Date: ____________________________________
**DEPARTMENTAL AUTHORIZATION**

**Applicant (not sponsor) title/position:**  
ASSOCIATE RETIREE OF THE UNIVERSITY OF MANITOBA

**Appointment/Project termination date:**  
(Maximum time allowed is one year. The sponsorship may be renewed at that time.)

**Access requested**

- **Staff/Student:**
  - ☐ Wireless
  - ☐ UNIX/Linux logins and ftp
  - ☐ Concur (travel and expense tool)
  - ☐ INS (computers in classrooms and computer labs)
  - ☐ JUMP (web portal)

- **Staff only:**
  - ☐ Aurora INB (student and finance)
  - ☐ CNS (corporate LAN)
  - ☐ EPIC (eProcurement)
  - ☐ Exchange (staff email and calendar)

- **Student only:**
  - ☐ Office 365 (student email and calendar)

**Sponsor’s name:**

Relationship to applicant:  
(Normally a supervisor, advisor, or research colleague)

**Sponsor’s UMNetID:** ___________________________  Dept.: ___________________________

**Sponsor’s phone:** _____________________________  Office location: ___________________________

**Sponsor’s signature:** __________________________   Date: ____________________________

**Dept/Unit Head:** ___________________________  Dept/Unit: ___________________________

**Head’s signature:** ___________________________  Date: ____________________________

**Send both completed pages of this form to:**

Help & Solutions Centre  
Information Services and Technology  
123 Fletcher Argue

**Phone:** 204-474-8600  
**Fax:** 204-474-7598

**OFFICE USE ONLY**

**Check the following:**

- Usage Agreement role set _______
- Resource accounts enabled & user doesn’t know password _____
- Identity Manager password different from resources ________
- If a CCU Full access account has been created, but not Exchange or Office 365, instruct the user to read or forward the ccu email ______
- Instructions provided for Iridium ________

Notified:  
- applicant______  
- or sponsor ________  
- or other ___________________________
  (name and position)

**Userid:** ___________________________

**Department Code:** __________________________

**Processed by:** __________________________

**Date:** __________________________