

# ***CUPE 3913***

Teaching Assistants and Sessional Lecturers at the University of Guelph

## **Member Handbook 2025 – 2026**

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## 1. Key contacts

### Executive Committee

A union executive is responsible for the leadership and administration of the local. The duties of all union leaders is to advance the interests of the members, and solve their problems.

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|--|---|
| • Evren Altinkas (Unit 2 steward):                   | <a href="mailto:unit2@cupe3913.on.ca"><u>unit2@cupe3913.on.ca</u></a>         |
| • Scott Duchesne (President):                        | <a href="mailto:president@cupe3913.on.ca"><u>president@cupe3913.on.ca</u></a> |
| • Alexis Fabricius (Grievance Officer):              | <a href="mailto:grievance@cupe3913.on.ca"><u>grievance@cupe3913.on.ca</u></a> |
| • Grace Goderre (Vice-President External):           | <a href="mailto:vpe@cupe3913.on.ca"><u>vpe@cupe3913.on.ca</u></a>             |
| • Ahmed Mahmood (Health and Safety Officer):         | <a href="mailto:hs@cupe3913.on.ca"><u>hs@cupe3913.on.ca</u></a>               |
| • Shruti Nadkarni (Equity Officer):                  | <a href="mailto:equity@cupe3913.on.ca"><u>equity@cupe3913.on.ca</u></a>       |
| • Angelica Nascimento de Oliveira (Finance Officer): | <a href="mailto:finance@cupe3913.on.ca"><u>finance@cupe3913.on.ca</u></a>     |
| • Amanda Wuth (Vice-President Internal):             | <a href="mailto:vpi@cupe3913.on.ca"><u>vpi@cupe3913.on.ca</u></a>             |
| • Michael Yu (Unit 1 steward):                       | <a href="mailto:unit1@cupe3913.on.ca"><u>unit1@cupe3913.on.ca</u></a>         |

### College Stewards

Stewards are the first contact with the union for members. This interaction often shapes member's opinion of the union. They communicate, educate, and represent the members of their college or department/school to the Executive.

Contact your College Steward if you have any questions about Union issues - they will put you in touch with the right person to help you. We recommend cc'ing the appropriate Unit Steward as well (see above).

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|---|---|
| • College of Biological Science:                | <a href="mailto:cbs@cupe3913.on.ca"><u>cbs@cupe3913.on.ca</u></a>                   |
| • Lang School of Business:                      | <a href="mailto:cbe@cupe3913.on.ca"><u>cbe@cupe3913.on.ca</u></a>                   |
| • Ontario Agricultural College:                 | <a href="mailto:oac@cupe3913.on.ca"><u>oac@cupe3913.on.ca</u></a>                   |
| • College of Engineering and Physical Sciences: | <a href="mailto:cpes@cupe3913.on.ca"><u>cpes@cupe3913.on.ca</u></a>                 |
| • University of Guelph-Humber:                  | <a href="mailto:guelphhumber@cupe3913.on.ca"><u>guelphhumber@cupe3913.on.ca</u></a> |
| • College of Social and Applied Human Sciences: | <a href="mailto:csahs@cupe3913.on.ca"><u>csahs@cupe3913.on.ca</u></a>               |
| • College of Arts:                              | <a href="mailto:coa@cupe3913.on.ca"><u>coa@cupe3913.on.ca</u></a>                   |
| • Ontario Veterinary College:                   | <a href="mailto:ovc@cupe3913.on.ca"><u>ovc@cupe3913.on.ca</u></a>                   |

If you do not hear back from your College Steward within 48 hours, please contact your Unit 1 or Unit 2 Steward at the email address listed above.

### CUPE 3913 Staff

If you have a question about benefits, contact Shelly; if you have a concern about a possible work issue (e.g., Collective Agreement violation, harassment, discrimination, etc.), please contact Jeff.

- |   |   |
|---|---|
| • Jeff Cornelissen (Labour Relations Officer):    | <a href="mailto:labourrelations@cupe3913.on.ca"><u>labourrelations@cupe3913.on.ca</u></a> |
| • Shelly Sarkisian (Admin & Finance Coordinator): | <a href="mailto:adminfinance@cupe3913.on.ca"><u>adminfinance@cupe3913.on.ca</u></a>       |

## 2. Introduction

This handbook provides Members of CUPE 3913 with information about their Union, their rights and responsibilities, key definitions of common work-related terms and contact information. All words in bold appear in the glossary at the end of this document.

If you have any questions, or you would like more details on a particular subject, don't hesitate to contact the president ([president@cupe3913.on.ca](mailto:president@cupe3913.on.ca)).

The Union considers this handbook to be a living document. We appreciate any and all suggestions from Members to update and/or improve its content.

## 3. FAQs about Unions & CUPE 3913

### a. What is a Union?

A Union is an organization of workers dedicated to protecting the interests and improving the wages, hours, and working conditions of all its Members.

### b. How does CUPE 3913 Work?

CUPE 3913 sets its organizational structure and bylaws by majority vote. We are currently working on revising our bylaws, but you can find CUPE 3913's current bylaws on our [website](#).

The local represents two 'units' of employees (see c., below), and negotiates **Collective Agreements (CA)** with the employer (i.e., The University of Guelph) on their behalf. The Collective Agreements outline expectations for wages, benefits, and working conditions, among other issues.

Once a Collective Agreement is established between the Union and the employer, it is CUPE 3913's primary task to ensure that it is not violated by the employer or its management. The Collective Agreement is renegotiated every few years, with the aim of improving the workplace and working lives of its Members.

### c. What is CUPE 3913?

CUPE Local 3913 represents two types of workers at the University of Guelph, which are divided into two units, each with separate Collective Agreements:

- **Unit 1 - Teaching Assistants (TAs)** - The bargaining unit for all Graduate Teaching Assistants (GTAs) and Graduate Service Assistants (GSAs) employed in work directly related to the academic enterprise, and Undergraduate Teaching Assistants (UTAs). This unit comprises the majority of our Membership.
- **Unit 2 - Sessional Lecturers (Sessionals)** - The bargaining unit for Members employed under contract as Sessional Lecturers to teach in university degree credit courses.

### d. How do I know if I'm a Member?

**When you accept a Work Assignment as a TA or Sessional, you automatically become a Member of CUPE 3913.** Once you begin working, you are entitled to the benefits of Union

Membership, including the ability to submit claims for health benefits, attend Union meetings, and file grievances. **You remain a Member for four (4) semesters after your last Work Assignment.** However, if you have not worked within four (4) semesters of your last Work Assignment, you are no longer considered a Member. Your Membership will reinstate, however, as soon as you accept another Work Assignment.

#### **e. What kinds of Work Assignments are available?**

Unit 1 (TAs) Members can only have two kinds of assignments:

- 0.5 TAsip - 70 hours of work per semester
- 1.0 TAsip - 140 hours of work per semester

If you are offered a full term's assignment lower than 0.5 (70 hours), please contact us.

### **4. Rights & Responsibilities of CUPE 3913 Members and the Employer**

On top of any agreements made in a Collective Agreement (CA), employees and employers also have certain rights and responsibilities in the workplace that are established by federal law. In these workplaces, the Union is responsible for representing employees at grievances (see below), **arbitrations**, and in contract negotiations with the employer.

#### **a. Employer's Responsibilities**

The University is responsible for:

- The safety of the workplace - they must ensure a physically and psychologically safe work environment for their employees.
- Ensuring that work assignments are clear and upheld by their employees.
- Alerting the Union of any changes that may violate the CA.

#### **b. Member Rights**

- All workers have **the right to a safe workplace** free of physical and emotional harm, such as discrimination and harassment. As a result, everyone has the right to refuse unsafe work without repercussions.
- You have the **right to have a Union representative** at disciplinary, grievance and overtime negotiation meetings.

#### **c. Member Responsibilities**

- **Tracking your working hours** - Members are expected to track their working hours to ensure they are not working beyond the allotted total hours in their contract, or the maximum hours allotted per week in your contract.
- **Communicating with CUPE 3913 if you think there is a work-related issue of any kind.** If we don't know what's going on, we can't help. Speaking up doesn't just help you, it helps every other current and future Member of the Union. See Key contacts to learn more about how to contact us.

#### d. Why do I need to track my hours?

Regardless of the assigned hours of your Work Assignment (see 2 e. above), it is imperative that your work does not exceed that paid time. **If you exceed your hours, it is your responsibility to alert the professor you are TA'ing for so that they can arrange to have your extra hours paid.** However, if you don't track your hours, you won't know if you've exceeded your work agreement hours or if you're being **overworked** (<https://cupe.ca/overwork>). Additionally, it may be easy for your supervisor to challenge the number of hours you've worked, which may impact whether you are able to be paid for the extra time that you've put in toward your TAing duties. Tracking your hours also benefits your supervisor, so they know where to allocate hours in the future when planning their courses and whether the course needs more TAs.

#### e. How do I track my hours?

There's no specific way to do this, though most TAs keep an Excel sheet with the date, time spent and description of the activities they undertook in that time. An example might look something like this:

Date	Hours Used	Activity
Sept 4	1.5 hrs	Initial meeting with professor to fill out and sign Work Agreement Form; training on how to grade assignments
Sept 9	1 hr	Reading class materials
Sept 10	2 hrs	Attending class
Sept 12	0.25	Responding to student emails
Sept 15	4 hrs	Marking Assignment 1
TOTAL	8.75	

You can find a template tracking document on our website.

#### f. What happens when I run out of hours?

If you realize that you are going to run out of hours, you must inform your supervisor. For example, if you only have two (2) hours left with fifteen (15) ten-page essays still to mark, it is unlikely that you will finish your work in the allotted time. Before you run out of hours, inform your supervisor that you only have a few hours left - they are responsible for reaching out to the department to ensure that any extra hours you work are paid at the Schedule B rate. Extra work cannot be paid if it is not tracked!

## 5. What happens when Rights and Responsibilities aren't met?

### a. What are some potential violations of the Collective Agreement?

All of the following are direct violations of the Collective Agreement between CUPE 3913 and the University of Guelph. If you experience any of these or know of them occurring to others, please contact our President, Unit 1 Steward, Unit 2 Steward or Labour Relations Coordinator – or all four – as soon as possible (see **Key Contacts**).

- **Your supervisor doesn't set up a meeting with you before the semester starts.** Supervisors are *required* to meet with TAs five (5) days prior to the start of classes to review the contract and go over expectations for TAs as per our CA.
- **You're not given safety training for an in-person lab.** This is a health and safety violation. Supervisors must give you in-person safety training in the lab; a Courselink course is not enough.
- **You see or are offered a TA work position that is less than 0.5 (70 hrs).** Departments have attempted to assign 0.25 Work Assignments; however, our Collective Agreement explicitly states that Work Assignment contracts must be for a minimum of 0.5, or seventy (70) hours per semester.
- **Your supervisor is pressing you to work more hours than outlined in your contract (e.g., 70 hours for 0.5 or 140 hours for 1.0).** You are free to consent to work overtime – with the clear stipulation that you will be paid for said overtime. However, you are also free to refuse any work outside of the stated hours in your contract.
- **You are not informed about overtime pay after agreeing to work more hours than in your contract.** You are entitled to overtime pay for anything above what is stated in your contract, but you and your supervisor must agree that you will be working overtime, and your supervisor must get approval through the department.
- **Your supervisor tells you to enforce safety protocols.** This is not the job of our Members. The University and its employees are tasked with this responsibility.
- **Your supervisor bullies or discriminates against you.**

### b. What is a Grievance?

When rights or responsibilities as outlined by our Collective Agreement aren't met (like in the examples above), it's important that Members let us know. In many cases, we are able to resolve issues quickly, though in some cases more serious responses are required. In those instances, a Member may choose to file a grievance. A **Grievance** is "defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Agreement" (CUPE 3913 Collective Agreement, 1.04 (h)).

If you think a violation of the Collective Agreement has occurred to you or another Member or Members, please contact our Grievance Officer ([grievance@cupe3913.on.ca](mailto:grievance@cupe3913.on.ca)).

## 6. FAQs about Health Benefits

### Health Benefits

The benefits period runs during any given academic year (e.g. for 2024-25, the academic year begins September 1, 2024, and ends August 31, 2025). Any claims for that period must be

accrued during the academic year and submitted by the end of the academic year.

#### **a. What benefits do I have?**

**Unit 1** Members are eligible for:

- \$600 per academic year for vision, mental health counselling, or prescription medications.
- \$500 per academic year for other expenses through the Financial Assistance Fund (FAF).
- Coverage period: one (1) year after last Work Assignment (e.g. if your last Work Assignment was in the Fall 2023 semester, you can submit claims until the end of the Fall 2024 semester.)

**Unit 2** Members are eligible for:

- Up to \$1,300 to claim expenses for themselves, their partners or spouses, and dependents.
- Coverage period: one (1) year after the last Work Assignment. (e.g. if your last Work Assignment was in the Fall 2023 semester, you can submit claims until the end of the Fall 2024 semester.

#### **b. How do I claim my health benefits?**

Claims are submitted through the CUPE3913 website after logging in (after logging in click 'dashboard' to go to the benefits submission section). You should have received a welcome email that includes your login information. Before your first claim you must fill out your contact information on the benefits submission section of the website. For more information, contact Shelly, our Administration and Finance Coordinator (see Key Contacts).

### **7. FAQs about Work Assignment Postings & Hiring (Units 1 and 2)**

#### **a. Units 1 & 2: When and where are available work assignments posted?**

Work Assignments are posted on the University of Guelph's hiring website. [Click this link](#). There are no standardized times that departments or schools must post by; however, posting usually occurs mid-to late semester. Your department may send out an email indicating that jobs have been posted, but the Union encourages you to check up regularly on your department or school's Work Assignment postings.

#### **b. Unit 1: What is a Job Security Period (JSP)?**

A Job Security Period, or JSP, is a period of guaranteed work as indicated in your Offer of Admission. To fulfill your job security period, you must apply for at least one (1) Work Assignment in your home department during the semester(s) indicated in the Income/Funding portion of your Offer of Admission; your application must indicate that you are applying within your Job Security Period. For example, if your Offer of Admission states you are guaranteed one GTA per academic year (spanning the fall and winter terms), you must apply for a Work Assignment during one semester per year, and that application must indicate that you are applying within your Job Security Period. The Level of Consideration given in your application indicates whether your application is being submitted within your Job Security Period.



### c. Unit 1: What are Levels of Consideration?

There are three (3) levels of consideration for GTA Work Assignment applications.

- Level One (1) indicates that you are applying within your Job Security Period.
- Level Two (2) indicates that you are not applying within your Job Security Period and have not exceeded the prescribed length for your program of study.
- Level three (3) indicates that you have exceeded the prescribed length for your program of study.

Earnings from Work Assignments completed during your Job Security Period (Level 1 consideration) count towards your guaranteed funding outlined in your Offer of Admission. Earnings from additional Work Assignments completed outside of your Job Security Period (Level 2 consideration) are paid in addition to your guaranteed funding.

### d. Unit 1: Can I apply for a Work Assignment in any department?

Yes. However, hiring is based on the 'Levels of Consideration' in our CA, meaning that candidates from within the department of a course will be considered before candidates from outside the department.

### e. Units 1 and 2: What are seniority points? How do they work?

Both Unit 1 and Unit 2 Members accrue seniority points each time they successfully complete a Work Assignment and are used in the hiring process to determine which Member is to be hired for an assignment. In a case where Members applying for a Work Assignment are equally qualified, whoever holds the highest number of seniority points will be offered the position.

### f. Unit 2: What is a Right of First Refusal?

When a Unit 2 (Sessional) Member successfully completes a Work Assignment, they will hold a 'Right of First Refusal' for that course for an additional six (6) semesters. This means that the department/school must first offer the course to the Member if that course is open (i.e. not being taught by a faculty Member) for that period of time.

### g. Unit 1: How do I fill out a Work Assignment Form (WAF)?

Your WAF is a formal agreement about what is expected of you in your role. Unit 2 Members do not complete and sign WAF's; they accept an offer for a Work Assignment and the terms of that acceptance appear on the offer.

#### **For Unit 1 Members, Work Agreement Forms should include:**

- **A clear breakdown of how hours are allotted.**
- **Deadlines for *each item* to be graded** (e.g., if there are weekly labs, there must be a grading deadline for each lab report).

Contracts must be reviewed with your supervisor at an initial meeting (which also counts towards your total working hours!) prior to signing. An example of a Work Assignment Form for Unit 1 is on the following two (2) pages.

Work agreements must be signed by both the TA and the supervisor and submitted to the department once you've had your initial meeting at the beginning of the semester.



## ASSIGNMENT OF WORK AGREEMENT (Unit 1)

<b>Date:</b>	January 6, 2022	<b>Employee Name:</b>	Name here
<b>Academic Unit:</b>	Department here	<b>Supervisor:</b>	Name here
<b>Course:</b>	COURSE*####	<b>Semester(s)</b>	W22
<b>Type:</b>	<input checked="" type="checkbox"/> GTA / <input type="checkbox"/> UTA / <input type="checkbox"/> GSA-1		
<b>Start Date:</b>	January 10, 2022	<b>End Date:</b>	April 20, 2022

### Offer of Appointment Details:

The University of Guelph has a mandatory COVID-19 vaccine requirement in place for everyone over the age of 12, including visitors. Please be advised that as of September 7 you may enter University of Guelph buildings and University-managed facilities only if you are vaccinated against COVID-19 and have proof of vaccination, or if you have an approved exemption. Exemptions will be approved only on the grounds of medical requirement or religion/creed, and information about process and forms are linked from the [COVID-19 Vaccination FAQ](#) page. Exemption requests should be made as soon as possible as they may take some time to process. Individuals who have an approved exemption must receive a negative COVID-19 rapid test result no earlier than 72 hours before accessing our facilities, a minimum of twice per week for ongoing access. You must abide by the mandatory COVID-19 vaccine requirement and follow [all U of G COVID-19 safety protocols](#). If you have any questions, please contact your supervisor.

Duties	Hours	Details
Orientation/Training:	2	Choose an item. Making Education Accessible Choose an item. Click or tap here to enter text.
Preparation:	8	15 minutes per seminar
Attending Lectures:	Click or tap here to enter text.	Click or tap here to enter text.
Conducting Labs/Seminars:	30	3 seminars per week x 10 weeks
Grading (including dates by which grading must be completed):	86.5	Weekly seminar assignments due Jan 21, 28; Feb 4, 11, 18; Mar 4, 11, 18, 25; Apr 1 Midterm 1 due Feb 21 Midterm 2 due Mar 29 Final papers due Apr 12
Office Hours:	Click or tap here to enter text.	Click or tap here to enter text.



Student Consultation:		Click or tap here to enter text.
Supervisor/TA Meetings:	13.5	<input checked="" type="checkbox"/> Initial Meeting (as per 10.02(a)) - 1.5 hour Weekly meetings to discuss marking and seminars - 1 hour each
Invigilating Exams:	Click or tap here to enter text.	Click or tap here to enter text.
Supervising Field Trips:	Click or tap here to enter text.	Click or tap here to enter text.
Other Duties (Specify):	Click or tap here to enter text.	Click or tap here to enter text.
Total Hours/ Semester:	140	Click or tap here to enter text.
Extra Hours (If any):	Click or tap here to enter text.	Click or tap here to enter text.

**Comments (First Meeting, as applicable)**

Date: January 6, 2022

Click or tap here to enter text.

Supervisor Signature:

Employee Signature:

**Comments (Second Meeting, as applicable)**

Date: Click or tap to enter a date.

Click or tap here to enter text.

Supervisor Signature:

Employee Signature:

*\*Keep one copy of this agreement for your records, give one copy to the employee.*

## 8. FAQs about Payment (Units 1 & 2)

### a. How do I access my pay statement? What do the codes on it mean?

Electronic pay statements can be viewed and downloaded from the Employee Self-Serve portal: [Click this link](#). To log in, you will need to enter your date of birth (including a “/” between month, day, and year) and the last 4 digits of your Social Insurance Number. The codes in the Earnings section of your pay statement indicate the source of funding. Earnings coded as:

- 0146 indicates funding from your Graduate Research Assistantship
- 0166 indicates funding from your Graduate Teaching Assistantship.

### b. Why is the gross pay listed on my pay statement higher than the amount deposited into my bank account?

The gross pay listed on your pay statement indicates your earnings before mandatory deductions. These deductions include Income Tax (FED TAX ON), Canada Pension Plan (CPP), Employment Insurance (EI), CUPE Union Dues (3913), and Tuition Fees (TUITION). Your earnings after deductions are listed as your Net Pay on each pay statement and should match the amount deposited into your bank account.

### c. My net pay has changed, what happened?

Near the start and end of semesters, you may notice some fluctuations in the amount of earnings received from your GRA and GTA. This is normal, as GRA and GTA start and end dates do not always match up with each other. It is strongly recommended that you check the first few pay statements (at minimum) at the start of every semester to make sure your gross pay is listed correctly. Once the semester and your GTA hours are underway, your pay statements should remain stable throughout the semester. If you notice any errors in your pay statements or have questions about your pay statements, please contact the University.

## 9. Training & Assistance with TA'ing or Teaching

### a. Courselink Issues

As a Unit 1 and Unit 2 Member, you will be able to see things and make changes on Courselink that students cannot. Beyond accessing course materials, you will likely use Courselink for three main functions:

- Marking using a built-in rubric
- Inputting grades
- Monitoring discussion boards

If you're ever unsure about how to do something, contact the supervisor of the course you are assigned to, or Courselink support. [Click here](#).

### b. I don't feel prepared for my role – how can I get help?

The supervisor *should* set you up with all you need to perform your duties, though your fellow TAs are also there to help. If you and your fellow TAs are not being supported by your supervisor, that's an issue.

[The Office of Teaching and Learning](#) also has resources and programming specifically designed for both new and returning GTAs to gain skills and confidence:

If you are a Sessional instructor or a seminar leader, check out these resources:

- [Teaching strategies for in-person learning](#):
- [Teaching strategies for hybrid/blended learning](#):
- [Teaching strategies for remote learning](#):

## 10. Getting Involved in the Union

### a. Becoming a Member in Good Standing (MGS)

All TAs and Sessionals within their political Membership are represented by CUPE 3913 and can submit claims for benefits, attend meetings, and participate in the grievances process. However, we strongly encourage all new TAs and Sessionals to become **Members in Good Standing (MGS)** by scanning the QR code or filling out this form: [Click here](#). There is no cost to become an MGS and the form is quick and easy to complete.

Benefits of becoming an MGS include:

- **Staying informed** on issues that matter most to TAs and Sessionals at the University of Guelph.
- **MGS get to vote on Union matters** - Have a direct impact on these issues by ensuring your voice is heard.
- **Demonstrate strength to the University** - Having many MGS demonstrates to the University that we are a strong Union, allowing us to push for initiatives that can improve the working and living conditions for TAs and Sessionals (e.g., higher wages, job security, fair work conditions).
- **Community** - Help establish a community of graduate students and course instructors that are navigating precarious work.



### b. How do new Members stay up to date on Union news?

- **Newsletter** - We email Members a monthly newsletter to keep you updated on current and future events. The newsletter contains student resources, contacts, links, and announcements for keeping up to date with CUPE 3913 initiatives - be sure to read these regularly.
- **Social media** - CUPE 3913 news and current events are posted on multiple social media platforms. Follow us on Instagram (**GRYPHON3913**), Facebook: (**CUPE LOCAL 3913**), and Twitter (X): **@GRYPHON3913** to stay updated.
- **Become a Member in Good Standing to vote on key issues** - Becoming a Member in Good Standing (MGS) allows Members to attend and vote at Union meetings. Scan the QR code above to become a Member in Good Standing.

- **Fill out Member Surveys** - This information helps us focus our efforts preparing for upcoming negotiations with the University.
  - **Sign petitions** - We fight for fair labour practices on campus, but sometimes we lend support to other Unions fighting for fair practices on other campuses. Help support us by signing petitions.
  - **Socials** - Throughout the academic year we host social events for our Members as a way for folks to get to know each other and to chat about work issues. All Unit 1 and Unit 2 Members are welcome!
- =
- **Take on a position in the Union** - CUPE 3913 is run by grad students and sessional lecturers - if you are interested in helping ensure that we have a fair and healthy work environment, please consider becoming involved! Many positions offer an honorarium in recognition of your service. We are always looking for stewards, caucus chairs, and Executive Committee as well. Please reach out to any of us with questions (see Key Contacts).
  - **Attend Membership Meetings** - We host hybrid (i.e., in person and via Zoom) Membership meetings three times a year - in the Fall, Winter and Spring semesters. Information about meeting dates and times will be disseminated through our Newsletters and social media accounts. Meetings keep Members informed, and they offer an opportunity for Members to have their voices heard. All Members are welcome and encouraged to attend.

## 11. Glossary

**Arbitration:** When a grievance is filed, a hearing is held in which the Labour Relations Coordinator lays out the case. The University then decides either to accept the grievance and any or all of the terms of settlement outlined in the filing or deny it. If they deny it, the Union can decide to take it to arbitration, in which a settlement is mediated by an arbitrator.

**Collective Agreement:** Collective Agreements are deals negotiated by unions and employers that provide certain terms and conditions of employment for a group of employees, called the 'bargaining unit,' who are represented by a Union. The Collective Agreement establishes the workplace rights of both the employees and the Union.

**Local:** A local is a unit of a larger Union; i.e. CUPE 3913 is a 'local' of CUPE National. A local establishes its organizational structure and sets its own bylaws. Both the structure and bylaws have to mirror, but not replicate, those of the Union; i.e. the structure and bylaws of CUPE 3913 follow the CUPE National Constitution. However, it also has autonomy to amend the terms of the Constitution to reflect the practice of the local.

**Member in Good Standing:** Every Member of CUPE 3913 has access to benefits and the grievance process, can attend and speak at all CUPE 3913 meetings, and can vote on strike mandates and the ratification of collective agreements. Those Members who wish to become Members in Good Standing (MGS) have the additional benefits of voting on Union amendments, motions, and elections.

**Overwork:** When a Member works above and beyond the agreed upon hours of the Work Assignment or performs duties outside of the terms of the Work Assignment.