

Teaching Assistants and Sessional Lecturers at the University of Guelph



FEATURED TOPICS

What's going on?

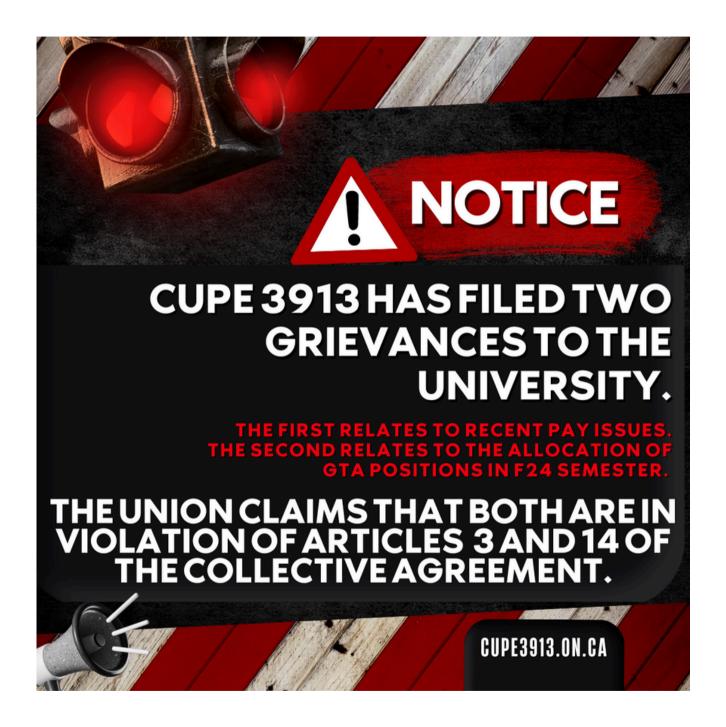
- Grievances:
 - Payroll issues for UofG employees
 - Overwork issues for Teaching Assistants and Sessional Lecturers
- Benefits:
 - Step-by-step guide to claiming benefits and Financial Assistance Fund
 - Benefits reminders
- Upcoming events:
 - Fall Crafts Night
 - Fall membership meeting
 - Tabling for F24
- Reminder: Track your hours!
- Become a member in good standing (MGS)

Learn more about...

- Appointments for Sessional Lecturers
- Benefits: know your benefits and claim up to \$600/\$1200 (Unit 1/Unit 2)
- Special discounts for CUPE 3913 members: car and home insurance, Ford
 & Lincoln vehicles
- Student Wellness support resources
- Contact information

What's going on: Grievances

GRIEVANCES UPDATE



INSTAGRAM: GRYPHONS3913 TWITTER: @GRYPHONS3913 FACEBOOK: CUPE LOCAL 3913

What's going on: Grievances

PAYROLL ISSUES FOR UOFG EMPLOYEES

Please be advised that we filed a grievance on behalf of all CUPE 3913 members against the University with respect to the ongoing pay issues on September 27.

It is unacceptable that so many precarious and vulnerable workers have not received their pay on time, or at all. A grievance hearing was held on October 9, and we are now awaiting their response. The University-wide payroll issue on October 10 only strengthens our case. Please keep your eyes on your inboxes for additional updates from us.

In the meantime, we want to remind you about our **Financial Assistance Fund for TAs where you can receive up to \$500** to help you cover some of your expenses. We encourage you to file a claim and get some help while we wait for the University to figure things out. If you read the rest of the newsletter, we have provided a step-by-step guide to filing a claim.

Find more details here: https://cupe3913.on.ca/Members/Unit-1-TAs/FAF If you are submitting a claim specifically due to payroll issues, please make sure to mention that to your claim.

OVERWORK FOR TAS AND SESSIONALS

We are filing an additional grievance with the University based on reports from several members about **overwork** for Unit 1 and Unit 2 resulting from over-enrolment of students by the University. We are looking to gather information and feedback from members to support this grievance. Please use the QR codes below to visit surveys for members of Unit 1 (Teaching Assistants) and Unit 2 (Sessional Lecturers).

SHARE CONCERNS
RE: PAYROLL



https://forms.gle/5fNX mwUXYbL5sJtu9 **SHARE CONCERNS RE: OVERWORK**

Unit 1 (TAs)





https://shorturl.at/fy17W



https://shorturl.at/InJlq

What's going on: Grievances

We recognize many of you have been hit very hard.

Here are some things CUPE 3913 can do to support you financially.

Apply for your benefits now. If you have incurred costs, help get them covered and get some money back in your pocket.

If you are Unit 1 (TAs):

Apply right now for FAF - this fund covers up to \$500 and can be used for groceries, utilities, rent, etc. Email Shelly at adminfinance@cupe3913.on.ca with any questions about setting up your account. You don't have to be in dire straits to apply, it covers many things. You will need to submit PDF copies of your receipts. Pay is usually pretty quick. When applying, please include that you're applying because of the payroll issues.

Additional steps:

If you still haven't been paid AT ALL, please connect immediately with your department chair and college financial team - they want to know who has fallen through the cracks.

If you are still underpaid, connect with your college financial team and consider putting in a help ticket at HRMS:

https://uoguelphca.sharepoint.com/sites/GryphonsWork/SitePages/Support.aspx

If you've been overpaid, note that the university will collect money back from you, so don't spend it all! This issue doesn't seem to be as urgent as helping people who've been missing pay or underpaid, so lots of questions about how much will the university recover, when, and in what way remain unanswered.

Keep careful tabs on what you are being paid. Note that 1.0 TAships earn \$6,707.00/semester; Sessional pay is dependent on what step you are at. This info can be found on p. 46: https://cupe3913.on.ca/Portals/0/xBlog/uploads/2024/8/7/2023-2026_CAFinalUnit2-FinalWeb.pdf

Check your pay stubs - ensure that they are correct (most aren't!)

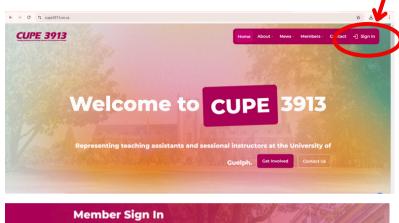
Please help us strengthen our grievance case by sharing your experience through this short survey: https://forms.gle/5fNXmwUXYbL5sJtu9

What's going on: Benefits-

STEP-BY-STEP GUIDE TO CLAIMING BENEFITS

1: LOGGING IN



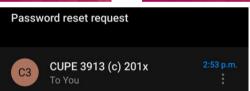




If you know your password, enter it upon sign in. If you are signing in for the first time or have forgotten your password, click "create/reset password" and follow the instructions below

2: CREATING OR CHANGING YOUR PASSWORD









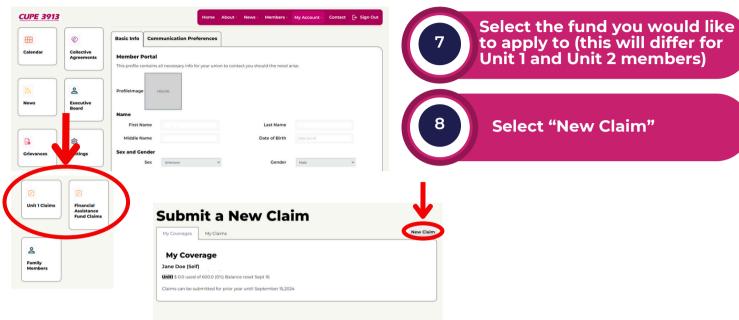




What's going on: Benefits-

STEP-BY-STEP GUIDE TO CLAIMING BENEFITS

3: ENTERING YOUR CLAIM







If you have questions or concerns about filing a claim, please reach out to **Shelly at adminfinance@cupe3913.on.ca**

What's going on: Benefits-

BENEFITS REMINDERS

- The address for the benefits portal remains the same: https://cupe3913.on.ca/
- Your login is your uoguelph or guelphhumber email address.
- Members will be required to change their password during their first login.
- Please update your member profile and add family members if needed.

Claims

- To submit a claim:
 - Select "My Account" (top right).
 - From the pulldown menu select the type of claim that you would like to make (i.e. Unit 1 claim, EFAF claim, or Unit 2 claim).
 - Select "New Claim" Enter the claim information, click next.
 - On the next page upload your claim receipts and explanation of benefits if required, then click submit. Explanation of benefits is required for Unit 1 members filing a claim for something that is covered by the GSA (e.g. prescription medication, mental health, and vision care - more info can be found on the <u>MyStudentPlan</u> website). We require members to exhaust GSA coverage before filing a claim with CUPE 3913.
- We have changed the structure of the benefits plan.

• Unit 1 members:

- the limit of \$300 for vision & \$300 for mental health has changed to \$600 in total for vision/mental health claims and now also includes prescription medications. Members can use the \$600 for any eligible expense and for any amount up to \$600.
- Mental health claims are now being reimbursed at 100%.

o Unit 2 members:

- The limit of \$1000 and \$200 for prescriptions has changed to \$1200 for any medical expense currently covered under the benefits program.
- You can find more information by navigating to the "Benefits FAQs" page on the CUPE
 3913 website.
- **Financial Assistance Fund** claims for Unit 1 members are now being processed through the members portal. We are no longer processing FAF claims via email. FAF application forms are no longer required.
- <u>Unit 1</u> please be reminded to **submit heath claims first to your primary insurance provider** (CanadaLife through the GSA), and be sure to submit an "explanation of benefits" as a PDF when submitting your claim to CUPE.
- To receive your benefits claim, please follow the instructions sent to you by RBC PayEdge to set up direct deposit.

What's going on: Events

FALL CRAFTS NIGHT



Join us for a family-friendly crafts night happening on October 29, 2024, from 4-6 PM at the CUPE 3913 office located at 25 University Ave E, Guelph ON. This event will provide an opportunity for Members to connect with each other and get to know us. We will provide craft supplies, snacks and refreshments.

What's going on: Events

FALL MEMBERSHIP MEETING



CUPE3913.0N.CA

Fall Membership Meeting

CUPE 3913 is holding our Fall Membership Meeting on October 29 at 7:00 PM exclusively on Zoom. All members are welcome to attend. We will be introducing everyone to key elements of the union, following up on bargaining gains and other achievements, updating members on current issues, and announcing future events, including next year's election.

We hope to see you there!

October 29th, 2024

7:00-9:00 PM ON ZOOM - LINK WILL BE EMAILED TO MEMBERS

We have rescheduled our Fall Membership Meeting for October 29, 2024 from 7-9 PM. The meeting will be held exclusively in a virtual format and will take place over Zoom. the Zoom link will be distributed to members via email prior to the event.

What's going on: Events

TABLING FOR FALL 2024 SEMESTER



OCT

9

All tabling will occur in the University Centre from 10 AM - 2 PM.

NOV

6

DEC

4

Stop by for some free coffee, swag items, and helpful information!



CUPE 3913

CUPE 3913 and GSA executives will be tabling in the UC this semester. Come visit us on October 9, November 6, and December 4 for some free coffee, swag items, and helpful information!

INSTAGRAM: GRYPHONS3913 TWITTER: @GRYPHONS3913 FACEBOOK: CUPE LOCAL 3913

What's going on

REMINDER: TRACK YOUR HOURS!



CUPE 3913 would like to remind members to track their hours to prevent over-work.

If you are approaching the maximum number of hours allocated in your contract, contact your supervisor so hours can be re-allocated or overtime can be negotiated.

Remember that Unit 1 members (TAs) can spend a maximum of 24 hours/week on teaching duties.





Or visit: https://cupe3913.on.ca/Members /New-Members/Hours-Tracking



Please make sure to track your hours for the Fall 2024 semester to prevent over-work. Please visit cupe3913.on.ca/Members/New-Members/Hours-Tracking. to access CUPE 3913's hours-tracking template, and make sure to review your contract and Collective Agreement to make sure you know your rights.

What's going on

BECOME A MEMBER IN GOOD STANDING



BECOME AN ACTIVE MEMBER AND VOTE ON IMPORTANT ISSUES FOR TAS AND SESSIONAL LECTURERS!



VISIT HTTPS://CUPE3913.ON.CA/MEMBERS/UNIT-2-SESSIONALS/BECOME-A-MGS

Would you like to become an active union member and gain the ability to vote on issues that are important to TAs and sessional lecturers? If so, please become a Member in Good Standing by filling out the form at the above QR code or by visiting: https://cupe3913.on.ca/Members/Unit-2-Sessionals/Become-a-MGS



APPOINTMENTS FOR SESSIONAL LECTURERS

We often receive questions regarding appointments to positions involving open competitions for sessional lecturers. This information is general and does not specifically speak to appointments for TAs or positions that hold **Right of First Refusal (RoFR).**

Please refer to Appendix F of our Unit 2 collective agreement to see how competing RoFR's are decided upon. When there is an open competition for a sessional lecturer position and two or more candidates apply and the qualifications are demonstrably equal, then the most senior candidate should receive the appointment.

As per Article 11 of our collective agreement, before the hiring, a selection committee must establish a **rubric for evaluating applicants' application**. The rubric will be specific for the position and could include things like education, publications, previous teaching experience in the area, other work experience, seniority points, etc.

One candidate may have strengths in one area while another candidate has strengths in a different area. On the rubric, the areas would be scored for each applicant. If two candidates are relatively equal, then the most senior candidate should receive the offer. If a lower senior candidate is demonstrably more qualified, as per the rubric, then the lower senior candidate would receive the job offer.

If you believe you should have received an offer but did not, feel free to reach out to our **Labour Relations Coordinator**, Jeff at **labourrelations@cupe3913.on.ca**.

We can discuss your specific concern and we can contact the University for more information around that specific hiring decision. It is worth questioning if you have questions regarding hiring.

Understanding CUPE 3913's Health Benefits

Grad students have benefits through the GSA; as workers, Units 1 and 2 are entitled to *additional benefits* offered by CUPE 3913:

- Supplemental health benefits cover the academic year (Sept 1-Aug 31); claims must be submitted by Sept 15
- Members are entitled to benefits for up to 1 year following their last work assignment
- Must use GSA benefits before you access your CUPE benefits
- Claims can be made through our website
 - FAQs re: how to submit a claim online + more info on benefits are also available on our site
 - Questions? <u>benefits@cupe3913.on.ca</u>

UNIT 1 (TAs and GSA-1s): UNIT 2 (Sessional Lecturers):

- \$600 total for vision, prescription, and mental health claims
- Any expense under the Income Tax Act 118.2(2) up to \$1200, including
 - Dental
 - Prescription drugs
 - Vision care
 - Physiotherapy
 - Massage therapy
 - Chiropractic
- Prescription drugs

EXPERIENCING DIFFICULTIES IN YOUR ROLE AS A WORKER? WE CAN HELP

Our Labor relations Coordinator is here to advise you

Reach out to Jeffrey Cornelissen labourrelations@cupe3913.on.ca to discuss the issue and get insights into possible solutions.

Some things to know about resolving work issues

The earlier you contact us, the better

If an issue has arisen, contact us as soon as possible with the pertinent details so that we can offer you guidance on how to proceed.

You are in charge of all decisions

There are many ways a work issue can be resolved; we can lay out your options so that you can make an informed decision that works best for you. However, only you will decide what will happen.

EXPERIENCING DIFFICULTIES IN YOUR ROLE AS A WORKER? WE CAN HELP

One option is an informal resolution

The Union can bring the issue to the Office of Faculty and Academic Staff Relations (FASR) in the hopes that it will be addressed appropriately. We will discuss with you how we will present the problem to FASR to ensure your comfort. Note that we are able to settle the vast majority of issues through this route.

Another option is to file a grievance

If the matter is more serious or is not resolved appropriately through the informal route, we can file a formal grievance (though only if this is a route that you choose).

What is a grievance?

A grievance is a complaint put forth by the Union articulating that the employer has acted (or failed to act) in a way that violates the Collective Agreement. A grievance by the Union on behalf of the member.

Find more information about grievances and the grievance process on our website <u>here</u>.

HAVING MONEY PROBLEMS?



Apply for the Emergency Financial Assistance Fund (EFAF)

Unit I members (TAs) experiencing financial hardships may apply for up to \$500 in financial assistance per academic year. To be eligible, you must have had a work assignment within the past year

How do I apply?

 Visit our website at cupe3913.on.ca, login, and under the "my account" tab you can submit an EFAF Claim



Take advantage of CUPE 3913's discounts

Car and home insurance

CUPE members receive a discount at Economical Insurance AND can win 1 of 36 cash prizes of \$5,000 when you call for a quote.

www.nationalbrokers.com or call 905-597-3390

Discounts on Ford and Lincoln vehicles

CUPE members are part of the Partner Recognition X-Plan Vehicle Pricing Program that gives you special pricing on many makes and models.

www.fordpartner.com



IMPROVE LIFE.



SUPPORT RESOURCES

STUDENT RESOURCES

The following services are available to students. Virtual, phone and in-person appointments available as guidelines allow.

Student Wellness Services:

*All located in the J.T. Powell Building, on the first floor. 8:30am – 4:30pm (check online for individual services and hours)

Health Services - x52131

• Drop-In Clinic as well as booked appointments with doctors

Counselling Services - x53244

 Drop-in Counselling. Fall/Winter Mon to Fri: 1pm-3:30pm

Wellness Education & Promotion Centre – x53327

 Email to discuss training options and to book a training mentalhealth.training@uoguelph.ca

Student Support Network

 Peer-to-peer support. Fall/Winter Mon-Fri: 12pm-10pm wellness.uoguelph.ca/ssn

Accessibility Services – x56208

 Students requiring academic accommodations because of a disability (temporary or permanent)

*Current information on Student Wellness Services' hours and locations: wellness.uoguelph.ca

OTHER RESOURCES

Mental Health Training morefeetontheground.ca

Feeling Better Now feelingbetternow.com/uoguelph

AVAILABLE AT ALL TIMES

Campus Community Police Trent Building on Campus

x2000 or 519-840-5000; uoguelph.ca/police

Here 24/7 Crisis Line (Guelph or K-W) 1-844-437-3247 or CMHA Crisis Line (Ontario) 1-833-456-4566

Text Crisis Line
Text UOFG to 686868

Good2Talk Crisis Line 1-86-925-5454

SEXUAL VIOLENCE RESOURCES

Sexual Violence Support Services on Campus (Non-Urgent) x53020, Mon. to Fri.: 8:30am – 4:30pm svinfo@uoquelph.ca

Women In Crisis - 1-800-265-7233 24-Hour Crisis Support for Sexual or Domestic Violence. All genders welcome.

Guelph General Hospital Care and Treatment Centre for Sexual and Domestic Violence 153 Delhi Street, 519-837-6440 x2728 or call x2210 After Hours

Sexual Violence Support & Information wellness.uoguelph.ca/sexual-violence-support

STAFF RESOURCES

Employee & Family Assistance Program (EFAP)

The EFAP is available to eligible employees and their immediate family members in need of confidential, professional counselling for personal, family, relationship, and wellness issues.

Access at any time: 1-800-663-1142 or contact the Manager of Occupational Health and Wellness at x5213

EXECUTIVE COMMITTEE AND STAFF CONTACT

Executive

President Scott Duchesne

Vice-President Internal Kathleen Nolan

Vice-President External <u>Kimber Munford</u>

Unit 1 Steward

<u>Michael Yu</u>

Unit 2 Steward Evren Altinkas

Finance Officer

<u>Angelica Nascimento de</u>

<u>Oliveira</u>

Grievance Officer Alexis Fabricius

Health & Safety Officer Ahmed Mahmood

> Equity Officer Shruti Nadkarni

Staff

Labour Relations
Coordinator
Jeff Cornelissen

Admin & Finance
Coordinator
Shelly Sarkisian